

SECTION – I

Invitation of Bids & Instructions to Bidders

- 01 **Introduction**
National Council of Educational Research and Training(NCERT), Sri Aurobindo Marg, New Delhi – 110016, Invites sealed bids from the interested bidders for **Awarding the Rate Contract of Job items for one year for the Repair, Maintenance and Service of Furniture Items and Tapestry work on wooden / Steel Furniture Items on Job Order Basis.** The List of Job Items Furniture items and tapestry Work on Wooden / Steel Furniture items are given in Table II, and III of Section IV.
- 02 **Scope of Bid**
Initially the contract will be granted for one year period and It extendable to a further period of one year and again for one year (to a maximum total period of three years) on the sole discretion of NCERT subject to satisfactory service provided by the contractor. The approved Contractor will have to apply in writing for such extensions well in advance before the expiry date of contract. The Contractor will have no claim for such extensions neither this will be binding on him to accept such extensions offered NCERT. In case extensions are granted for more than one year period, the application rates and terms-conditions will remain the same as the first one year of contract.
- 03 **Cost of Bidding Document**
03.01 The cost of the Tender Documents is Rs. 500/- (Rupees Five Hundred Only). The interested bidders may purchase complete set of Bidding Document from **“Senior Technical Officer (R&M Section), Room No. 02 Ground Floor, Workshop, Building, NCERT, Sri Aurbindo Marg, New Delhi – 110016”**, from 10.00 hours to 16.00 hours on all working days (except declared holidays), upto one day before the deadline date of submission of complete bid. The payment is to be mad in form of **DD/ BC drawn in favour of “Secretary, NCERT, New Delhi – 110016” payable at New Delhi.**
- 03.02 Complete Bid Document can also be downloaded from NCERT Website WWW.ncert.nic. In the this case, a **DD / BC of Rs. 500/- in favour of “Secretary, NCERT, New Delhi – 110016” payable at New Delhi, must be enclosed in the bid document.**
- 04 **Amendment (s) in Bidding Documents**
04.01 The Bidding Documents must be readable Any **amendment (s)** done must be authenticated by placing signature of the authorized signatory. No **amendment** will be allowd after the last date and time fixed for submission of bids.
- 05 **Submission of Completed Bid Documents**
05.01 **EMD of Rs. 5,000/- (Rupees Five thousand only) in the form of DD / BC in favour of “Secretary, NCERT, New Delhi- 16” payable at New Delhi must be submitted along with Completed Bid failing which bid will be rejected.** The EMD will be returned without any interest to all unsuccessful bidders after the finalization of the contract. Also the EMD will be returned without any Interest to the successful bidder after the receipt of letter of Acceptance of Contract along with amount of Performance Security. The EMD will be forfeited if the bidder withdraws the bid.
- 05.02 **Price Schedule of Job Items**
05.02.01 For this, the prospective bidders must refer Table II and III of Section IV which consist of list of Job Items for the Repair and Maintenance of Furniture Items and Tapestry work on Wooden / Steel Furniture Items. Table has been provided provision for quoting the % Good & Service Tax (GST). The prospective bidders are required strictly to use format of these table only, or their clear photocopies without incorporating any changes to quote the Prices both in figures and words.
- 05.02.02 The Prices Bid shall be placed in the envelop. Sealed and marked on the top as **“Quotation for inviting the Rate Contract of Job Items for one year for the Repair and Maintenance of Furniture Items and Tapestry Work on Wooden / Steel Furniture Items on Job Order Basis.”** Complete postal address of the Bidder must also be written on this envelop.
- 05.03 The bidder or his authorized person must place his signature at the bottom of all pages of tender document.

- 06** **Deadline for submission of Completed Bids**
- 06.01 The deadline date / time for the submission of Completed Bid is by 13.00 hours on 04/09/2018. The Completed Bid must be dropped in the Sealed Tender Box or sent by Registered Post / Speed Post / Courier to “**Senior Technical Officer (R&M Section), Room No. 02, Ground Floor, Workshop Building, NCERT, Sri Aurobindo Marg, New Delhi – 110016**” to be received strictly on or before the deadline date and time.
- 06.02 In case, holiday, is declared on the deadline date, the Completed Bids can be received on the immediate next working date. In such case the time of receipt will remain as 13.00 hours only.
- 06.03 At any time prior to the deadline date for submission of Bids, NCERT may amend the Bidding Documents by issuing an Addendum .The amendments given in the Addendum will be binding on the prospective bidders. The addendum will be uploaded on the NCERT Website only. The prospective bidders are advised to remain in touch with NCERT Website.
- 07** **Opening and Evaluation of Bids**
- 07.01 **Late Bids will be rejected and will not be opened.** These bids will be returned to the bidder if request for this is received in writing.
- 07.02 The Bid will be opened at 14.00 hours on 05/09/2018 in the presence of bidders or their Original Documents for verification of Self Certified Copies submitted by them.
- 07.03 If this date falls on declared holiday, then Bids will be opened on immediate next working day but the time of opening will remain the same.
- 07.04 Bid received without the cost of bid document and EMD will be summarily rejected and the Bids of such bidders will not be processed further.
- 08** **Corrections of Errors**
- 08.01 If there is a discrepancy in the rates in figures and in words, the rates in words will be considered as final. This will be binding on the bidders. In case the bidders (s) do not / agree with this, their bids will be rejected and EMD forfeited.
- 09** **NCERT’s right to Accept any Bid or Reject any Bid or Reject All Bids**
- 09.01 NCERT reserves the right to accept any Bid or to Reject any Bid or to Reject All Bids without assigning any reason, at any time prior to the award of contract.
- 10** **Notification for the Award of Contract**
- 10.01 The bidder (s) who has quoted the lowest price for maximum number of Job Items will be offered to give written acceptance for the lowest price quoted by other bidders for the remaining job items for which he has quoted higher prices.
- 10.02 The NCERT will issue an offer of Acceptance of Contract and upon receipt of such notification, the successful bidders must submit Acceptance Letter on Letter head along with the Performance security Money of Rs. 10,000/- (Rupees ten thousand only) within one seven days time to NCERT. **The Performance Security Money of Rs. 10,000/- (Rupees ten thousand only) will be acceptable n the form of DD/ BC in favour of “Secretary, NCERT, New Delhi – 16” payable at New Delhi.**
- 10.03 After the receipt of the Acceptance Letter and Performance security from the successful bidder, NCERT shall issue the Contract Letter to the successful bidder.
- 10.04 Failing to comply with above formalities by the bidder will result in Termination of his bid and forfeiture of the EMD.

SECTION _ II
Terms – Conditions of Contract

- 01 The facilities and the Inputs which will be provided to the Contractor**
- 01.01 The space to carry out activities of repair, maintenance and service will be provided by the NCERT free of cost. However, the Contractor will be fully responsible for the safe custody of his items / equipments etc.
- 01.02 Electricity and water will also be provided free of cost for carrying out the repair, maintenance and service activities.
- 02 Eligibility Criteria to be met by the Bidders**
- 02.01 The Bidder must have sufficient Infrastructures, Qualified and Trained Manpower, Equipments, Tools, Machineries/ Plants and other Technical Assets etc, for performing the Repair, Maintenance and Service activities, The NCERT will have the right to inspect the work premises of the successful bidders to assess the Infrastructure and other Assess etc, if necessity arises.
- 02.02 The Table – I (undertaking) serial numbers 01 to 04.05 given in section IV (to be submitted by the prospective bidders) are also the per of Eligible Criteria to be met by the Bidders.
- 03 the Details of Work or services to be performed by the Contractor**
- 03.01 The Machines / items should be installed in a systematic / professional manner. Poor installation will not be accepted.
- 03.02 The Repair / Maintenance of Furniture items will have to be done in professional manner and the replaced spare parts used must be of genuine reputed company bearing proper specifications and ISI grading.
- 03.03 Proper and sufficient number of trained manpower has to be deputed by the Contractor for the repair / maintenance of NCERT's Items / Equipments. This manpower will also be made available by the Contractor on Saturdays / Sunday / Holidays.
- 03.04 After the receipt of Job Order, the work must be attended within a period of 06 hours. Beyond a period of 06 hours, it will be assumed that the Furniture Item did not work for full day and subsequent days till made functional, and an amount of Rs. 100/- per day per Machine / Item will be deducted from the bill / performance security money.
- 03.05 The work has to be done in this office's premises only, in exceptional cases and in case of major repair, the Furniture Item may be allowed for repair in Contractor's workshop for a maximum period of 04 days. Beyond this period, an amount of Rs. 100/- per day per day Item will be deducted from bill / performance security money. In case a Item is to be taken out to contractor's premise for repair, proper Gate Pass is to be obtained from NCERT where Item is installed with a copy to this office.
- 03.06 In Case of frequent breakdown of the Items and unsatisfactory maintenance of Items by the Contractor or sufficient manpower not provided by the Contractor, the NCERT will have the right to employ other Mechanics. In such cases, the charges incurred together with the cost of materials will be recovered from the bills / performance security money of the Contractor,
- 03.07 Any loss to the Item or to the user of the Item due to poor workmanship on the part of Contractor will have to be compensated by the Contractor or will be recovered from the bill / performance security money of the Contractor.
- 03.08 The functioning of contract / replacement of parts. etc. will be continuously monitored by a team of technical staff of NCERT whose names / designations will be given in the Job Order. The recommendations of the team which may include recovery of any amount due to poor performance of contractor, will be binding on the contractor, The continuance of contract will also be based on their report.

- 03.09 The repair jobs carried out by the firm are to be given 06 months guarantee / warranty from the date of completion of job. If the Item becomes defective during the guarantee / warranty period, the same will be repaired / replaced by the Contractor free of cost at his own expense. Failure to do so, the amount as deemed fit will be recovered from the Bill / Performance Security Money.
- 03.10 In case of repair / maintenance of items are being done in the premises of the Contractor, NCERT reserves the right to inspect the functionality / test of the item in the premises of the Contractor. In such cases, all reasonable facilities and assistance required for the inspection work shall be provided to our inspectors free of charge.
- 03.11 Should any inspected or tested Service fails to conform to the specifications, NCERT may reject them and the Contractor shall either re-do the rejected Service or make all alterations necessary to meet specification requirements to make it functional free of cost.
- 03.12 NCERT's right to inspect, test and, where necessary reject the Services shall in no way be limited or waived by reason of the services having previously been inspected, tested and passed by NCERT or its representative.
- 03.13 The Contractor may be required to provide any or all of the Incidental Services. Including additional services free of costs like: Loading at point of dispatch, Transportation to the point of Delivery, Unloading at point of Delivery and Stacking and Installation at the point of Delivery.
- 04 The Statutory and Contractual Obligations to be complied with by the Contractor and Mode of Functioning of Contract**
- 04.01 Based on the requisition received from the various offices of NCERT, the Technical Staff of NCERT will inspect the Item and identify the defects. Based on the Inspection Report of Technical Team, Job Order bearing proper Job Order Number and Date will be issued to the Contractor along with a list of Jobs to be done by the Contractor.
- 04.02 The Contractor will carry out only those jobs which are mentioned in the Job Order. In case he notices any other necessary jobs, he will inform in writing on his letter head and obtain additional Job Order from NCERT bearing proper number and date for carrying out such additional jobs.
- 04.03 If Contractor notices any missing part (s) from the Item, he will inform in writing to NCERT and take prior written permission from NCERT before replacing them, NCERT will issue additional Job Order for such cases.
- 04.04 The Contractor will work strictly under the supervision of Foreman / Jr. Foreman / Fine Mechanic / Mechanic and one representative of Department concerned deputed for this purpose by NCERT. Their names and designation will be mentioned on the Job Order issued to the contractor. The jobs are to be completed satisfactorily to the utmost satisfaction of this team.
- 04.05 The jobs given in the Job Order must be completed within time frame specified in the job order failing which penalty as deemed fit will be imposed / amount as deemed fir will be recovered from bill / performance security.
- 05 Submission of Bills (s)**
- 05.01 Immediately after the completion of all jobs listed in one Job Order (including additional Job Order, if any connected to Main Job Order), the contractor will submit only one pre-receipted revenue stamped bill against one such Job Order. He must write the Job Order Number and Date (including additional Job Order number and date, if any, connected to main Job Order) in the bill
- 05.02 Duly filled in (No columns and rows to be left blank) **Satisfactory Job Completion Certificate** (on the prescribed format as per Appendix – 2, Section III, issued by the user of responsible capacity, with his name, designation and rubber stamp must be attached along with the bill.
- 05.03 The bill (s) must be original and proper and must indicate bill book no., serial no. and PAN / TIN / TAN / VAT / Service Tax Registration Number, and other information etc.

- 05.04 The bills (s) must be neatly typed / Computer Typed / Hand written and must be easily readable. The bill (s) must be addressed to “**STO (R&M), NCERT, New Delhi – 16**”
- 05.05 The bills (s) must be strictly in accordance with the job order. The job items written in the bill must be in same sequence as given in List of Job Items mentioned in Job Order.
- 05.06 The bills (s) must also be in accordance with the approved rates.
- 05.07 It will be the absolute responsibility of the Contractor not to submit the bill and claim the money for those Job Items of relevant Job Order which fall under the category of Guarantee / Warranty period. If such act is noticed by NCERT, it will be taken as violation of Terms-Conditions of Contract resulting in termination of contract, forfeiture of performance Security Money / recovery of already paid amount from the bill / Performance Security Money.
- 05.08 It will also be the absolute responsibility of the Contractor not to submit the bill and claim the money for those Job Items of relevant Job Order which have not been done. If such act is noticed by NCERT, It will be taken as violation of Terms-Conditions of Contracts resulting in termination of contract, forfeiture of Performance Security Money / recovery of already paid amount from the bill. Performance Security Money.
- 05.09 After the scrutiny and the verification of satisfactory work by team of officials, the bill (s) will be forwarded to the Accounts Branch of NCERT. The Accounts Branch will make the payment through crossed Cheque which will be sent to the Contractor’s address.
- 05.10 No advance payment will be mad by this office under any circumstances.
- 06 Refund of Performance Security Money :** The Performance Security Money will be refunded without any interest, 06 months after the successful completion of contract period (including periods of Extensions).
- 07 Termination for Default :** Notwithstanding anything contained herein, the NCERT has the right to terminate the Approved Running Contract at any time, either whole or part, by giving 10 days notice to the contractor by a registered mail or by hand, and if needed may award the same to any other firm at the cost of the contractor, without prejudice to any other firm at the cost of the contractor or without the cost of the contractor, without prejudice to any other right available under the term-conditions or under law. Further, NCERT may without prejudice to any other remedy for breach of contract, terminate the contract in whole or part, if : (a) The Contractor fails to deliver any or all of the Services within the time period (s) specified in the Contract or Job Order issued to the Contractor, or within any extension thereof granted by NCERT pursuant to Contract. (b) The Contractor fails to perform any other obligation (s) under the contract. (c) The Contractor, in the judgment of NCERT, has engaged in fraud and corruption.

SECTION – III [APPENDIX – 1]

(Format for list of Job Items to be done by the contractor to be attached with the Job Order)

F. No.

Main / Additional Job Order Serial No. & Date.....

Subject: Job Items to be attended by the Contractor

S. No.	Name of Deptt., Building , Floor, Room No. etc.	Details of Item (Name Model No., Serial No., Capacity / Stock No.	* Whether in Warranty Period (If yes then Main / Additional Job Order No. & Date against which last repaired by the contractor)	Nature of Defects to be rectified by the Contractor Including replacement of missing Spare Parts given in the bracket	Qty
1	2	3	4	5	6

* For repeat jobs done within warranty period, no bill will be raised by the Contractor.

(The number of rows to be extended as per requirement)

REPAIR AND MAINTENANCE (R&M) SECTION NCERT

Completion Certificate

01	DEPARTMENT / SECTION	
2	NCERT's Job Order Number & Date including Additional Job Order Number & Date	
03	List of Jobs which has been done (strictly as per main and additional Job Order)	
04	<p>Certified that above stated Job(s) have been done as per the Job Order referred above. The Spare Parts of reputed make with ISI Grading & correct quantity has been replaced as per job order. The list of old replaced Non-consumable spare parts on our letter head along with the parts has been submitted along with this bill.</p> <p>Name & Signature of the Firm -----</p> <p>Date -----</p> <p>Rubber Stamp</p>	
05	<p>Certified for details given as above stated job (s) and has/have been done by the Firm under our supervision as per the Job Order referred above. The Spare Part (s) which has / have been replaced are of reputed make/quality and correct quantity. The Non-consumable old spare part(s) has/have been deposited by the Firm. The Functional Test of the Item (s) after repair/service/maintenance has/have been found satisfactory.</p> <p><u>Signatures with Name & Designation of:</u></p> <p>Supervisory Technical Staff of R&M Section Authorized official of User</p> <p align="right">With stamp</p>	

To,
The Senior Technical Officer (R&M)
Sri Aurbobindo Marg, New Delhi- 110016

Subject: Submission of Quotation for Awarding the Rate Contract of Job Items for one year for the Repair, Maintenance and service of Furniture Items and Tapestry Work on Wooden / Steel Furniture Items On Job Order Basis.

Sir,

I hereby submit the undertakings and Price Bid as per the requirement mentioned in the Tender Document / Addendum as below for your necessary action:

Table – I (Undertakings)

(Write Yes or No against each row of following table without table leaving any row blank and also attach self certified proofs in the same sequence).

S. No.	Undertakings	Write Yes or No
1	A recent copy of Bill / Cash – memo indicating necessary information of the firm is enclosed	
2	Self attested copy of valid Pan / GST Registration Number (in the name of the firm) issued by the competent authority attached	
3	I have attached the response letter on the printed letter head of the bidder's firm, duly signed and rubber stamped, with the following undertaking:	
03.01	That I hereby acknowledge the receipt of complete set of Tender Document and Addendum. It has been examined and studied in respect of full Details, Sections, Terms-Conditions, Addendum etc. and Completed Bid submitted by me covers all the parameters of Tender Documents / Addendum, failing which NCERT has the authority to reject my completed Bid.	
03.02	That I undertake that all the information mentioned in the completed bidding document are correct to the best of my knowledge and belief. I also undertake, if our bid is accepted, to render services in accordance with the terms-conditions of the contract and as per the prices including taxes approved by NCERT.	
03.03	That I undertake to abide by all the conditions given in Tender Documents in various Sections and Addendum. In case of violation of any condition by me, NCERT may take action as deemed fit / as mentioned in various Sections of Tender Documents and Addendum including rejection of my bid.	
03.04	That I agree to abide by this bid and shall remain binding upon us, for the complete validity period of the bid until contract is finalized. This bid together with your written communications thereof and your notification for award of Contract shall constitute a binding conditions upon us till the successful completion of Contract.	

03.05	That for the submission of bid, we have used the prescribed formats and tables or their clear photocopies only without incorporating any changes in them, failing which my completed bid will be rejected by NCERT. The Spare Parts (that will be replaced) will be of genuine Reputed Manufacturing Company having ISI or Equivalent	
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	Grading.	
03.06	That the Prices quoted by me will remain fixed during the total period of bid validity, and if approved by NCERT to a total period of contract including extended period if granted, accordingly valid period of DD / BC submitted toward the cost of the Tender Document / EMD / Performance Security Money will be adjusted falling which my bid may be rejected by NCERT. The prices quoted by me shall not be subjected to any upward variation / change on any account. In case of downward variation Prices during the running contract period, the benefit will be given to NCERT. Upward / Downward Changes, if any, in GST will be acceptable to NCERT with effect from the date of notification by the Government if proper proofs are provided to NCERT to its satisfaction. If a bid is submitted with adjustable prices, the same will be treated as non- responsive. The bid will also be treated as non-responsive if prices quoted are found imaginary. The price quoted have been rounded to nearest Rupee (s) Failing to comply with above requirements will result in rejection of bid.	
03.07	That I have quoted the rates of All Job Items given in Table I Price Bid (Price Schedule of Job Items) and schedule of Taxes given in table, II, failing which my bid will be rejected.	
03.08	That I shall charge the taxes, if any, in accordance with the existing Government Procedures / Rules. For example Vat will be charged on new items only and Service Tax will be charged on Labour Charges only.	
03.09	That I shall be entirely responsible for depositing to Govt. Agencies all taxes such as Sales Tax, Vat, Service Tax, Insurance, Duties, License Fees, Octroi, Road permits etc. incurred for performing the contract.	
03.10	That My firm has never been Blacklisted by any Central Government / State Government / Autonomous Body PSU Educational Institute / Private Agencies etc, and if it comes to the notice of NCERT, the bid / approved running contract will be terminated by NCERT with immediate effect. NCERT also reserve the right to Blacklist my Firm as per the available rules / regulations.	
04	That NCERT requires the Bidders of strictly follow the laws against any Fraud and Corruptions in force India, namely Prevention of Corruption Act 1988 amended from time to time to all date. I undertake that, in completing and executing the contract, we will strictly observe the "Prevention of Corruption Act 1988 and its subsequent amendments".	
04.01	I have submitted the self certified copies of previous years Income / Sales Tax / Vat Balance Sheet duly cleared by income Tax / Sales Tax Department	

PROFORMA FOR FINANCIAL BID

To,

The Secretary

NCERT

Sri Aurobindo Marg, New Delhi-110016

Subject: Quotation for providing services of repair of Furniture/Tapestry item of NCERT.

Sir,

With reference to your Tender No. No. F. 3 -3 / 2018 – 19 / R&M / Furniture / dated _____ on the subject mentioned above, the undersigned have read the terms and conditions of the tender and quote the rates as under :-

Table – II

Price Bid (Price Schedule) of Job Items for Furniture Items

S. No.	Name of Job Item (Replaced Spare parts will be of Reputed Manufacturing Company having ISI or Equivalent Grading)	Price of Unit Job / Spare Part (Rs.) with Labor charges for insta	GST and any other taxes if any.	Total price of Unit Job Item rounded to nearest Rs. (both in figure & words)
1	2	3	4	5=3+4
1	Steel Almirah Big 6'X3'X20"			
2	Providing and Fixing Handle			
3	Providing and Fixing Lock			
4	Providing and Fixing Chaker Lock			
5	Providing and Fixing Rod			
6	Providing and Fixing Plate			
7	Providing and Fixing Legs (one set 2 No.)			
8	Providing and Fixing Lock Cover			

9	Providing and Fixing Self			
10	Providing and Fixing Bush			
11	Providing and Fixing Steel Base			
12	Minor Repair			

13	Providing and Fixing Book Self Hoock			
14	Denting and Spray Painting			
	Steel Almirah Small 4'X3'X20"			
15	Providing and Fixing Handle			
16	Providing and Fixing Lock			
17	Providing and Fixing Chaker Lock			
18	Providing and Fixing Rod			
19	Providing and Fixing Plate			
20	Providing and Fixing Legs (one set 2 No.)			
21	Providing and Fixing Lock Cover			
22	Providing and Fixing Self			
23	Providing and Fixing Bush			
24	Providing and Fixing Steel Base			
25	Minor Repair			
26	Providing and Fixing Book Self Hoock			
27	Denting and Spray Painting			
	Steel Almirah Self Big 6'X3'X15"			
28	Providing and Fixing Handle			
29	Providing and Fixing Lock			
30	Providing and Fixing Glass			
31	Providing and Fixing Steel Base			
32	Minor Repair			
33	Providing and Fixing Book Self Hoock			
34	Providing and Fixing Lege (one set 2 No.)			
35	Denting and Spray Painting			
	Steel Book Self Small 4X3'X15"			
36	Providing and Fixing Handle			
37	Providing and Fixing Lock			
38	Providing and Fixing Glass			
39	Providing and Fixing Steel Base			
40	Minor Repair			
41	Providing and Fixing Book Self Hoock			
42	Providing and Fixing Lege (one set 2 No.)			

43	Denting and Spray Painting			
	File Cabinet 4'X3'X2'			
44	Providing and Fixing Handle			
45	Providing and Fixing Lock			
46	Providing and Fixing Self Channel Dabble			
47	Providing and Fixing Spring			
48	Providing and Fixing Slotted Angle			
49	Providing and Fixing Corner			
50	Providing and Fixing Nut and Bolt			
51	Providing and Fixing Steel Base			
52	Minor Repair			
53	Repairing of Cabinet			
54	Overhauling / Greasing			
55	Steel boll			
56	Providing of Key			
57	Opening of filing cabinet			
58	Adjustment of drawer			
59	Denting and Spray Painting			
	Steel Table With Wooden / Metal Top			
60	Providing and Fixing Lock			
61	Replacement of handle			
62	Providing and Fixing Spring and look Patti			

63	Providing and Fixing Leg Rubber			
64	Providing and Fixing of drawer box			
65	Providing and Fixing Look Cover			
66	Adjustment of drawer			
67	Providing and fixing of Wooden Table Top (Per Seq. ft)			
68	Providing and fixing Wooden Table 6 mm Ply With Sunmica (Per Sq. ft.)			
69	Providing and fixing Wooden Table 12 mm Ply With Sunmica (Per Sq. ft.)			
70	Providing and fixing Wooden Table 20 mm Ply With Sunmica (Per Sq. ft.)			
71	Minor repair of table			
72	Denting and Spray Painting			
	Steel Chair			
73	Replacement of new wooden seat			
74	Replacement of new wooden back			

75	Replacement of new wooden arm			
76	Replacement of PU arm			
77	Replacement of rubber shoe			
78	Replacement of rubber cap			
79	Minor repair of steel chair			
80	Painting of steel chair			
81	Providing & Fixing of steel strips for support with welding			
	Steel Revolving Chair			
82	Overhauling / Greasing			
83	Painting of revolving chair			
84	Welding per point			
	Spray Painting of Steel Furniture			
85	Steel table (officer)			
86	Steel table (Clerk)			
87	Computer Table			
88	Steel file tray			
89	Side rack (Small)			
90	Side rack (Big)			
91	Blackboard paints			
	Sprit Polish of Wooden Furniture			
92	Officer table			
93	Clerk table			
94	Computer Table			
95	Asstt. Table			
96	Officer chair			
97	Easy chair			
98	Partition screen			
99	Side table			
100	Side rack			
101	Centre table			
102	Sofa per seat			
103	Setty per seat			
104	Almirah (Big)			
105	Almirah (Small)			
106	Stool			

107	Single bed			
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108	Dressing table			
109	Mirror stand			
110	Book shelves			
111	Notice board			
112	Showcase			
113	Showcase painting			
114	Conference table			
115	Partition (Per Sq. ft.)			
116	Pelmet			
117	Melamine Polish (Per Sq. ft.)			
118	Painting of partition (Per Sq. ft.)			
	Repair of Wooden Furniture with Screw and other items			
119	Repair of Chair			
120	Repair of table			
121	Repair of almirah			
122	Providing & Fixing ply in table drawer			
123	Providing & Fixing arm in chair			
124	Providing & Fixing leg to table			
125	Providing & Fixing Sunmica (Per Sq.Ft.)			
126	Providing & Fixing Ply 6.mm (Per Sq. Ft.)			
127	Providing & Fixing Ply 12.mm (Per Sq. Ft.)			
128	Providing & Fixing Ply 20 mm (Per Sq. ft.)			
129	Repair of Wooden Bench			
130	Providing & Fixing of New Drawer			
131	Providing & Fixing of Drawer Channel			
132	Repair of Rack			
133	Providing & Fixing of Kunda Chhapka			
134	Providing & Fixing of New Lock (Table)			
	Misc Work			
135	Dismantling of Partition (Per Sq. Ft.)			
136	Repair of Dressing Table			
137	Providing & Fixing of New Knob For Drawer			
138	Providing & Fixing of New Fancy Curtain Rod (Per Sq.Ft).			
139	Palmet Repair			
140	Door Repair			

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141	Providing & Fixing of New Godrej Secret Lock			
142	Providing & Fixing of New Door Kunda			
143	Providing & Fixing of New Tower Bolt			
144	Repairing of Single Bed			
145	Replacement of Executive Revolving Chair New Complete seat			
146	Replacement of Executive Revolving Chair New Complete Back			

147	Replacement of Revolving Chair New Complete seat			
148	Replacement of Revolving Chair New Complete Back			
149	Replacement of Steel Cushion Chair New Complete seat			
150	Replacement of Steel Cushion Chair New Complete Back			
151	Replacement of Computer Chair New Complete seat			
152	Replacement of Computer Chair New Complete Back			
153	Repair & washing ventilation blinds (Per Sq.Ft.)			
154	Repair & Washing Vertical Blinds (Per Sq.Ft.)			
155	Providing & Fixing of New Wooden Wall Rack (Per Sq. Ft.)			
156	Providing & Fixing of New Wooden Partition (Per Sq. Ft.)			
157	Providing & Fixing of New Wooden Paneling (Per Sq. Ft.)			
158	Providing & Fixing of New False Ceiling (Per Sq. Ft.)			
159	Providing & Fixing of New Vertical Blinds (Per Sq. Ft.)			
160	Providing & Fixing of New Sun Control Film (Per Sq. Ft.)			

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161	Supply of Table Glass 5 mm			
162	Supply of Table Glass 8 mm			
163	Supply of Table Glass 10 mm			
164	Supply of Table Glass 12 mm			
165	Dressing Table Mirror (Per Sq.Ft.)			
166	Providing & Fixing of New Work Station With All Material & Labour Charges (Per Sq. Ft.)			

Table –III

Price Bid (Price Schedule of Job items) for tapestry work of Wooden / Steel Furniture

S. No.	Name of Job Item (Replaced Spare parts will be of Reputed Manufacturing Company having ISI or	Price of Unit Job / Spare Part (Rs.)	GST and any other taxes if any	Total price of Unit Job Item rounded to
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	Equivalent Grading)	with labor charges for inst	(Rs.)	nearest Rs. (both in figure & words
1	2	3	4	5=3+4
1	Providing And Fixing Renovation Of Three Sitter Sofa High Back With Change Of Leatherette As Pr Design (Seat & Back)			
2	Providing And Fixing Foam Of 45 Density Three Sitter Sofa High Back (Seat & Back)			
3	Providing And Fixing Renovation Of Two Sitter Sofa High Back With Changes Of Leatherette As Pr Design (Seat & Back)			
4	Providing And Fixing Foam Of 45 Density Two Sitter Sofa High Back (Seat & Back)			
5	Providing And Fixing Renovation Of Single Sitter Sofa High Back With Change Of Leatherette As Pr Design (Seat & Back)			
6	Providing and Fixing Foam Of 45 Density Single Sitter Sofa High Back (Seat & Back)			
7	Providing and Fixing Renovation of Executive High Back officer Revolving Chair with Change of Leatherette as per design (Seat & Back)			

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8	Providing and Fixing Foam of 45 Density Executive High Back officer Revolving Chair (Seat & Back)			
9	Providing and Fixing Executive Revolving Chair Handle (Wooden Type) As Per Sample			
10	Providing and Fixing Executive Revolving Chair Steel Base			
11	Providing and Fixing Nut & Bolts And Repairing of Executive Revolving Chair			
12	Providing and Fixing Easy Chair High Back Change of Leatherette As Per Design (Seat & Back)			
13	Providing and Fixing foam of 45 Density Easy Chair high back (seat & back)			
14	Providing and Fixing New Cushion 21"X22"X4"			
15	Providing and Fixing New Cushion 18"X18"X4"			
16	Providing and Fixing Cloth (Matthe)			

	Reputed Make in Three Seater Sofa (Seat & Back)			
17	Providing and Fixing Foam Of 45 Density Reputed Make in Three Sitter Sofa (Seat & Back)			
18	Providing and Fixing Cloth (Matthe) reputed make In Two Seater Sofa (Seat & Back)			
19	Providing and Fixing Foam of 45 Density reputed make in Two Seater Sofa (Seat & Back)			
20	Providing And Fixing Cloth (Matthe) Reputed Make in Single Seater Sofa (Seat & Back)			
21	Providing And Fixing Foam of 45 Density Reputed Make In Single Seater Sofa (Seat & Back)			

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22	Providing And Fixing Cloth (Matthe) Reputed Make in Executive Revolving Chair (Seat & Back)			
23	Providing And Fixing Foam of 45 Density Reputed Make in Executive Revolving Chair (Seat & Back)			
24	Providing and Fixing Cloth (Matthe) Reputed Make In Revolving Chair (Seat & Back)			
25	Providing and Fixing Foam of 45 Density Reputed Make Revolving Chair (Seat & Back)			
26	Providing and Fixing Cloth (Matthe) reputed Make In Computer Chair (Seat & Back)			
27	Providing and Fixing Foam of 45 Density Make In Computer Chair (Seat & Back)			
28	Providing and Fixing Cloth (Matthe) Reputed Make In Steel Cushion Chair (Seat & Back)			
29	Providing and Fixing Foam of 45 Density Reputed Make In Steel Cushion Chair (Seat & Back)			
30	Providing and Fixing Cloth (Matthe) Reputed Make In Wooden Cushion Chair (Seat & Back)			

31	Providing and Fixing Foam of 45 Density Reputed Make In Wooden Cushion Chair (Seat & Back)			
32	Providing and Fixing Cloth (Matthe) Reputed Make In Easy Chair (Seat & Back)			
33	Providing and Fixing Foam of 45 Density Reputed Make In Easy Chair (Seat & Back)			
34	Providing and Fixing Cloth (Matthe) Reputed Make In Stool			
35	Providing And Fixing Foam of 45 Density Reputed Make in Stool			
36	Providing And Fixing Revolving Chair New Wheel Change (01 No.)			

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37	Providing And Fixing Revolving Chair Base (01 No.)			
38	Providing And Fixing Revolving Chair Hydraulic Shocker (01 No.)			
39	Providing And Fixing PU Handle (One Set of 02 Nos.)			
40	Providing And Fixing of Base Plate (Tilting Machine)			
41	Providing Revolving Chair Handle Nut & Bolt 5/16" x 2"			
42	Providing And Fixing			
43	Providing And Fixing White Cloth Cover On Furniture Item (Cost of Cloth Per Metre + Stiching And Making Charges Per Metre)			

I/We undertake that I/we shall furnish the Performance Security within fifteen days after issue of notification of award for an amount equal to 10,000/- in the form of demand draft or Fixed Deposit Receipt (in original) or Bank Guarantee in an acceptable form from any Nationalized/Commercial Bank in favour of **Secretary, NCERT payable at New Delhi**. Performance Security shall remain valid for a period of six months beyond the date of completion of all contractual obligations of the supplier. No interest will be paid on amount, the same will be refunded when the contract is over and after clearing all dues.

I/We also agree to abide by this Bid validity period of 180 days from the date of opening of Technical Bid. It shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”

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I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

I/We attach here with an affidavit confirming that the information furnished in the Bid is correct to the best of our knowledge and belief.

I/We clarify/confirm that we comply with the eligibility requirements of the bidding documents till our contract remain in operation/force.

Dated this _____ day of _____ 20

Signature of the Authorized Signatory of the Bidder with seal of firm

PROFORMA FOR TECHNICAL BID

To,
The Secretary,
NCERT, Sri Aurobindo, Marg,
New Delhi-110016.

**Subject: Award of Rate Contract for Repair and Maintenance of Furniture /
Tapestry / office of NCERT.**

Sir,

With reference to your Tender No.F. 3 – 3 / 2018 – 19 / R&M / Furniture dated _____ on the subject mentioned above, the undersigned have read the terms and conditions of the tender and quote the rates as under.

Sl. No.	Particulars	Page Number
1.	Agency Details (as per annexure- I)	
2	Experience Certificate (as per Annexure – V)	
3	Tender Acceptance Letter as per Annexure - II	
4	Any other Supporting Documents submitted by bidder	
5	Undertaking on non-judicial stamp paper of Rs. 10/- (As per Annexure – VII)	
6	Compliance Statement Certificate as per Annexure - VIII	

2. It is to certify that above information are correct and duly certified copy of relevant documents in the proof of above is enclosed herewith. All pages of the Technical bid have been numbered, indexed and the document is final for all purpose.

3. All the above mentioned documents have been scanned & uploaded along with bid documents.

Signature of the Authorized Signatory of the Bidder

With seal of firm

AGENCY DETAILS

(Including performance records, financial viability etc.)

1. Name of Agency (Copy to be enclosed) :
2. Status of ownership of the firm(Proprietary/Partnership/Company) (Copy to be enclosed)
3. Registration No. of the firm.
4. PAN Number (Copy to be enclosed) :
5. GST No.(Copy to be enclosed):
7. Telephones Nos. :
8. Office Address :
9. Banker"s Name & Address(Copy of cancelled cheque / NEFT details to be enclosed):
10. Experience (Years) :
11. List of Major Clients (Enclose copy of Orders/Firms : Alongwith Items Details, Performance Report)

Signature of the Firm

Name/Firm _____

Address _____

EXPERIENCE CERTIFICATE

Certified that

M/s.....has

Provided / is providing Repair of Furnitute/tapestry items in this PSU/Government
Department/organization satisfactorily for the period from

.....to.....

Authorised signatory with Office Seal /Rubber Stamp

An undertaking enclosed at Annexure of the tender/bid document on non judicial stamp paper of Rs. 10

UNDERTAKING

I/We have read and understood the contents of tender and agree to abide by the terms and conditions of this tender and undertake the following.

1. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as mentioned in the bid document.
2. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the government have banned/suspended business dealing. I/We further undertake to report to the NCERT, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the contract with you.
3. I/We agree that all disputes, if arising related to this tender, shall be within the jurisdiction of courts of Delhi.
4. I/we undertake that the firm/company etc has never been blacklisted by any of the Central/Govt. organization and no criminal case is pending against the firm/company.
5. That the information supplied by the firm/company/bidder in the bid are true and nothing has been concealed and in case at any stage any information is found false our EMD/ Performance Security can be forfeited and our tender can also be rejected by the Council.

Date:

Signature of the tenderer / bidder)

Name: designation with seal of the firm/company

Compliance Statement Certificate

I/we do hereby state that each terms and conditions of the tender documents have strictly been complied and nothing has been concealed or left as required in the tender document.

Authorized signatory with Rubber Stamp

Dated:

Place:

