

**No. 21/1/2014-Genl. Admn.
GOVERNMENT OF INDIA
MINISTRY OF FINNCE
DEPARTMENT OF DISINVESTMENT**

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Block No. 11, CGO Complex,
Lodi Road, New Delhi-110003.

Dated the 1st February, 2016.

NOTICE FOR INVITING TENDER

Subject: Quotation for Annual Contract for Miscellaneous type of works in the Department of Disinvestment, CGO Complex, Lodi Road, New Delhi.

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Sealed quotations are invited from interested and eligible service agencies for the Miscellaneous jobs as per **Annexure-I, II & III** enclosed herewith subject to the terms & conditions mentioned in para 2 below:-

2. Terms and conditions:

- 2.1.1 Eligibility of firms: The firm or the service-providing agency should have valid Service Tax Registration No. and should have **minimum three years experience** of providing similar service to any govt. organization or organization of repute and based in Delhi. A copy of Service Tax Registration No., TAN/PAN and certificate of experience are required to be attached.
- 2.2 Place of work: Block No. 11 & 14, CGO Complex, Lodi Road, New Delhi - 110003.
 - 2.2.1 **EMD**: An earnest money deposit of Rs.2000/-(Rupees Two Thousand only) in the form Bank Draft/Bankers cheque drawn in favour of Drawing & Disbursing Officer, Department of Disinvestment, is required to be furnished with the tender. The EMD shall be refunded after completion of the tendering process. No interest shall accrue on EMD.
 - 2.2.2 The contractors can apply for all items or for any one or more categories of items as per **Annexure-I, II & III** enclosed, depending upon their expertise.
 - 2.2.3 The payment would be released on quarterly basis at the end of each quarter if the service of the firm were found satisfactory.
 - 2.2.4 The items provided like Door Closer, Security Lock, Drawer Lock etc. should be of reputed brand or ISI mark.
 - 2.2.5 Complaints, if any, must be attended to within two hours of receiving call from the Department.
- 2.8 Submission of tenders: The eligible firms may submit their quotation in the format prescribed at Annexure in sealed cover to the Under Secretary(Admn.), Room No. 214, Block – 11, CGO Complex, Lodhi Road, New Delhi – 110 003 within the last date of receipt of tender. The envelope containing the quotation should be super-scribed with the words – **“Quotation for Annual Contract for Miscellaneous type of work”**.

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- 2.9 Last date: Sealed tenders shall be received up to **3 P.M. 15.2.2016**. In case, the last date as prescribed above, happens to be a closed holiday, the next working day shall be deemed to be the last day of receipt of tenders.
- 2.10 Opening of tenders: Unless otherwise notified by this office under exceptional circumstances, the tenders shall be opened at the office of the Under Secretary (Admn.) of this Department at **4 P.M.** of the last date of receipt of tenders as mentioned above i.e. **15.2.2016**. One representative from each of the tendering firms may remain present while opening of the tenders.
- 2.11 Security Deposit: The firm/service provider in favour of whom the contract to be awarded will be required to furnish a security deposit of Rs. 10,000/- (Rupees Ten thousand only) in the form of a Bank Draft/Bankers cheque drawn in favour of Drawing & Disbursing Officer, Department of Disinvestment. The said security deposit will be refunded on completion of the period of contract provided the services of the firm had been satisfactory. The security deposit shall be forfeited in case the firm fails to abide by any of the terms & conditions of the contract.
- 2.12 The tender shall be liable to be rejected in case the tender is not in the prescribed proforma as contained in the **Annexure-I, II & III** to this notice.
- 2.13 The tender shall also liable to be rejected in case there is any overwriting or alteration in the rates quoted.
- 2.14 This Department reserves the right to reject any or all of the quotations without assigning any reason whatsoever. In case of any dispute, the decision of the Joint Secretary (Admn.), Department of Disinvestment shall be final.

(A.A. Rizwani)
Section Officer(Admn.)
Tel:24368528

Copy to:

1. All firms as per the distribution list.
2. Notice Board.
3. NIC with request for display in web site of DoD and CPP Portal.

'Annexure-I, II & III' (if any one please mention) to NIT No. 21/1/2014-Genl. Admn..
Dated the 1st, February, 2016.

Quotation for Annual Contract for Miscellaneous type of work

1. Name & address of the firm

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2. We quote our lowest rates as per **Annexure- I, II & III. (if any one please mention)**

3. Details of EMD (Bank Draft / Bankers cheque No.)

4. I/We agree to abide by the terms & conditions contained in NIT No. 21/1/2014-Genl. Admn..
Dated the 1st February, 2016.

(Signature of authorized signatory
with rubber stamp of the firm concerned)

DESCRIPTION OF ITEMS	RATE
STEEL ALMIRAH	
1. Replacement of Lock/Handle	
2. Repair of Locking System	
3. Adjustment of shelves	
4. Providing of 2 Keys for almirah	
5. Opening of Almirah	
6. Repair of Lock	
7. Replacement of Lock set	
STEEL FILING CABINET	
1. Replacement of lock/Handle	
2. Repairing of Cabinet	
3. Overhauling and Greasing	
4. Providing of Keys (two) drawer/cup board	
5. Providing of key	
STEEL REVOLVING CHAIR	
1. Repair of Revolving Chair	
2. Replacement of Wheel/Wheel set	
3. Overhauling and Greasing	
4. Welding per point	
5. Upholstery of revolving Executive Chair with ISI mark Cushion (Seat and Back) with Cloth	
6. Upholstery of revolving/Non Office Chair with ISI mark Cushion (Seat and Back) with Cloth	
7. Upholstery of revolving Computer Chair with ISI mark Cushion (Seat and Back) with Cloth	
8. Upholstery of revolving Executive Chair with ISI mark Cushion (Seat and Back) with leatherette	
10. Replacement of Wheel per piece	
SPRAY PAINTING OF FURNITURE	
1. Steel Almirah (Big)	
2. Steel Almirah (Small)	
3. Filing Cabinet (Chester)	
4. Painting of Steel Book Selves	
5. Painting of Steel Rack	
POLISHING OF FURNITURE	
1. Wooden Table (Officer) 6x3 (Lacker)	
2. Wooden Table (Officer) 6x4 (Lacker)	
3. Wooden Table 3x2 (Only drawer and in-side)	
4. Side Rack 4x3 (Lacker)	
5. Side Rack 3x2 (Lacker) (only in-side)	
6. Computer Table 3x2	
7. Central Table lacker Polish	
8. Wall Mirror with wooden frame per sq. Ft.	
9. Coat stand wooden	
10. Upholstery with cushion (ISI Mark) & cloth of Wooden sofa per seat	
11. Polishing of wooden sofa	
12. Door Polish/Paint per sq. ft.	
13. Wall Panel Polish (Lacker) per sq. ft.	

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WINDOW /TABLE GLASS	RATE
1. Window Glass per Sq. Ft. 4 mm	
2. Table Glass etching per sq. ft. 4 mm & 8 mm	
3. Central Table Glass Brown per sq. ft. ½ “	
4. Looking Mirror per Sq. ft,	
VERTICALS BLIND	
1. Nylon cord	
2. Runner	
ROLLER BLINDS	
1. Nylon cord	
2. Runner	
4. Bottom Bolt	
5. Chain filer	
6. Bottom Chain	
7. Cutting & Stitching	
8. Channel	
9. Labour Charge per panel	
10. Supply of New Vertical Blinds Per Mtrs.	
11. Supply of New Roller Blinds Per Mtrs.	
12. Supply of Bamboo Chick plain	
13. Supply of Bamboo Chick design	
MISC. ITEMS	
1. Supply and fixing of Secret Lock (ISI Mark)	
2. Supply and fixing of handle door Lock (ISI Mark)	
3. Supply of New Key of Security Lock	
4. Supply and Fixing of Door Closure (ISI Mark)	
5. Repair of Door Closure	
6. Replacement of Drawer lock for wooden table and cupboard lock	
7. Supply and fixing of Kundi Lock (ISI Mark)	
8. Replacement of New handle Door lock (ISI Mark)	
9. Replacement of Door Kabja (Brass)	
10. Supply and fixing of Door Stopper	
11. Fixing of ply and wood material on window 2 mm per Sq. ft	
12. Supply of Wooden cup Board with handle, locks etc. with Polish per Sq. Ft.	
13. Replacement of drawer/cup board lock	
14. Fixing of Key Board tray in office table	
DRY-CLEANING	
1. Executive Chair	
2. Visitor Chair	
3. Computer Chair	
4. Sofa-set per seat	
5. Carpet per sq. ft.	
6. Vertical Blinds per sq ft.	
7. Roller Blinds per sq ft.	

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WHITE WASHING /PAINTING	RATE
1. Oil Bound Distempers Synthetic per Sq. ft.	
2. Painting on Wooden partitions/wooden Doors etc. per Sq. ft.	
3. Enamel Paint on Ceiling Fan/Wall Fan	
FALSE CEILING	
1. Providing of new gypsum false ceiling 2'x2' with all material per sq. ft.	
2. Replacement of old false ceiling 2'x2' per ceiling	
LYING FLOOR TILES	
1. Replacement of floor tiles ceramic 1'x1' per sq. ft.	
2. Replacement of 2'x2' vitrified floor tiles	
3. Build new wall on floor with bricks including plaster per sq. ft.	
4. Proving of new Door with teakwood board including all fixture with door closer	
WALL PENEL	
1. Proving wall panel with ply board 4 & 6 mm with sun mica per sq. ft.	
2. Providing wall panel with particle board 4, 6 & 8 mm per sq. ft.	
3. Replacement of wall panels per sq. ft.	

ANNEXURE-III

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ELECTRIC ITEMS	
1. Repair of Ceiling Fan/Wall Hanging Fan	
2. Replacement of Capacitor	
3. Rewind of fan motor	
4. Ceiling Fan regulator	
5. Overhauling, Greasing of Ceiling Fan/Wall Hanging Fan	
6. New Regulator	
7. Replacement of Tube rod 4" ft.	
8. Replacement of Choke (electronic) (ISI mark)	
9. Replacement of Starter	
10 Providing of CFL Tube light	
11. Providing of LED Tube light	
12. Providing & fixing of switch 5 amp ISI Mark	
13. Providing & fixing of switch 15 amp ISI Mark	
14. Providing & fixing of socket 5 amp ISI Mark	
15. Providing & fixing of socket 15 amp ISI Mark	
16. Proving of cable ISI mark for light point per Sq. ft.	
17. Proving of cable ISI mark for Power point per Sq. ft.	
18. Providing of ISI mark Extension Box 5 amp & 15 amp with 3 switch	

19. Replacement of MCB 5,16 & 25 amp (for AC)	
20. Providing & Fixing indicator/visitor light LED	
21. Providing and fixing new Call Bell (Buzzer) with switch	
22. Providing new Call Bell (Ding dong) battery cell ISI Mark	
23. Providing and Fixing of PVC Channel Rate per ft. 1/2 , 3/4 & 1"	
24. Repair of sun flow/Heat convector	
25. Replacement of Element of Heat Convector or Hot Case	
26. Replacement of Emerson rod of Electric Kettle	
27. Servicing of Hot case/Heat Convector/Oil filled Radiator	
28. Repair of Hot case/Heat Convector/Oil filled Radiator	

