

F.No.20/20/2018-NIAW
Government of India
Ministry of Environment, Forest and Climate Change
(National Institute of Animal Welfare)

42 K.M Stone, NH-2 Delhi-Agra Highway,
Ballabgarh, Faridabad – 121 004

Dated the 20th June, 2018

Subject : Tender Notice for Repair/ Maintenance/ Polishing & Upholstery of Furniture Items and Other Related Miscellaneous Items of Furniture and Other Carpentry Work in National Institute of Animal Welfare (NIAW), Ballabgarh, Faridabad (Haryana).

SEALED TENDERS are invited under Limited Tender Enquiry in a single bid system from the reputed firms dealing with maintenance/ repairing, polishing of various furniture items, change of upholstery of chairs, sofa set and other miscellaneous furniture items in National Institute of Animal Welfare (NIAW), Ballabgarh, Faridabad (Haryana) initially for a period of one year. The firm which fulfills the following minimum criteria may only apply:-

- i) The firm should be registered with relevant authorities (Registration with service tax, PAN No., GST etc.); (Attested copies of Registrations to be enclosed).
- ii) The firm should have similar experience of at least one year in Government Sector/ PSU, etc. (Attested copies of Certificates/ work orders to be enclosed).

2. The Bid should contain the following information/ document as per Annexure-I & Annexure-II:-

- i) Name of the Firm, Business address of the firm, Telephone No., Mobile No., Copy of the details of the past experience for providing services in the same field in Government/ Ministries / Departments/ PSUs / Reputed Corporate Sectors.
- ii) Copies of certificates of firm, Pan No. and service tax/ GST registration.
- iii) The Earnest Money of Rs.10,000/- (Rupees Ten thousand only) in form of Demand Draft/ Pay order in favour of Pay and Accounts Officer, MoEF&CC, New Delhi.
- iv) Quotations in rupees for the respective items mentioned in Annexure-II. The rate should be mentioned exclusive of taxes and levies in the financial bid document attached as Annexure-II. Due care may be taken while filling the quotation. All the rates must be shown against the items mentioned in the Tender without overwriting/ cutting. Total of all the rates of different items should be the end of the total column. Incomplete tender form will be rejected summarily
- v) The unrealistic rates viz, free of cost/ complementary/ fraction of rupee etc. shall not be entertained and reasonability of rates shall be ascertained according to the item of works.
- vi) The Contractor can visit and inspect the site on any working day only between 10:00AM to 3:00PM before submitting the quotation.



- vii) The tender has to be accompanied by an Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of Pay Accounts Officer, MoEF&CC payable at New Delhi from any scheduled commercial Bank. If the successful tenderer declines to act on the offer made by the Institute and/ or withdraw/amend their quotations after opening of tenders, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/ refunded after finalization of the contract.

3. SCOPE OF WORK: Maintenance/ Repairing of furniture items/ Polishing of various furniture items, renovation/ change of upholstery of chairs and sofa set etc.

4. TERMS & CONDITIONS:


- i) Director (NIAW) reserves the right to award the contractor to more than one contractor on common lowest rates or split the same. The contract shall normally be awarded to the bidder who emerges LI in majority of the items on common minimum rates i.e. the LI bidder will have to match the LI rates of other bidders for the items for which his rates are higher.
- ii) A performance security of Rs.20,000/- (Rupees Twenty thousand only) shall have to be deposited by the successful tenderer in the form of Demand Draft/ Pay order in favour of Pay and Account Officer, MoEF&CC payable at New Delhi of any scheduled commercial Bank for the period of contract. The performance security will be forfeited for breach of the any of terms/ conditions of our tender and if it is found at any time during the contract period that the services provided by the firm are poor/ defective/ unsatisfactory. The decision of Director (NIAW) in this regard shall be final and binding on the firm.
- iii) The performance security shall be forfeited if there is any breach by the contractor in performance/ meeting terms and conditions of the contract. Otherwise, the same shall be refunded after completion of the contract to the satisfaction of the Department with no Government liabilities due from the Contractor.
- iv) The work is to be carried out in the premises of National Institute of Animal Welfare, 42 KM Stone, Delhi-Agra Highway, NH-2, Ballabhgarh, Faridabad (Haryana) and other places in future if any as required by NIAW. Only such work as cannot be done in the office premises would be allowed to be done outside. No extra charges will however be payable on this account.
- v) Any loss or damage of any item during repair within the premises of the NIAW shall be liability of the contractor and the NIAW may, at its discretion, deduct total cost of the item or any part thereof from the bill of the contractor
- vi) The payment shall be made on monthly basis and only if the work is performed to the satisfaction. There shall also be no advance payment for any jobs assigned in terms of the contract.
- vii) Bids incomplete in any respect shall be liable to be rejected.



5. The sealed quotations, in the prescribed proforma only, are to be dropped in the tender box placed at the The Director (NIAW), 2nd Floor, Vayu Wing, Indira Paryavaran Bhawan, Jor Bagh, New Delhi. **The due date and time for submission of the quotations is '03.07.2018 at 3:00 PM'**. The quotations shall be opened on the same date at 3.30 PM in the Director (NIAW), MoEF&CC, 2nd Floor, Vayu Wing, Indira Paryavaran Bhawan, New Delhi. The tenderers may remain present at that time or may, of so desire, depute one of their representatives to be present at the time of opening of tenders. It may be specifically noted that the quotations are required to be submitted with EMD with necessary documents and in the prescribed proforma only.

6. Director (NIAW) reserves the right to accept/ reject any or all the quotations received and the decision of this Institute in this regard shall be final/ binding. For any doubts, classifications/ objection etc. against the tenders, the Office Superintendent of NIAW (Telephone No.0129-2555602) could be contacted.

7. The office reserves the right to cancel the contract at any time without assigning any reason whatsoever. The tender document should be signed by the tenderers on each page in blue ink and mentioned at last of the tender document "The above terms & Conditions laid down in the tender document are acceptable to us and will be binding on us", and countersigned the same.


(Jerome Minz)
Director (NIAW)

Copy to

1. NIC for uploading the tender on the Ministry's and Government tender portal.

Sr. No.	Particulars	
1.	Name of the Firm/ Company/ Agency	
2.	Address of Firm/Company/Agency	
3.	Telephone No. and Mobile No.	
4.	The details of registration (s) Viz. No., Date, Validity etc. with Govt. Authorities towards incorporation of the firm, running of stated business viz. Service tax and authorized premises.	
5.	Registration of Service Tax Number (Proof to be attached)	
6.	Registration of GST Number (Proof to be attached)	
7.	PAN No. (Proof to be attached)	
8.	EMD details (Amount, Name of the Bank Branch, DD No. and Date)	
9.	Name & Address of the Department/ Ministries and other organizations where the work has been done (self-certify duly stamp copies of contract letter be attached)	
10.	Name, Address & Telephone Number of the proprietor	

Yours faithfully,

(Signature of the authorized person)

Name :

Designation :

Business Address :

Seal :

Date :

Place :

To

The Director
National Institute of Animal Welfare
42 KM Stone, Delhi –Agra Highway
NH-2, Ballabgarh, Faridabad (HR)

Subject : Invitation of quotations for repair/ maintenance/ polishing & upholstery of furniture items and other related miscellaneous items of furniture and other Carpentry work in National Institute of Animal Welfare (NIAW), Ballabgarh - reg.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/ accept all the terms and conditions stipulated in National Institute of Animal Welfare's letter No.20/20/2018-NIAW dated 20th June. 2018. The information desired and the rates quoted are as per following details :-

Sr. No.	Items of work	Rate in rupees for each item
Polishing of Wooden Furniture (spirit/ lacquer)		
1.	Wooden Single Bed	
2.	Wooden Study Table	
3.	Wooden Visiting Chair (Hostel)	
4.	Wooden Storage (Big)	
5.	Wooden Storage cupboard	
6.	Wooden Cupboard (small)	
7.	Wooden Dining Table	
8.	Wooden Dining Chair	
9.	Wooden Chair	
10.	Wooden Rack	
11.	Wooden Bench and Desk	
12.	Wooden Podium with Storage	
13.	Office Table (Large)	
14.	Office Table (Small)	
15.	Office Chair	
16.	Center Table	
17.	Corner Table	
18.	Book Rack	
19.	Notice Board	
20.	Computer table	
21.	Newspaper Stand	

22.	Books Shelves at Library (Sq. ft.)	
23.	Wooden Furniture & PA System in Conference room (Sq.Ft.)	
Repair of wooden furniture		
24.	Minor repair of Bed	
25.	Minor repair of chair	
26.	Minor repair of table	
27.	Minor repair of wooden storage/ Almirah	
28.	P/F of arm to chair	
29.	P/F of Leg to Chair	
30.	P/F of Leg to Table	
31.	P/F of New Drawer	
32.	P/F of Ply (per Sqft.)	
33.	Major repair of Bed	
34.	Major repair of chair	
35.	Major repair of table	
36.	Major repair of Almirah/ Wooden Storage	
37.	P/F of Knobs of Drawers	
38.	P/F of Knob/Handle	
39.	Repair of lock	
40.	Replacement of lock	
41.	P/F of Key (Duplicate)	
42.	P/F of Almirah Glass	
Steel Table		
43.	P/F of New Locking System	
44.	Adjustment of Drawer	
45.	P/F of Complete Drawer box	
46.	Minor repair of Steel table	
47.	Providing keys	
Complete Renovation of sofa/ chair with good quality cloth including cotton, markin, don, spring without seat cushion etc.		
48.	Sofa per seat	
49.	Cushion office chair	
50.	Executive chair	
51.	Visitor chair	
52.	Stitching of loose cover sofa set with cloth and labour charge (per seat)	
53.	Replacement of new seat cushion of sofa set(per seat)	
Dry-cleaning of furniture		
54.	Sofa Set	
55.	Cushion Chair	
56.	Revolving chair	
57.	Executive revolving chair	

Revolving chairs		
58.	Repair of revolving chair	
59.	Overhauling and greasing replacement of Axle	
60.	Replacement of mechanism machine (Complete Set)	
61.	Providing of base	
62.	Welding of Points	
63.	Replacement of wheel	
64.	Replacement of arm	
65.	Replacement of chair hydraulic (cylinder)	
Miscellaneous Works		
66.	P/F of Curtain's brackets	
67.	P/F of Curtain's rings	
68.	Ante termite treatment to wooden furniture	
69.	P/F Cloth dryer stand in the corridor of hostel	
70.	Fixing of photographs/ Notice board etc.	
71.	Supply of wooden Tender box (Normal Size)	
72.	Supply of wooden Suggestion box (Normal Size)	

* P/F – Providing and Fixing

DECLARATION

- i. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- ii. We are not black-listed by any Central/State Government/Public Sector Undertaking in India.
- iii. We undertake that the documents submitted are genuine/ authentic and nothing material has been concealed therefrom and that I/ we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/ concealment of information.

(Signature of Authorized Signatory)

Name of the bidder : _____

Complete Address : _____

Contact # _____