

No: GA-24015/7/2017-GENERAL (32969)
Government of India
Ministry of Women and Child Development
General Section

Shastri Bhawan, New Delhi-110 001

Dated: 10.05.2024

Subject: Inviting bids for renovation of civil work to be performed in Room No. 625, Ministry of Women & Child Development (MWCD), Shastri Bhawan - regarding.

Sir,

The Ministry of Women and Child Development intends to invite bids for renovation of civil work to be performed in Room No. 625, Ministry of Women & Child Development, Shastri Bhawan. The floor area of the room is 550 square feet.

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

(A) The first sealed cover super-scribed as "Technical Bid" should contain the following items:

- i. The pro-forma at Annexure-II duly filled in, along with copies of the relevant documents/information.
- ii. Acceptance of terms and conditions as at Annexure-I.

(B) The Second Sealed envelope super-scribed as "Financial Bid" as at Annexure-III should contain only rates for renovation civil work in the above-mentioned rooms of MWCD.

(C) Both the sealed covers should be placed in the main sealed envelope super-scribed "Calling of quotations for renovation (civil) of room no. 625, A-wing, MWCD, Shastri Bhawan". Tender should be addressed to the Under Secretary (General), Ministry of Women and Child Development, Shastri Bhawan, A-Wing, New Delhi-110 001 and dropped in the **Tender Box mounted at in Room No.629, A-Wing, Shastri Bhawan, New Delhi** so as to reach latest by 6:00 PM on or before 31.05.2024.

3. The Technical Bids will be opened by the Tender/Purchase Committee on the next day. i.e. 01.06.2024 in Room No.629, A-Wing, Shastri Bhawan, New Delhi. Quotation received after stipulated time and date will be rejected forthwith. The financial bid will be opened only of the technically qualified bidders.

4. **The competent authority in the Ministry reserves the right to amend any of the terms and conditions contained in the Tender Documents or rejects any or all application (offers) without giving any notice or assigning any reason thereof. The decision of the Competent Authority in this regard will be final and binding.**

5. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed in the Annexure-I before submitting their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by the Ministry.

6. The Tender document can be downloaded from the website of the Ministry i.e. www.wcd.nic.in or www.eprocure.gov.in.

Yours faithfully,


(Ratan Lal Meena)

Under Secretary to the Government of India

रतन लाल मीना/Ratan Lal Meena
अवर सचिव/Under Secretary
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Dev.
भारत सरकार/Govt. of India
शास्त्री भवन, नई दिल्ली/Shastri Bhawan, New Delhi

Terms and conditions of the contract

1. The completion period of the work would be 30 days.
2. The contractor shall himself makes arrangement for delivery of items in the Shastri Bhawan.
3. The contractor shall use good/durable material with strong fittings for work items.
4. The number of requirements may increase or decrease by 25 % depending on actual requirement.
5. Conditional bids will summarily be rejected by the Competent Authority.
6. The Bidder should abide by and comply with all statutory requirements and provisions as laid down under various Labour Laws/Acts/Rules like Minimum wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Acts/Laws/Rules in force from time to time at their own cost, as amended from time to time.
7. The Ministry reserves the right to terminate the contract in whole or part at any time during the contract period without giving any notice or without assigning any reason, if the services of the contractor are not found satisfactory. In all matters of dispute relating to the contract, the decision of the Ministry shall be final and binding on the contractor.
8. The Ministry reserves the right to reject or to accept any quotation, whole or in part without assigning any reason thereof. Unrealistic prices quoted by bidders would debar them from being considered for this award of the contract and future contracts by this Ministry.
9. It shall be obligatory on the part of the contractor to carry out making of work items under their direct supervision and control and under no circumstances the work shall be assigned to sub-contractor.
10. The work shall be carried out in the workshop of the firm. Only such work of which execution is not possible in the workshop of the firm may be allowed to be done in the premises of this Ministry.
11. The successful contractor shall be required to do the work during the entire period of the contract at the rates as approved on the basis of the quotation. If for any reason, the firm is not able to do the work, the same shall be got done from some other firm or from the open market at the cost of the contractor and the expenditure incurred thereon shall be recovered from the bills/performance security of the firm. This may even entail the termination of the contract and forfeiture of the performance security.
12. The damage caused, if any, either to any furniture or to any other property of the Ministry through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor. The financial or any other loss suffered by the Ministry on this account shall be borne by the contractor otherwise the same will be recovered from the Performance Security/bills. Decision of the Ministry in this context shall be binding on the contractor.
13. The contract shall be subject to the Indian laws and jurisdiction of the courts located in Delhi.
14. The contractor has to use all product/material of approved BIS specification.
15. Successful bidder will have to deposit an amount equivalent to 3% of the approximate total value of the bid amount offered by the bidder in favour of "Pay and Accounts Officer, MWCD, New Delhi" in the form of demand draft or fixed deposit receipt or bank guarantee as EMD which will remain with the Ministry till two months or 60 days after the expiry of the contract. MSME will be exempted from deposition of EMD.
16. Performance Security of 5 % of the approximate total value of the bid amount offered by the bidder in favour of "Pay and Accounts Officer, MWCD, New Delhi" in the form of demand draft or fixed deposit receipt or bank guarantee percent

needs to be deposited by successful bidder awarded the contract. The EMD of successful bidder will be refunded once the performance security deposits are made.

17. In case of any deficiency in service, a penalty of 5% of the total amount of the bill for the relevant period will be imposed.
18. No advance payment will be made. Payment will be made after completion of the contract period as per the work done. A certificate along with stamp from the occupants of the room/concerned officer towards satisfactory completion of the work will be obtained by the firm and submitted along with bills.
19. No increase in amount shall be considered at all after the award of contract.
20. The firms are also required to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through copies of certificates/documentary proof from Ministries/Departments and turnover of Rupees 1 Crore. The firm shall also indicate their registration number, Income Tax Number and PAN Number in Annexure-II.
21. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.

TECHNICAL BID

S/N	Particulars	Minimum Requirement	To be filled by the Tenderer
1.	a. Name of the Firm/ Agency		
	b. Address		
	c. Name of the Proprietor		
	d. Telephone No.		
	e. Mobile No.		
	f. E-mail address		
	g. Name of business partner, if any		
2.	Whether registered with concerned Govt. authorities (Registrar of Companies, Commissioner Employees etc.) Copies of all certificates of registration should be attached.	The vendor should be CPWD registered vendor.	
3.	PAN Number (copy to be enclosed)		
4.	TIN Number (copy to be enclosed)		
5.	Service Tax Registration No. (copy to be enclosed)		
6.	Length of experience in the field.	Eight years	
7.	List of Government Ministries/Departments/Clients showing experience in the relevant field (copies of contracts/orders placed on the agency during the last five years should be attached.)	Five years' experience of work in Ministries/Departments of Govt. of India.	
8.	Turnover of the Firm	Rupees One Crore for the last three financial year	
9.	Whether copies of Income Tax return for the last two years attached.		
10.	Whether a copy of terms and conditions (Annexure-I) duly signed as token of acceptance of the same is attached.		
11.	Whether the firm is blacklisted by any Government 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:

Annexure – III

Enclosure to Tender Notice No. **File No:** GA-24015/7/2017-GENERAL (32969) dated 29.04.2024

Financial Bids

S. N	Item	Unit	Rate	Amount
1	P F powder coated Aluminium work for partition and door in pantry (darlum section)	kg		
2	Fixing 2nd class teak wood for window frame and ceiling skirting	sq ft		
3	P/f 12mm thick Gypsum board Ceiling all complete in cove	sq ft		
4	Applying 1 mm thick cement based putty for final finish on wall and ceiling	sq ft		
5	Applying one or more coat of water based primer for final finish on wall and ceiling	sq ft		
6	Applying one or more coat acrylic paint for final finish on wall and ceiling	sq ft		
7	Fixing printed frosted glass film on door of Stair lobby	sq ft		
8	2mm thick pop on wall for smooth finish	sq ft		
9	Scraping of wall for new work of finishing	sq ft		
10	P/L floor tile of Size 600x600 with tile fix adhesive	sq ft		
11	P/F grid ceiling of size 600x600 on roof	sq ft		
12	P/F 12mm thick plaine lininig board for wooden partition	sq ft		
13	P/F 4 mm thick veener work on board and on wooden frame	sq ft		
14	P/F 35 mm thick Flush door shutter on main door	sq ft		
15	P F 12 mm thick toughened glass partition or table divider	sq ft		
16	P/F 8 mm thick toughened glass for door and partition	sq ft		

17	Fixing zebriono blind on window with roller system	sq ft		
18	P/F 5mm thick window glass on sliding window	sq ft		
19	Finishing with melamine polish on wood work for finishing	sq ft		
20	P/F Aluminium grill for window box to save from monkey menace	kg		
21	P F Door fittings for main door and glazing door	nos		
22	Dismantle tile, window, ceiling and old door etc	job		
23	P/F hoolak wood frame for wooden partition an cabin	sq ft		
	Total Rate including 18% GST			
	Time allowed -30 days			

Signature with Seal
Name of the Tenderer

Dated: