

National Highways & Infrastructure Development Corporation Ltd
(A Public Sector under the Ministry of Road Transport and Highways Govt. of India)

3rd Floor PTI Building
4, Parliament Street
New Delhi-110001

F.No. NHIDCL/HQ/Admn./Maintenance-Furniture/2018

Dated: 29.05.2018

TENDER DOCUMENT

Tender for rate contract for **repair/ maintenance of office furniture for one year** in National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1st, 2nd, 3rd Floor of PTI Building & its office at Jeevan Tara Building.

Earnest Money Deposit	: Rs.10,000/-
Cost of Bid documents	: Rs.1,000/-
Publish Date	: 29.05.2018
Bid submission End Date & Time	: 25.06.2018 (1500)
Bid Opening Date & Time	: 25.06.2018 (1600)

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TENDER NOTICE

Sub: Tender for rate contract for **repair/ maintenance of office furniture for one year** in National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1st, 2nd, 3rd Floor of PTI Building & its office at Jeevan Tara Building.

The National Highways & Infrastructure Development Corporation Ltd invites sealed tender under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced firms for **repair/ maintenance of office furniture for one year** in National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1st, 2nd, 3rd Floor of PTI Building & its office at Jeevan Tara Building initially for one year period from the date of award of contract.

2. The initial period of contract would be for a period of one year extendable upto a further period of one or two years on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the Competent Authority.

3. The Technical Bid and Financial Bid are to be submitted separately in sealed covers and should be placed in another cover super scribed as tender for repair/ maintenance of office furniture and should be dropped in the Tender Box kept for the purposes at the Reception of NHIDCL at 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001, on or before the prescribed date and time.

2. The tender documents can be downloaded from NHIDCL website www.nhidcl.com. The crucial dates for the tender are as under:-

Publish Date	29.05.2018
Bid Documents Download/Sale Start	29.05.2018
Bid submission End Date & Time	25.06.2018 (1500)
Bid Opening Date & Time	25.06.2018 (1600)

3. The interested parties may submit sealed tender to undersigned along-with an Earnest Money of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/ Pay Order drawn in favour of "**National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi**", failing which the tender shall be rejected summarily. The last date of submission of tender is 25.06.2018 Up to 3:00 pm.

4. General Terms and conditions of the tender are given in **Annexure-I**. The details of Technical Bid is given at **Annexure -II** and Financial Bid at **Annexure-III**.

5. The technical bid will be opened only by Bid Evaluation Committee in the NHIDCL at 3rd Floor PTI Building, 4, Parliament Street New Delhi- 25.06.2018 at **04.00 (PM)**. The Financial bid will be opened only for the bidders who qualify technically.

6. NHIDCL reserves the right to amend or withdraw any of the Terms & Conditions contained in the Tender Document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the National Highways & Infrastructure Development Corporation Limited in this regard shall be final and binding on all the bidders.

GM (Human Resources)
NHIDCL

Copy to: Manager (IT) - for uploading in NHIDCL website.

General Terms and conditions

1. Parties:

The parties to the contract are the firm (the tenderers to whom the work has been assigned) and **National Highways & Infrastructure Development Corporation Ltd** herein after called **NHIDCL**.

2. Address:

For all purposes of the contract including arbitration there under the address of the firm mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the **NHIDCL**. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Earnest money:-

The interested Agencies may submit the bid complete in all respects along with the Earnest Money Deposit (EMD) for Rs.10,000/- (Rupees Ten Thousand only), in the form of Demand Draft/ Pay Order drawn in the favour of **National Highways & Infrastructure Development Corporation Limited, payable at New Delhi**, and other requisite documents in a sealed envelope addressed to GM (HR) and drop it in the tender box kept at the Reception at 3rd Floor PTI Building, 4- Parliament Street, New Delhi-110001, alongwith the 'Technical Bid' in Physical form

- i. The tenders found without Earnest Money Deposit will be summarily rejected.

4. Security Deposit:

The successful bidder shall furnish a performance security of an amount of Rs. 25,000/- in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency but hypothecated to the **Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi** or Bank Guarantee issued in favour of **Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi** covering two months in addition to the initial period of contract. On subsequent renewal/ extension of the contract, the FDR/ BG shall accordingly be renewed by the successful bidder for two months in addition to the extended contract period.

5. Right of acceptance:-

(I) The **NHIDCL** reserves the right to reject any or all tenders/bids without assigning any reason thereof and also does not bind itself to accept the highest/lowest quotation only.

(II) Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's bid/offer.

6 Communication of Acceptance:-

The NHIDCL in due course will inform successful tenderer of the acceptance of his/her tender.

7. Penalty:-

In the event of the contractor failing to observe or perform any of the conditions of the work as set out herein or execute the work with regard to material and quality to the satisfaction of and the time fixed by the NHIDCL etc., the deposited money will be forfeited by the NHIDCL and the contract will be terminated immediately at any time without assigning any reason. In this regard. **the decision of the NHIDCL will be final and binding on the contractor.** The contractor shall be liable to the loss(es), if any, that may be suffered by the NHIDCL, due to his/her actions and/or omissions at the time of executing the work.

8. Scope of work:

- a. The initial period of contract would be for a period of one year extendable upto a further period of one or two years on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the Competent Authority on the same terms & Condition. However, the grant of extension of contract will be sole discretion of the NHIDCL. Office of the firm should be located within Delhi/NCR area.
- b. Firms having experience in the relevant field, and having the requisite competence/capacity to do/ handle such jobs effectively are eligible to participate in the tender process.
- c. Copies of experience certificates, award letters and performance certificates of last three years should be provided (years i.e. 2014-15, 2015-16 & 2016-17)
- d. The firm must have annual turnover of **Rs. 10 lakh (Rs. Ten lakh only)** per annum during each year of the last 3 financial years i.e. 2014-15, 2015-16 & 2016-17. The firm should submit documentary proof and certificate of the Chartered Accountant in support thereof. (Attach separate sheet if space provided is insufficient).
- e. The firm participating in the tender must have PAN No/GST no. The documentary proof of PAN No., GST No. must be submitted.
- f. The rate quoted against each item in the BOQ will be including taxes, which will be paid as per rules.
- g. It is cautioned that any firm which discloses its Rates in the technical bid will be summarily rejected.
- h. It will be the **responsibility of the contractor to depute at least one good skilled carpenter** in NHIDCL every day for doing the day to day repair / maintenance works. If the carpenter does not come on any of the working day or fails to do the required carpentry work, the work will be got done by the NHIDCL at the cost of contracted agency.
- i. A penalty of Rs.200/- per day will be imposed if the carpenter does not report in NHIDCL in time. **The unrealistic rates viz, free of cost / complementary shall not be entertained. Rates (Rs. IPSF/Running Ft.) as sought vide proforma may be furnished only.**
- j. The work is to be carried out in the premises of in National Highways & Infrastructure Development Corporation Ltd (NHIDCL) at its office at 1st, 2nd, 3rd Floor of PTI Building & its office at Jeevan Tara Building.

- k. Only such works which cannot be done in the office premises, would be allowed to be done outside. No extra charges will, however, be payable on this ground.

9. **Breach of Terms and conditions:-**

In case of breach of any of the terms and conditions mentioned herein, the NHIDCL will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by this NHIDCL and in that event, the security deposit i.e. "at least 10% to the total of the deposited money" shall also stand forfeited. In case, the balance money/security deposits fall short of the amount of damages/losses chargeable by the NHIDCL, the contractor shall pay the same to the NHIDCL immediately on receipt of a demand letter from the NHIDCL.

10. **Subletting of Work:-**

The firm shall not assign or sublet the work or any part of it to any other person or party without first obtaining permission in writing of the NHIDCL, which it will be at liberty to refuse if thinks fit.

11. **Right to call upon Information Regarding Status of Work. etc.:**

The NHIDCL will have the right to call upon any information pertaining to the work at any point of time and the firm will be bound to provide the information on receipt of the NHIDCL in this regard.

12. **Terms of payments:**

The payment will be made after satisfactory completion of the jobs.

13. **Extension:**

The contract may be extended in favour of firm by the competent authority of this NHIDCL on the request of firm, on the same rates, terms & conditions as in the present contract on the basis of satisfactory service for further one year.

14. **Arbitration:**

- i. In case of any dispute the matter will be referred to the Arbitrator appointed by the NHIDCL.
- ii. All the disputes are subject to Delhi jurisdiction only.

15. All the Tenderers are requested to submit the Tender Acceptance Letter as per Annexure- I.

Technical Bid

- 1.Tender Ref. No.....
- 2.Name of Tenderer.....
- 3.Complete Office Address (With email) of Tenderer
.....
4. Contract details of authorized person of Tenderer who have signed the tender.
 - a) Name:
 - b) Designation:
 - c) Phone (Office):
 - d) Mobile No.:
 - e) Email address:
5. Document to be enclosed with the Technical bid is as under:-
 - a) Scanned Copy of EMD payment details (DI) Number Bank Details)
 - b) Scanned Copy of PAN/VAT/TIN/ GST.
 - c) Scanned Copy of Undertaking Tender Acceptance Letter on letter head as per **Annexure – IV**.
 - d) Financial Turn Over of the Agency for last three years.
 - e) Details of contract with Central Govt./State Govt./PSU etc. for last three years.

Signature of Tenderer with rubber Stamp

Date.....

Place... ..

**FINANCIAL BID PROFORMA FOR SUBMISSION OF FINANCIAL BID FOR
MAINTENANCE/REPAIR OF MISC. FURNITURE ITEMS**

		Item / Nature of repairs	Rate per Unit	Remarks if any
1		STEEL ALMIRAH		
	A	Replacement of new lock (including keys)	Each	
	B	Replacement of new Handle	"	
	C	Providing extra key	"	
	D	Repair of lock	"	
	E	Adjustment of shelves	"	
	F	Repairing the locking system	"	
	G	Force opening of Almirah	"	
	H	Replacement of Base	"	
	I	Almirah welding	"	
	J	Minor repair	"	
2		STEEL TABLE		
	a	Replacement of lock (including keys)	"	
	b	replacement of drawers	"	
	c	Adjustment of drawers	"	
	d	Opening of drawers	"	
	e	Providing extra key	"	
	f	Minor repair	"	
	g	Repair of lock	"	
3		STEEL CABINET/CONFIDENTIAL		
	a	Replacement of new lock (including keys)	"	
	b	Replacement of Handle	"	
	c	Providing extra key	"	
	d	Repair of lock	"	
	e	Repairing the locking system	"	
	f	Overhauling & Greasing	"	
	g	Minor repair	"	
4		STEEL REVOLVING CHAIR		
	a	Replacement of Seat/back	"	
	b	Replacement of arm(PVC)	"	
	c	Replacement of wheel(ISI-Mark)	"	
	d	Welding of steel strip	"	
	e	Replacement of new base with Hydraulic cylinder	"	

	f	Minor repair	”	
5	STEEL CHAIR			
	a	Replacement of Seat	”	
	b	Replacement of back	”	
	c	Replacement of arm	”	
	d	Welding of shoe/cap	”	
	e	Minor repair	”	
6	SPRAY PAINTING OF STEEL			
	a	Steel Almirah (big)	Each	
	b	Steel Almirah (small)	”	
	c	Steel Cabinet/Conf. Box/cash box	”	
	d	Steel Revolving Chair	”	
	e	Steel Chair	”	
	f	Steel rack (big/medium)	”	
	g	Steel rack (small)	”	
7	WOODEN TABLE			
	a	Replacement of lock (including keys)	”	
	b	replacement of drawer	”	
	c	Providing extra key	”	
	d	Repair of lock	”	
	e	Repair of drawer	”	
	f	Providing/fixing of drawer/Key board Wheel	”	
	g	Repair of leg	”	
	h	Minor repair	”	
	i	Providing/fixing of drawer Nob	”	
	j	Providing/fixing new wooden key board	”	
8	WOODEN CUPBOARD			
	a	Replacement of new lock (including keys)	”	
	b	Providing new handle	”	
	c	Providing/fixing Kunda Chhapka	”	
	d	Providing/fixing of Hinges	”	
9	WOODEN CHAIR			
	a	Replacement of Seat/back	”	
	b	Replacement of arms	”	
	c	Replacement of leg	”	
	d	General repair	”	
10	POLISHING OF FURNITURE			
	a	Table (Officers/Conference table	”	
	b	Wooden floor	”	
	c	Table (Centre/corner/misc.)	”	

	d	Book Shelf	”	
	e	Side rack	”	
	f	Chair/stool	”	1
	g	Partition(Wooden)	”	
	h	Main Door	”	
	i	Minor articles	”	
11	Painting Work			
	a	Partition (Wooden/Iron)	P.S.F.	
	b	Writing of Parking board	”	
	c	Writing of Parking/No Parking with yellow paint on floor	”	
	d	Marking of Parking Line 4” with yellow paint on floor	”	
12	MISCELLANEOUS ITEMS			
	a	Providing/fixing new Godrej/Harrison Secret Lock	each	
	b	Providing/fixing new door closer 'ISI-mark'	”	
	c	Repair of Security Lock	”	
	d	Replacement of handle set	”	
	e	Repair of door closer	”	
	f	Fixing/removing of name plate	”	
	g	Providing/fixing new curtain rods	p.s.f.	
	h	Re-Fixing vertical Blinds	each	
	i	Providing coat curtain rings (per dozen)	”	
	j	Fixing of Mirror/fixing /providing coat hanger	”	
	k	Providing adjustable writing plank (complete in all respects)	”	
	l	Providing nonadjustable writing plank	”	
	m	Fixing of ply in front/side of cooler	p.sq.ft.	
	n	Providing/fixing of new ply board/Teak wood	”	
	o	Providing/fixing of Sunmica (ordinary)	”	
	p	Providing/fixing of Sunmica (Special)	”	
	q	Fixing of mirror on wall with plugs	each	
	r	Fixing maps/photographs	”	
	s	Fixing /removal of rack	”	
	t	Providing/fixing of Locking Bolt	”	

	u	Providing/fixing Nova Pan 12MM	P sq.ft.	
	v	Writing of Name of Officers/Ministry's Name & S.No. & Year by paint	Per item	
	w	Providing/fixing normal wall mirror size 2'x1.5'	Each	
	x	Providing/fixing of Aluminum Door Handle	"	
	y	Providing/fixing of Door Stopper	"	
	z	Providing/fixing of Coat Stand	"	
	aa	Providing of white board with marker	"	
RENOVATION/REPAIR OF SOFA SETS/REVOLVING CHAIRVISITOR CHAIR				
13	Sofa Set (3 seater single piece)		Each	
	a	1. with cushions	"	
	b	2. Without cushions	"	
14	Sofa Set (2 Seater single piece)			
	a	1. with cushions	"	
	b	2. Without cushions	"	
15	Sofa Chair (Single)			
	a	1. with cushions	"	
	b	2. Without cushions	"	
16	Revolving Chair			
	a	1. with cushions	"	
	b	2. Without cushions	"	
17	Visitor Chair			
	a	1. with cushions	"	
	b	2. Without cushions	"	
18	Dunlop Cushion			
	a	4"x21 "x22"	"	
	b	3"x21 "x22"	"	
	c	2"x18x18"	"	
19	Rate of cloth (per meter, please enclosed the samples)			
	A	Plain/fixing	Per Mt.	
	b	Acrylic	"	
	c	Cord	"	

	d	Velvet	”	
	e	Foam leather	”	
	f	Jute Cloth	”	
	g	Paper base Cloth	”	
20	OTHER MISCELLANEOUS ITEMS			
	a	Providing/fixing of New Wooden partition with both	Per Sq.ft.	
	b	Replacement of Handel Lock	each	
	c	Providing fixing window Glass 5mm thick (per sq.ft.)	Per sq.ft.	
	d	Providing fixing Normal Glass 8mm thick (per sq.ft.)	”	
	e	Providing fixing Normal Glass 10mm thick (per sq.ft.)	”	
	f	Providing fixing of Bevalled glass with Brown colour including grindig 8mm	”	
	g	Providing fixing of Bevalled glass with Brown colour including grindig 12mm	”	
	h	Brass polishing of Name plate	each	
	l	Brass polishing of plant pot		
	j	Providing of stool teakwood Size 2'x 1.5'		
	k	Providing of stool teakwood Size 3'x 2'		
	l	Providing of stool teakwood Size 1' x 1.5'	”	
	m	Providing fixing vertical blinds (per brand name i. Mack ii. Deck iii. Amstrong	Per sq.ft.	

Note:

1. The rate of upholstery work should be indicated inclusive of all other material such as cotton, nails, jute, riorin cloth springs, wheels foam, patti and daries etc.
2. **TOTAL COST INVOLVEMENT AS PER THE RATE OFFERED BY THE VENDER WILL BE CONSIDERED AND L1 PARTY WILL BE ASCERTAINED CONSIDERING TOTAL LOWEST RATE OFFERED BY SUCCESSFUL BIDDER FOR AWARD OF WORK FOR REPAIR/ MAINTENANCE OF OFFICE FURNITURE FOR ONE YEAR IN NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD (NHIDCL) AT ITS OFFICE AT 1ST, 2ND, 3RD FLOOR OF PTI BUILDING & ITS OFFICE AT JEEVAN TARA BUILDING.**

Tender Acceptance Letter
(to be given on Company Letter Head)

To

.....
.....

Subject: Acceptance of Terms & conditions of Tender. Tender Reference No.....

Name of Tender/Work:-
.....
.....
.....

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above cited "Tender/Work" from the website(s) namely
.....
.....as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s) etc), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting the acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of the above mentioned tender documents(s)/corrigendum(s) in it's totally/entirely.

5. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/'Public Sector Undertaking.

6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Place:

Date:

(Signature & Rubber Stamp of authorized representative of the Firm/ Tenderer)