

F. No. D-14014/2/2021-Genl.-ES
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
Directorate of Economics and Statistics

Tender Number : D-14014/2/2021-Genl.-ES

Shastri Bhawan, New Delhi.
Dated: 24th March, 2021

Notice Inviting Tender

Subject : Award of Rate Contract for Annual Maintenance Contract (AMC) of Furniture items, supply of name plates, rubber stamps etc. in the Directorate of Economics and Statistics for the year 2021-22 - regarding.

Directorate of Economics and Statistics invites Online Tender under two bids system (Technical and Financial) for Annual Maintenance Contract (AMC) for Furniture items, supply of name plates, rubber stamps etc. **Manual bids shall not be accepted.**

2. Tender document may be downloaded from Central Procurement Portal (CPPP) site <http://www.eprocure.gov.in> and Directorate's website <http://www.cands.dacnet.nic.in/> and as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET	
Published Date	24 March,2021 (5:00 pm)
Bid Document Download Start Date	25 March,2021 (1:00 pm)
Bid Submission Start Date	25 March,2021 (1:00 pm)
Bid Submission End Date	12 April,2021 (5:00 pm)
Technical Bid Opening Date	13 April,2021 (1:00 pm)

3. Directorate of Economics and Statistics, 119-F-wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi invites ONLINE bids under two bids system from reputed firms engaged in undertaking the maintenance of furniture items, supply of name plates, rubber stamps etc. The firms forwarding their quotations must comply with the terms and conditions mentioned therein. All the furniture items, supply of name plates, rubber stamps etc for which the quotations are invited for AMC for the period from July, 2020 to June, 2021 are installed at Krishi/Shastri Bhawan at New Delhi. The sealed quotations for the furniture items, supply of name plates, rubber stamps etc are invited in the performa by giving the rates and other details, enclosed with this Tender Notice.

4. The financial bid of only those bidders will be opened whose technical bid qualify. Financial bid will be opened at the same venue, on the same day or as directed by the Committee. A list of clients in Government/Public Sectors with contact name and person should also be enclosed with the quotations. Directorate of Economics and Statistics reserves all rights to accept or reject any or all quotations without assigning any reason.

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5. **Tender Fee & Earnest Money Deposit (EMD):**

- (a) Tender Fee : Nil
- (b) Tender EMD : Rs. 35,000/- (Rs. Thirty five thousand only) in the form of DD / Pay Order from any scheduled commercial bank duly drawn in favour of "PAO, Directorate of Economics and Statistics" payable at New Delhi. EMD must be delivered to the Chief Administrative Officer, Directorate of Economics and Statistics, Rajendra Prasad Road, Shastri Bhawan, New Delhi on or before the bid opening date/time as mentioned in critical date sheet. Bid document without EMD will be rejected.
- (c) The firms registered with NSIC/ MSME are exempted from the payment of EMD. Copy of valid certificate must be uploaded with technical cover.
- (d) EMDs of remaining Bidders, except of the first Bidder (L1), shall be returned within a period of 30 (Thirty) days from the date of issuance of Letter of Award (LOA) to the Successful Bidder.
- (e) The EMD of the First lowest Bidder (Successful Bidder) shall be retained and will be returned after the submission of Security Deposit of the Performance Bank Guarantee. No Interest shall be paid on EMD.
- (f) EMD shall be forfeited, in any of the following cases:-
- The Bidder withdraws its Proposal after the Proposal Due Date.
 - The Successful Bidder fails to accept LOA within the stipulated period.
 - The Successful Bidder fails to submit the Performance Bank Guarantee within the stipulated period and sign the Agreement.

6. Bids shall be submitted online only at CPPP website: <http://www.eprocure.gov.in>. Bidders/Vendors are advised to follow the instructions provided in the 'Instructions for On Line Bid Submission' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://www.eprocure.gov.in>.

7. The tender must be valid for acceptance for a period of 120 days from the Technical Bid Opening Date.

8. Directorate of Economics and Statistics reserves the right to accept or reject or cancel or relax any part or whole of the tender document, without assigning any reason(s) thereof.

9. Bids 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 Price-Bid opening will be intimated later.

10. Terms and Conditions for Annual Contract, Tender Acceptance Letter, Letter of Proposal and Financial Bid are placed at Annexure-1, Annexure-2, Annexure-3 and Annexure-4 respectively.



(Ramesh Kumar Yadav)
Chief Administrative Officer
Tel. No. 011-23385495

Terms and Conditions for annual contract

1. The bidder should ensure that their firm is not blacklisted by any Government Body / Organisation.
2. The firm shall be responsible for maintenance of furniture items and keep them in working order by placing the services of one experienced carpenter in this Directorate throughout the contract period on all working days and he will be bound to carry out the job of urgent nature even during odd hours and holidays if so desired by the Directorate. All break down calls would be attended to on priority basis, within 6 hours, by the contractor. The contractor or his representative has to report to Section Officer(General) daily during the contract period.
3. The work will primarily be carried out in the premises of this Directorate. Only such work, which is not possible to execute in the premises of this Directorate, would be allowed to be done at the contractor's workshop with prior written permission of this Directorate. A gate pass will be issued by the competent officer. The Directorate shall not provide any labour to the contractor for shifting, transportation, fixing or dismantling of furniture item. It shall be responsibility of the contractor to arrange for the same. No transportation charges will be paid to the contractor for the transportation of furniture item to and fro to their workshop for repair etc. The furniture item if required for repair will be handed to the contractor and it shall be the responsibility of the contractor to hand over the same after carrying out the necessary repairs to this Directorate within 48 hours. In case of delay beyond 48 hours, it shall be the responsibility of the contractor to temporarily install a substitute furniture item in working order, till such time the repairs are complete.
4. Maintenance of furniture items shall be carried out during office hours (0930 to 1800 hrs) on working days of Directorate of Economics & Statistics. However, in case of urgency, service may be needed on holidays and even after office hours also for which no separate cost shall be paid.
5. In case the repair is needed at workshop, cost of carriage and arrangement will be borne by the firm.
6. Preventive maintenance schedule shall be submitted in advance.
7. The furniture item shall be maintained at the satisfaction of the user.
8. Maintenance of furniture items will be comprehensive.
9. The payment will be made in quarterly basis after award of contract subject to satisfactory services .
10. GST and other applicable Tax will be deducted at source, as per relevant rules and procedures .
11. The rates quoted by the contractor will be valid for the entire period of contract from the date of issuance of LOA.
12. All supplies will be made only on the basis of written orders from this Directorate of Economics & Statistics from time to time.


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13. In case of violation of the above terms of the contract, the security deposit would be forfeited and contract would be cancelled without assigning any reason and the job would be entrusted to any other party at the risk/expenses of the contractor. If at any stage, the services of the firm are not found satisfactory or the firm has failed to provide services and rectify the defected furniture items within 24 hours, the AMC will liable to be terminated by the Directorate without assigning any reason, whatsoever.
14. The contractor will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and the Directorate of Economics and Statistics shall not incur any liability for any expenditure whatsoever on the persons employed by the contractor on account of any obligation.
15. No advance payment will be made to the contractor. The payment will be made on quarterly basis at the end of each quarter after the contractor had completed his periodical service and submitted certificates for the same.
16. The company should ensure providing of prompt service for repair/servicing work during the AMC period.
17. The contract can be terminated at any time without assigning any reason if the work is not found satisfactory after giving 15 days notice to the firm/contractor.
18. Two bids system of tender will be adopted.
 - (i) Technical bid: The bid containing technical specifications and eligibility documents.
 - (ii) Financial bid: Bid containing financial offer.

Technical and financial bids should be submitted in separate covers through online mode only.

19. The Technical Bid and Financial Bid should be duly filled-up and signed by authorised signatory with stamp impression of the bidder.
20. These bids will be opened in two stages. The bid containing technical specifications, EMD and eligibility documents will be opened at first stage and if same is found according to required specifications, the bid containing financial offer shall be opened in second stage.
21. The “**Technical Bid**” shall contain all documents in support of quote furniture items, their specifications, commercial terms & conditions and eligibility criteria and EMD as mentioned in the tender document along with the page number for cited specifications in the company brochure for the particular item. Any price indication quoted for furniture item in the technical bid will be liable for disqualification of the tender.



22. The **"Financial Bid"** shall contain price schedule only. The rates and units shall not be overwritten in the price schedule. The price shall be both in words and figures.

23. **Eligibility Criteria:** All the participating suppliers/firms or principal manufacturer should meet the following qualifying criteria. The firm should be a registered/authorized supplier for such supplies. Following documents are required to be submitted with Technical Bid, to qualify eligibility criteria:

- (a) PAN and GST number.
- (b) Audited copy of balance sheet of minimum annual turnover of Rs. 20.00 Lakh & above continuously with trading, profit & loss account for the last three financial years should be submitted.
- (c) Name & address of branch offices & service centres of after sales arrangements.
- (d) Earnest Money Deposit (EMD) as mentioned in the tender document.
- (e) Bidder should submit a minimum five years experience certificates of repairing/maintenance of furniture items and registrations with Government authorities concerned.

24. Offer should be sent by means as mentioned in the tender document. Tenders received through hard copy, E- mails, FAX or by other means will not be considered.

25. The technical bids will be opened on scheduled date and time. Bidders/authorized representatives of the bidders intending to attend the tender opening should intimate in advance.

26. Offered prices should be valid at least for 120 days from the last date of receipt of tenders.

27. The payment will be made as per actual furniture items maintained under AMC for the period of contract. Failure to comply with all the terms and conditions mentioned therein shall result in the tender being summarily rejected. Vendors are informed that once the firms are shortlisted based on the eligibility criteria and technical specifications, only then the financial bids of the firms meeting eligibility criteria, technical specifications / requirements would be opened.

28. Conditional tenders will not be accepted.

29. Directorate of Economics and Statistics reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

30. Documents to be submitted by the Bidders are as under:



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1. Submission of Tender

The tender shall be submitted online in two parts (Technical Bid and Financial Bid). All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

2. Technical Bid

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

- (i) Signed and Scanned copy of Tender EMD document.
- (ii) Signed and Scanned copy of appropriate value of valid registration certificate, PAN No and Tender Acceptance Letter(Annexure 2).
- (iii) Signed and Scanned copy of previous three years Income Tax / VAT Tax return/ latest VAT Clearance Certificate, GST No. Certificate.
- (iv) Signed and Scanned copy of Letter of Proposal as per Annexure 3.
- (v) Signed and Scanned copy of license for executing furniture works and minimum five years experience certificates of repairing/maintenance of furniture items and registrations with Government authorities concerned.

NOTE:

- (i) Incomplete and / or non-responsive, bid will be rejected during technical evaluation. The bidder will not approach for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitting bids.
- (ii) If any price details are found in the Technical Bid, the bid will be summarily rejected.

3. PRICE BID

- (i) The PRICE PART shall contain only schedule of rates duly filled in. No stipulation, deviation, terms & conditions, presumptions etc. is permissible in price part of the bid. Directorate of Economics and Statistics shall not take any cognizance of any such conditions and may at its discretion reject such price bid.
- (ii) Prices should be given in INR currency only.



4. Performance Security

- (a) The Successful Bidder shall, for due and faithful performance of its obligations under the Tender Document provide to Directorate of Economics and Statistics a performance security in the form of a Bank Guarantee/FDR of **Rs. 1,50,000/- (Rs. One lakh fifty thousand only)** should be submitted by the bidder. If the bidder fails to comply with the above requirements within the said period the earnest money already deposited by the bidder shall be liable for forfeiture. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- (b) The Performance Bank Guarantee shall be in the form of DD / Pay Order from any scheduled commercial bank duly drawn in favour of **"PAO, Directorate of Economics and Statistics"** payable at **New Delhi**.
- (c) The Performance Bank Guarantee (PBG) shall be provided by the Successful Bidder within 30 (thirty) days of issuance of LOA by Directorate of Economics and Statistics. PBG must be valid for 60 days beyond the period of the LOA. EMD shall remain in full force and effect; till the time the Performance Security is submitted by the Successful Bidder.
- (d) Failure of the Successful Bidder to provide the Performance Bank Guarantee within 30 (thirty) days shall entitle Directorate of Economics and Statistics to withdraw the LOA and the EMD will be forfeited. Further, the Successful Bidder may be debarred from participating in any other tenders of Directorate of Economics and Statistics.

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TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To

_____.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:-

Dear Sir,

I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(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), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
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/ organisation 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.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

(Letter of Proposal)
(On the Letter Head of the Bidder)

Annexure- 3

To, _____

Date: _____

Sub: Proposal for Rate Contract for Annual Maintenance Contract (AMC) of Furniture items, supply of name plates, rubber stamps etc. in the Directorate of Economics and Statistics for the year 2021-22 - regarding.

Sir,

Being duly authorized to represent and act on behalf of _____ (hereinafter) referred to as ("the Bidder"), and having reviewed and fully understood all the qualification requirements and information provide, the undersigned hereby expresses its interest for **Rate Contract for Annual Maintenance Contract (AMC) of Furniture items, supply of name plates, rubber stamps etc. in the Directorate of Economics and Statistics for the year 2021-22 in Directorate of Economics and Statistics, Shastri Bhawan, New Delhi.**

We are enclosing our Proposal, with the details as per the requirements of the tender Document, for your evaluation. The undersigned hereby also declares that the statements made and the information provided in the Proposal is complete, true and correct in all respect. We hereby also confirm the following:

1. The Proposal is being submitted by us, _____ (name of the Bidder), who is a single entity, in accordance with the conditions stipulated in the Tender Document.
2. We have examined in detail and have understood the terms and conditions stipulated in the Tender Document issued by the Directorate of Economics and Statistics and in any subsequent communication sent by the Directorate of Economics and Statistics. We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the Tender Document or in any of the subsequent communications from Directorate of Economics and Statistics.
3. We confirm that there are no conditions in our "Technical Proposal" and "Price Bid".
4. The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the Tender Document, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.
5. We confirm that we have studied the provisions of the relevant Indian laws and regulations required to enable us to prepare this Technical & Price Bid and as required for **Rate Contract for Annual Maintenance Contract (AMC) of Furniture items, supply of name plates, rubber stamps etc. in the Directorate of Economics and Statistics for the year 2021-22 in Directorate of Economics and Statistics, Shastri Bhawan, New Delhi** in the event that we are finally selected.
6. We confirm that all the terms and conditions of the Proposal are firm and valid for acceptance for a period of **120 days** from the Technical Bid Opening Date.

Thanking you,

Yours sincerely,

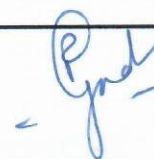
Signature
(Name of the Bidder and the Seal/Stamp)
(Authorised Reprehensive & Signatory)

Annexure-4

Financial Bid

Award of Rate Contract for Annual Maintenance Contract (AMC) of Furniture items, supply of name plates, rubber stamps etc. in the Directorate of Economics and Statistics for the year 2020-21 - regarding.

S. No.	Name of the items/work	Unit	Rate (in Rupees) (Inclusive of all taxes/GST)
Tables (Steel/Wooden)			
1	Opening of lock	Per piece	
2	Supply of fixing of lock	Per piece	
3	Supply of key	Per bunch of two pieces	
4	Repair of drawers	Per piece	
5	Supply of table top glass 8 mm	Per Sq. Ft.	
Chairs(Steel/Wooden)			
6	Replacement of seat	Per piece	
7	Replacement of back	Per piece	
8	Replacement of handle	Per piece	
9	Minor repair	Per chair	
10	Renovation of chair(with materials)	Per chair	
11	Fixing of hydraulic system in steel chair	Per piece	
12	Fixing of steel base in revolving chair	Per piece	
13	Change of wheel	Per piece	
14	Replacement of spring	Per piece	
15	Charges for renovation (including material)	Per Seat	
16	Supply & Fixing of loose seat cover (white cloth) in chair	Per Seat	
Sofa Sets			
17	Charges for renovation (including material)	Per Sofa Seat	
18	Replacement of cushions	Per Seat	
19	Polishing	Per Sq. Ft.	
20	Minor repair	Per Sofa Seat	
21	Supply & Fixing of loose seat cover (white cloth) in sofa	Per Seat	
22	Fixing of wheel in sofa	Per Piece	



Steel Almirah			
23	Repair of lock	Per Piece	
24	Replacement of lock	Per Piece	
25	Supply of key	Per bunch of two pieces	
26	Fixing of handle in steel almirah	Per Piece	
27	Force opening of locked almirah	Per Piece	
28	Painting	Per Sq. Ft.	
29	Minor repair	Per Almirah	
General Items of Work			
30	Supply/Fixing of link lock	Per Piece	
31	Opening of link lock	Per Piece	
32	Supply of keys of link lock	Per bunch of two pieces	
33	Supply & Fixing of Security lock	Per Piece	
34	Opening of security lock	Per Piece	
35	Supply of key of security lock	Per bunch of two pieces	
36	Supply & Fixing of door closure	Per bunch of two pieces	
37	Repair of Door Closure	Per Piece	
38	Supply & Fixing of plywood 6mm	Per Sq. Ft.	
39	Supply & Fixing of plywood 12mm	Per Sq. Ft.	
40	Supply & Fixing of plywood 19mm	Per Sq. Ft.	
41	Minor repair of cup board almirah	Per Piece	
42	Fixing of door closure in cup board almirah	Per Piece	
43	Change of lock of cup board	Per Piece	
44	Supply of key of cup board	Per bunch of two pieces	
45	Providing/Fixing of curtain (with material)	Per Sq. Ft.	
46	Polishing of door/window	Per Sq. Ft.	
47	Supply & fixing of chatkani in door/window	Per Piece	
48	Fixing of wall fan	Per Piece	

P. J. N.

49	Supply & fixing of notice board	Per Sq. Ft.	
50	Supply & Fixing of ventilation/vertical blind	Per Strip	
51	Supply/Fixing of kunda chapka	Per Piece	
52	Fixing of glasses 4mm in the window	Per Sq. Ft.	
53	Fixing of sliding channel	Per meter	
54	Supply of wooden coat stand	Per Piece	
55	Supply of wooden looking mirror	Per Piece	
56	Fixing of slide glass in window with aluminium channel	Per Piece	
57	Supply & Fixing of door stopper	Per Piece	
58	Fixing of hal-drawer in door	Per Piece	
59	Fixing of lock in slide glass	Per Piece	
60	Fixing of knob/handle in side rack	Per Piece	
61	Supply of wooden foot rest	Per Piece	
62	Supply of cloth banner 12'x 4'	Per Piece	
63	Supply of silk banner 12'x 4'	Per Piece	
64	Supply of self ink stamp	Per Line	
65	Supply of pre-ink special stamp	Per Line	
66	Supply of rubber stamp	Per Line	
67	Supply & Fixing of plastic name plate 4'x12'	Per Piece	
68	Supply & Fixing of steel name plate 4'x12'	Per Piece	
69	Supply & Fixing of brass name plate 4'x12'	Per Piece	
70	Brass name plate 8'x12'	Per Piece	
71	Supply & fixing of Godrej lock	Per Piece	
72	Supply & fixing of Multi-purpose lock	Per Piece	
73	Canning of chair	Per Piece	
74	Supply & fixing of brass door stopper	Per Piece	

Godrej