

Ref. No.: BC/Furniture Tender/2023/1425

Dated: 18-10-2023

**Bharati College
(University of Delhi)
C-4, Janakpuri, New Delhi-110058**

1. Bharati College invites bids for Repair, Maintenance and Polishing Works of Furniture and Fixtures. Bids are invited from interested Contractor as per College's need and requirement. The lists of items required by the college are given in the BOQ.

Document Download: Tender documents may be downloaded from College website www.bharaticollege.du.ac.in (for reference only) or CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule. **CRITICAL DATE SHEET** given on next page.

Approximate cost of the Tender:- 05 Lakh.

Time allotted to complete the job: 30 days

Manual tender application will NOT be entertained.

The technical bids will be opened first and financial bids of technically qualified bidders in the presence of the Purchase Committee.

Tender Fee: **Rs. 1,000.00 (Rupees One Thousand Only)** Not Refundable.

The College Bank details are (Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058. The bidder shall submit the Tender Fee through RTGS/NEFT.

**Prof. Saloni Gupta
Principal**

2.

CRITICAL DATE SHEET

	<u>DATE</u>
Published Date	18-10-2023
Bid Document Download	19-10-2023
Bid Submission Start Date	19-10-2023
Bid Submission End Date	08-11-2023
Technical Bid Opening Date	10-11-2023
Financial Bid Opening date	17-11-2023

**3. Bid Submission: Bids shall be submitted online only at CPPP website:
<https://eprocure.gov.in/eprocure/app>.**

Bidders are advised to follow the ‘Special Instructions To the Contractors/Bidders for the e-submission of the bids online’ available through Th Link:
e

<https://eprocure.gov.in/eprocure/app>

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. Tenderer who can downloaded the tender from the college website www.bharaticollege.du.ac.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be black listed from doing business with the Bharati College/University of Delhi.

6. Intending tenderers are **advised to keep checking the college website www.bharaticollege.du.ac.in and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

7. Bid Security/EMD Payment:

Earnest Money Deposit of **Rs. 25,000.00 (Rupees Twenty Five Thousand Only)** in the form of Demand Draft in favour of Principal, Bharati College, University of Delhi C-4, Janakpuri, New Delhi or may transfer to the College Account. The College Bank details are (**Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058.** The bidder shall submit the EMD/ UTR No of RTGS/NEFT with the college in case of payment through Demand Draft or RTGS upload the receipt of the same with the online bid. EMD of unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

8. Bids (Technical) will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well as Financial-Bid opening will be published on CPP Portal.

Submission of Tender

The tender shall be submitted online in two part, viz., Technical bid and Financial (Price) bid.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Technical Bid

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i) Signed and scanned copy of **proof for payment of Earnest Money Deposit and Tender Fees.**
- ii) Signed and Scanned copy of PAN No, GST No.
- iii) Before quoting the rates, the interested bidders may visit the College on any working day between 10.00 a.m. to 04.00 p.m. for inspection.

LIST FOR REPAIR & MAINTENANCE OF FURNITURE ITEMS

Sl. No	Name of Items	Rate (Rs.) Per Unit	Rate Per Unit (in Rs.) (inclusive all taxes)
1	COMPUTER TABLE		
a)	Replacement of Lock		
b)	Adjustment of drawer		
c)	Minor repair of table		
d)	Providing of key		
e)	Opening of drawer		
f)	Replacement of Handle - 4"		
g)	Providing of key board tray		
h)	Major repair of computer table with all necessary hardware fittings and wood .		
i)	P/fixing of Key board channel		
II	STEEL TABLE		
a)	Providing & fixing of new locking system		
b)	Replacement of lock (Godrej)		
c)	Replacement of Lock (Ordinary)		
d)	Minor Repair of Table		
e)	Providing & Fixing of table top laminated(18mm thick)		
f)	P/fixing of Iron pipe (Per Rft)		
g)	Major repair of Table including welding .		
h)	Replacement of Drawer handle		
i)	Repair of Locking system		
j)	Major repair of steel table		
k)	Painting of steel table		
III	WOODEN TABLE		
a)	Minor repair of wooden table		
b)	major repair of wooden table with wood		
c)	P/fixing of key board channel to wooden table		
d)	Repair of drawer of wooden table		
e)	P/fixing of Multipurpose Lock (Harrison)		
f)	Replacement of handle – 4"		
g)	Replacement of handle – 6"		
h)	P/fixing of legs to wooden table		
i)	P/fixing of Lock to wooden table		
j)	P/fixing of knob / handle (brass)		
k)	P/fixing of knob / handles (ord)		
l)	P/fixing of FM lock		
m)	P/fixing of new drawer to wooden table		
n)	P/fixing of Multi Lock (Ord)		
o)	P/fixing of ply table drawer		
IV	REVOLVING CHAIR WITH ARMS		
a)	Repair of Revolving chair		

b)	Overhauling axle of chair		
c)	Replacement of wheel (ISI) mark		
d)	Overhauling & Greasing of all parts of chair		
e)	Replacement of spring (Big)		
f)	P/fixing of Steel base		
g)	P/fixing of PU Plastic Arms		
h)	P/fixing of Plastic base .		
i)	P/fixing of Synchro base (Branded)		
j)	Replacement of Hydraulic cylinder		
k)	Change of upholstery of cushioned revolving chair including providing & fixing foam sheet, cushion, cloth (as per sample approved)and all necessary materials and labour charges etc. complete .		
V	REVOLVING CHAIR (WITHOUT ARMS)		
a)	Repair of revolving chair		
b)	Replacement of wheel (ISI) mark		
c)	P/fixing of Steel base		
e)	P/fixing of Plastic base .		
f)	Replacement of Hydraulic cylinder		
g)	Change of upholstery of cushioned revolving chair without arms including providing & fixing foam sheet, cushion, cloth (as per sample approved)and all necessary materials and labour charges etc. complete .		
VI	WOODEN CUSHIONED EASY CHAIR		
a)	Change of upholstery of wooden cushioned chair including providing & fixing foam sheet, cushion, cloth (as per sample approved)and all necessary materials and labour charges etc. complete . A. Seat B. Back		
b)	Minor repair of Wooden cushioned chair		
c)	Major repair of wooden cushioned chair including providing of wooden pieces.		
d)	Lacquer polishing of wooden cushioned chair .		
VII	WOODEN CENTRE TABLE		
a)	Minor Repair of wooden centre table		
b)	Major repair of wooden centre table including providing of wood.		
c)	Providing/ fixing of 1mm thick laminate top for centre table		
d)	Lacquer polishing of wooden centre table after removing of old polishing and scrubbing/ rubbing and making smooth surface including providing all necessary materials like thinner , spirit, dhoti, sundras, lacquer , regmar, peeli mitti etc and labour charges		
VIII	STUDENT WOODEN CHAIR		
a)	Major repair of wooden chair		
b)	Major repair of wooden chair with wood		

c)	Lacquer polishing of wooden chair after removing of old polishing and scrubbing/ rubbing and making smooth surface including providing all necessary materials like thinner , spirit, dhoti, sundras, lacquer , regmar, peeli mitti etc and labour charges		
IX	STEEL CHAIR WITH WRITING PAD[FIXED]		
a)	Painting of steel chair		
b)	Major repair of steel chair with welding point.		
c)	Replacement of writing pad with all necessary hardware fittings.		
X	STEEL / WOODEN CANED CHAIR		
a)	Re-caning of steel caned chair (seat)		
b)	Re-caning of steel caned chair (back)		
c)	Re caning of wooden caned chair (seat)		
d)	Replacement of new wooden seat /back (duly caned , polish & fitting)		
e)	Replacement of New rubber shoes		
f)	Major repair of steel caned chair with welding		
g)	Lacquer polishing of wooden cane chair		
h)	Painting of steel cane chair .		
XI	WOODEN STUDENT DESK [TWO SEATER/ SINGLE SEATER]		
a)	Minor repair of wooden desk (Two seater)		
b)	Minor repair of wooden desk (Single seater)		
c)	Major repair of wooden desk (Two-seater) with wood with all necessary hardware fittings.		
d)	Major repair of wooden desk (single seater) with all necessary hardware fittings & wood as per required		
e)	P/fixing of 18mm thick commercial board for repair work		
f)	P/fixing of wooden pieces for repair work		
g)	Lacquer polishing of wooden student desk after removing of old polishing and scrubbing/ rubbing , making smooth surface including providing all necessary materials like thinner , spirit, dhoti, sundras, laquer , regmar, peeli mitti etc and labour charges.		
XII	WOODEN/PRELAMINATED PARTICAL BOARD STUDENT DESK [TWO SEATER] FIXED		
a)	Major repair of wooden desk (Two-seater) with wood with all necessary hardware fittings.		
b)	P/fixing of wooden pieces for repair work		
c)	Lacquer polishing of student desk prelaminated including providing all necessary materials like thinner , spirit, dhoti, sundras, lacquer , regmar, peeli mitti etc and labour charges)		
d)	P/fixing of 25mm prelaminated partical board both side laminated (Per Sft)		
XIII	STEEL ALMIRAH		
a)	Replacement of Lock		
b)	Replacement of Handle		
c)	Repair of Locking system		

d)	Providing of keys		
e)	Opening of almirah		
f)	Repair of Lock		
g)	P/fixing of New locking system		
h)	P/fixing of Bush		
i)	P/fixing of legs for almirah		
j)	Painting of Steel Almirah (Big) Outside		
k)	Painting of Steel Almirah (Big) Both Side		
l)	Painting of Steel Almirah (Small) Out side		
m)	Painting of Steel Almirah (small) Both side		
XIV	STEEL BOOK CASE WITH FOUR SHELVES		
a)	P/fixing of lock		
b)	P/ Fixings of handle		
c)	providing of key		
d)	Opening of book case		
e)	Repair of Lock		
f)	Repair of Locking system		
g)	Replacement of new shelves		
h)	Painting of Steel Book case (Big)		
XV	IRON LOCKER / FILING CABINET		
a)	Replacement of filing cabinet Lock		
b)	Replacement of Pad Lock for Iron locker		
	a. 80mm b. 60mm		
c)	Replacement of Handle / knob		
d)	Providing of key		
e)	Opening of filing cabinet / locker		
f)	Repair of Lock		
g)	Painting of iron filing cabinet (Big) Outside		
h)	Painting of iron filing cabinet (Big) Both side		
i)	Painting of iron locker (Big) Outside		
l)	Painting of iron locker (Big) Both side		
XVI	WOODEN LOCKER		
a)	Replacement of Lock		
b)	Replacement of Multipurpose Lock		
c)	Replacement of Handle / knob		
d)	Providing of key		
e)	Opening of locker		
f)	Repair of Lock		
g)	Major repair of wooden locker including providing of wood.		
h)	P/fixing of wooden moulding / beeding (Per Rft)		
i)	Lacquer polishing of wooden locker after removing of old polishing and scrubbing/ rubbing , making smooth surface including providing all necessary materials like thinner , spirit, dhoti, sundras, lacquer , regmar, peeli mitti etc and labour charges. (Per Sft)		
XVII	IRON DOOR / WOODEN DOOR		

a)	P/fixing of door lock with both side handles complete (Branded)		
b)	Repair of Old lock		
c)	Replacement of Door Lock (Branded)		
d)	Replacement of door handle (Branded)		
e)	Opening of Locked door		
f)	P/fixing of Tower Bolt (Alu)		
	i) 6"		
	ii) 8"		
g)	P/fixing of tower bolt (Iron)		
	a) 6"		
	b) 8"		
h)	Supply of duplicate keys		
i)	Spirit polishing of wooden door with chowkhat including materials and labour charges .		
j)	Painting of Iron door with synthetic enamel paint with approved shade and brand		
XVIII	MISCELLANEOUS ITEMS		
a)	Major repair of auditorium chair		
b)	Minor repair of auditorium chair		
c)	Minor repair of wooden conference table		
d)	Major repair of wooden conference table		
e)	Repairing of wooden structure of wooden stage including providing board, ply, wooden pieces etc		
f)	Supply & fixing of glazed board, made of 18mm thick, fixing of blazer cloth on top and including providing & fixing of teak wood molding 1 1/2" on all sides finish with teak / walnut lacquer polished.		
g)	Fixing of white marker board with L- brackets		
h)	Spirit polishing of auditorium chairs		
i)	Dry cleaning of auditorium chairs		
j)	Dry cleaning of Revolving chair		
k)	Dry cleaning of Steel visitor chairs		
l)	Dry cleaning of auditorium carpet (Per Sft)		
m)	P/fixing of vertical blinds (Per Sft)		
n)	Dry cleaning of vertical blinds (Per Strips)		
o)	Lacquer polishing of wooden locker after removing of old polishing and scrubbing/ rubbing , making smooth surface including providing all necessary materials like thinner , spirit, dhoti, sundras, laquer , regmar, peeli mitti etc and labour charges. (Per Sft) (Per Sft)		
p)	Polishing of white Board		
q)	P/fixing of window glass with clay (Per Sft)		

Signature and Stamp of Bidder

1. GENERAL TERMS AND CONDITIONS:

Interested bidders may download the tender enquiry documents and submit their tenders online at Central Public Procurement Portal website: <https://eprocure.gov.in/eprocure/app> and bid online through the portal www.eprocure.gov.in. The bids are invited in a two bid system (Technical and Financial) from reputed firms and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial Bid. The Financial Bid should be valid for two years from the date of opening of the Tender. Incomplete bid documents shall be rejected.

2. BID OPENING PROCEDURE:

The Technical Bids will be opened by a committee nominated by the Competent Authority from www.eprocure.gov.in website. The Financial Bids of such of those Bidders, who have qualified in the Technical Bid stage by the Evaluation Committee, will be taken up for after finalization of the Technical Bid opening process. L-1 Bidder will be selected by the system automatically.

3. RIGHT OF ACCEPTANCE:

The Principal, Bharati College reserves the right to accept or reject any bid and to annual the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder(s) or any obligations to inform the affected Bidder(s) of the grounds for such action. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render bids liable for rejection. In case of any failure to comply with the provisions of the terms & conditions mentioned by the bidder that has been awarded the contract, the Competent Authority reserves the right to award the contract to the next eligible bidder and the performance guarantee will be forfeited.

4. COMMUNICATION OF ACCEPTANCE:

Successful Bidder will be informed of the acceptance of their bids through email / speed post / online mode.

5. PENALTY:

In case of breach of any conditions of the contract and for all type of losses caused during the currency of the Contract, the successful bidder to whom the work order has been awarded shall fully indemnify the Office of the Principal, Bharati College, Delhi for all types of losses in cases of negligence's in performing duties, as stipulated herein the Annexure. In such cases, this office shall make deductions from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Office of the Principal, Bharati College.

6. Terms of Payment :

No Payment shall be made in Advance or loan from any bank or financial intuitions shall be recommended on the basis of the order of award of work . The contractor shall submit the bill only after completing the work / job to the satisfaction of the Department. On receipt of a pre-receipted bill invoice from the contractor , the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for unsatisfied work/ job. Allpayment shall be made by ECS only. The college shall be at liberty to withhold any of the payment in full or in part subject top recoveryof penalties mentioned in the proceeding para. The term payment mentioned in this para includes all types of Payment due to the contract arisingon account of this contract excluding EMD and security deposit governed by separate clauses of the contract.

General note :

1. The rates quoted in response to the quotations will remain in force from the date of finalization of rates for the duration of the contract.
2. The articles should be of original and standard quality
3. The rates should be inclusive of all delivery charges of the materials
4. The vendor shall undertake that the rates quoted for the items are not exceeding the rates quoted by them for any other Govt. Organization for similar work.
5. Any item which is found to be defective, or not of the desired quality etc. shall not be accepted by this office.
6. In case a tender is selected and withdrawn from the bids without the consent of the Department, EMD is liable to be forfeited.
7. The Tenderer(s) should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
8. The Performance Security / EMD will be forfeited in the following conditions: -
 - a) If at any stage, any of the information / declaration given by the bidder is found false.
 - b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - c) In case of any lapse / default in honouring of the terms and conditions at any state after submitting the tender.
 - d) In case of final selection of the bidder, if he fails to furnish Performance Security in accordance with the terms and conditions of the tender.
9. The Bill raised by the Firm should have tax registration (GST) number printed on the bill.
10. The L-1 rate would be decided against the rate quoted for unit rate in the price bid.
11. Contract shall be awarded to the firm offering the lowest / with reference to the lowest prices quoted for sub items.
12. The College reserves the option to give purchase / price preferences to offers from small scale industries etc. in accordance with the policies of the Govt. in force from time to time.
13. In complete or conditional tenders will not be entertained.
14. The unrealistic rates / hypothetical rates, viz free of cost / complementary / unreasonable rates etc. shall not be ascertained / considered and reasonability of rates shall be ascertained according to the items of the work otherwise their tender will be rejected.
15. And if required also Saturday / Sunday and Gazetted Holiday. No extra charges / conveyance charges or vehicle will be provided by this college for commuting to different locations.
16. The items / parts either new or provided for repairing of items should be ISI marked.
17. The work shall be carried out in the premises of the department. Only such work for which execution is not possible in the premises of this college may be allowed to be done in the workshop of the firm. In no case any electric items or parts thereof shall be taken out of the premises without formal written permission of this department.
18. NO extra payment / compensation whatsoever on account of natural calamity / accident or otherwise will be made to the firm except the all-inclusive rates and the rates permitted under this contract.
19. In case of any deficiency in services, a penalty upto 5% of the total amount of the bill for the relevant month will be imposed in the first and upto 10% in the subsequent instances.
20. No advance payment will be made. Payment will be made on monthly basis 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.

21. The firm should have an experience of five years maintenance of furniture and fixture items. The bidder must submit certificates to the effect.
22. The persons deputed shall not be below the age of 18 years and they shall not interface with the duties of the employees of the college.
23. Once accepted the rates, shall remain fixed during the contract period.
24. The firm shall not assign or sublet the work / job or any part of it to any other person or party without obtaining permission in writing of this Department, which will be at liberty to refuse if it thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer .
25. The firm shall furnish a certificate that “ I/ we undertake that the documents submitted are genuine / authentic and nothing material has been concealed there from 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:”

PRINCIPAL

