

No.19-22/2014-General
Government of India
Ministry of Women & Child Development

Shastri Bhawan, New Delhi
Dated: 18th October, 2014

To
As per list attached.

Subject: Quotation for renovation work of office space of Room No. 605, 'A' Wing, Shastri Bhawan, New Delhi in the Ministry of Women & Child Development – regarding.

Sir,

I am directed to invite sealed quotations for renovation work of office space of Room No. 605, 'A' Wing, Shastri Bhawan, New Delhi, in the Ministry of Women & Child Development.

2. Scope of the work : -. Providing & installation of wooden laminated flooring with skirting AC 4 grade of ACTION TESA or equal make 8mm thick duly fixed 1mm foam and polythene underlay for preventing moisture, Providing and pasting of commercial ply (6mm thick) and laminate (1mm) on existing panel, pasted with SR chemical, Providing & fixing of wooden flush door duly fixed with both side veneer as per wooden paneling shade fixed on proper 4" hinges SS and tower bolt, stopper, handle with lock and door closer godrej make as per design, Providing & fixing of Aliminium window (powder coated) 16 gauge 2.5" x 1.5" x 6mm section fixed panel with duly fixed with 6mm thick glass of modi/saint gobain with all side, Removing of existing wooden flooring and re-fixing it in the staff room, Providing and fixing wooden partition (in board) in front of wooden storage, Painting of gypsum celing with ICI plastic emulsion three to four coats to make smooth surface as per work shown asian/nerolac ICI make, Removal of existing window panel

3. The tenders should be submitted in two sealed covers.

(D) The first sealed cover superscribed as "Technical Bid" should contain the following items: -

(iii) The proforma at Annexure-II duly filled in, along with relevant documents/information.

(iv) Earnest Money Deposit (EMD) of Rs. 10,000/-.

(E) The Second Sealed envelope superscribed "Financial Bid" as at Annexure-III should contain only rates for renovation work of the office space.

(F) Both the sealed covers should be placed in the main sealed envelope superscribed 'Quotation for renovation work of office space of Room No. 605 'A' Wing, Shastri Bhawan, New Delhi. Tender should be addressed to the Under Secretary (General), Ministry of Women & Child Development, Room No.746, 'A' Wing, Shastri Bhawan, R.P. Road, New Delhi – 110001 and **dropped in the Tender Box mounted at the gate of Room No.629, 'A' Wing, Shastri Bhawan, New Delhi so as to reach latest by 3:00 P.M. on or before 2nd December, 2014.**

Shastri Bhawan

4. The Technical bids will be opened by the Tender/Purchase Committee on the same day i.e. at 3:30 P.M. on **2nd December, 2014** in the office of Under Secretary (General), Room No.746, 'A' Wing, Shastri Bhawan, New Delhi – 110001, in the presence of the participating bidders, who may wish to be present. Quotation received after stipulated date and time will be rejected forthwith. EMD should be enclosed with the Technical Bid, if the EMD is not found enclosed with the Technical Bid the quotation would be rejected outright.
5. The financial bids of the technically qualified bidders will be opened on **5th December, 2014** at 3.00 P.M. in the office of Under Secretary (General), Room No. 746 'A' Wing, Shastri Bhawan, New Delhi.
6. The Competent Authority in the Ministry reserves the right to amend any of the terms and conditions contained in the Tender Notice or rejects any or all application (offers) without assigning any reason thereof. The decision of the Competent Authority of the Ministry in this regard will be final and binding.
7. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed in the Annexure-I before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by the Ministry.
8. For clarification, if any, contact Shri Indrajit Kuri, Section Officer (General), Ministry of Women & Child Development, Room No. 629, Telephone No. 23382972.
9. The Tender document can be downloaded from the Ministry's website @ <http://www.wcd.nic.in/> and <http://www.eprocure.gov.in/>.

Yours faithfully,

Shailendra Kureel
(Shailendra Kureel)
Under Secretary to the Govt. of India
Tel: 23382676

Copy to:

1. Technical Director, NIC with a request to upload the tender on the website of the Ministry.
2. All Ministries/Departments of the Govt. of India, New Delhi with the request that a copy of the tender notice may kindly be provided to the vendors, who have been awarded the contract by them for AMC for repair & maintenance of ACs in their offices.

Shailendra Kureel
(Shailendra Kureel)
Under Secretary to the Govt. of India

Terms and Conditions

1. The firm will be required to undertake the specified works in Room No. 605 'A' Wing , Shastri Bhavan, New Delhi.
2. The successful bidder shall have to deposit performance security of Rs. 30,000/- within 7 days of the award of the contract.
3. If the work of the contractor is found unsatisfactory or if the contractor dishonours the contract, the job will be entrusted to any other firms/agencies and the performance security amount of the defaulting contractor shall be forfeited.
4. The rates may be quoted as per Annexure-III, Taxes (VAT, service Tax, etc.), if any applicable, may be specifically and separately indicated in the quotation. Under no circumstances, these should be included in the basic cost.
5. No increase in amount shall be considered. No any other charges will be payable like transportation, fare, etc. for providing the services.
6. The job will be entrusted on the basis of all inclusive rate on "As is Where is" on competitive rates basis.
7. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.
8. The contract shall be subject to the Indian laws and jurisdiction of the courts located in Delhi.

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PROFORMA (Qualifying Bid)

Sl. No.	Particulars	To be filled by the Tenderer
1.	Name of the Agency	
2.	Brief profile of the agency to be enclosed	
3.	Detailed office address of the agency with office telephone number, e-mail address, fax number, mobile number and name/designation of the contact person	
4.	Whether registered with any Govt. authority? (Copies of all the certificates of Registration should be attached)	
5.	PAN Number (copy to be enclosed)	
6.	TIN Number (copy to be enclosed)	
7.	Service Tax Registration No. (copy to be enclosed)	
8.	Length of experience in the Field(copies of contracts/orders placed on the agency during the last 3 years should be attached).	
9.	Details of EMD: (v) Amount (vi) Draft No. (vii) Date (viii) Issuing Bank	
10.	Copy of Terms & Conditions at Annexure-I duly signed as a token of acceptance to be attached.	
11.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner/partners anywhere in India? (If no, an undertaking to this effect is to be attached in this regard).	

(Signature of the authorized person)

Name:

Designation:

Seal:

Date:

Place:

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PROFORMA (Financial Bid)

With reference to M/o WCD letter No. _____ dated _____
Regarding tender for renovation work of office space in Room No. 605, 'A' Wing, Shastri Bhavan,
New Delhi , I/We quote the rates, excluding service tax, as under: -

Sl. No.	Description of items	Unit/ Requirement	Rate
1.	Providing & installation of wooden laminated flooring with skirting AC 4 grade of ACTION TESA or equal make 8mm thick duly fixed 1mm foam and polythene underlay for preventing moisture size 9"x25" approx	475 sq ft. approx.	
2.	Providing and pasting of commercial ply (6mm thick) and laminate (1mm) on existing panel, pasted with SR chemical	695 sq. ft. approx.	
3.	Providing & fixing of wooden flush door duly fixed with both side veneer as per wooden paneling shade fixed on proper 4" hinges SS and tower bolt, stopper, handle with lock and door closer godrej make as per design 78"x42"	2 No.	
4.	Providing & fixing of Aliminium window (powder coated) 16 gauge 2.5" x 1.5" section fixed panel with duly fixed with 6mm thick glass of modi/saint gobain with all side as work shown 96"x42"x3	3 No.	
5.	Removing of existing wooden flooring and re-fixing it in the staff room	as per requirement	
6.	Providing and fixing wooden partition (in board) in front of wooden storage	170 sq. ft. approx.	
7.	Painting of ceiling gypsum with ICI plastic emulsion three to four coats to make smooth surface as per work shown asian/nerolac ICI make.	432 sq. ft. approx.	
8.	Removal of existing window panel	Lumpsum	

(Signature of the authorized person)

Name:
Designation:
Seal:

Date:
Place:

Shankar