

**F.No.D-14011/51/2016-GA**  
**Government of India**  
**Ministry of Skill Development & Entrepreneurship**

2<sup>nd</sup> Floor Shivaji Stadium Annexe,  
SBS Marg, Connaught Place, New Delhi- 110001  
**Date: 13<sup>th</sup> December, 2016.**

**Subject: Tender Notice Inviting e-Tenders/Bids for fixtures in Room No 214,  
Ministry of Skill Development & Entrepreneurship (MSDE) - reg.**

Bids are invited in two bid system (Technical and Financial Bid separately) from reputed firms fulfilling the minimum eligibility criteria as per the terms and conditions of the tender document.

1. The offers, in the prescribed format shall be submitted online at <http://eprocure.gov.in> within 7 (seven) days from the date of publication of this advertisement. **No tender will be accepted by hard copy, fax or e mail or any other such means.**
2. Detailed tender documents are available on website: [www.msde.gov.in](http://www.msde.gov.in) and <http://eprocure.gov.in>.
3. **Terms and Conditions of the tender are given in Annexure-1.**
4. The e-tender bids (Technical and Financial) should be submitted in two separate covers as detailed below:
  - i. **Cover 1-** Containing Technical Bid as per Annexure 2A and 2B and copy of acknowledgement as proof of submission of Demand Draft towards EMD.
  - ii. **Cover 2 -** Containing the Financial Bid, as prescribed in Annexure 3
5. Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid.
6. **Last date for submitting bids : 27<sup>th</sup> December, 2016 by 01.30 P.M.**
7. **Opening of bids : 27<sup>th</sup> December, 2016 at 02.00 P.M.**
8. MSDE reserves the right to cancel the entire tendering process at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry, after submission of quotation, shall be entertained. In case of withdrawal of any bid before finalization of the instant tendering process, the EMD of the concerned bidder will stand forfeited.
9. Bid shall be valid for 5 days from the date of opening of bid.

10. List of annexure along with the instant tender notice:

- I. Terms and Conditions - Annexure 1
- II. Technical Bid (Performa)- Annexure 2A and 2B
- III. Financial Bid (Performa)- Annexure 3



**DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA**  
**Ph: 23450829**

### TERMS AND CONDITIONS

1. The firm must have an office or workshop of its own in Delhi / NCR , which should be registered with MCD / NDMC / concerned State Authority. The bidder is required to submit the proof of its office address along with telephone number as per details to be provided in Annexure 2A.
2. Bids received after the specified date and time will not be accepted. The EMD of the unsuccessful bidders will be refunded only after the finalization of the due tendering process. No interest will be payable on the earnest money.
3. In case Bidder withdraws from the bid process after opening of the Technical Bid, his EMD will be forfeited.
4. Bidder must have at least Five years relevant experience for supply of similar items in the offices of Government of India/ State Government /Public Sector Undertakings.
5. Bidder should have Annual Turnover of Rs. 1.5 Crore or above , consecutively for the last three years
6. There should be no legal suit/ criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in-force and should not be black listed by the any Government organization.
7. Bidder must submit Income Tax Return and audited Balance sheet for the last three years.
8. Bidder must have VAT registration and Service Tax Registration No including copy of vat and service tax receipt that are necessary for such work.
9. Bidder must submit Certificate from at least four user departments regarding the quality of supply of furniture items.
10. Bidder must submit at least three work orders / completion certificate, each amounting to Rs. 10 Lakh or above.
11. Bidder shall also furnish **EMD of Rs. 1,00,000/- (Rs. One Lakh only) in the form of Bank draft drawn in favour of DDO, Ministry of Skill Development & Entrepreneurship payable at New Delhi and submit physically to this office.**
12. The successful bidder shall comply with all the terms and conditions given in the tender.
13. The Bidder shall, inter-alia, furnish technical information complete in all respects (along with all the supporting documents) as per Annexure-2A and 2B and financial Bid as per Annexure 3
14. **The bidder shall submit following documents with Technical Bid:**
  - (i) Earnest Money of Rs.1,00,000/- in the form of DD / Bankers Cheque.
  - (ii) Name of the proprietor / firm , Residential and official Address and Telephone numbers of the firm to be given on the letter head of the firm.
  - (iii) Annual Turnover of the firm to be supplemented by duly audited Balance sheet of the Last three Financial Years.
  - (iv) PAN Card / Service Tax Registration No. / VAT Registration No.
  - (v) Details of Past Experience along with proof.
  - (vi) Certificate with regard to quality of the furniture supplied , from a gazetted Officer / Class- 1 officer of any central Government Department / organization where the firm has supplied the similar items of furniture.

- (vii) A certificate from the firm that it has got its own office or Workshop in Delhi to be supplemented by copy of Registration certificated from MCD / NDMC / concerned State Government.
  - (viii) Three different work order / completion certificate each amounting to Rs. 10 Lakh or above .
  - (ix) A solvency Certificate from the Bank not less than Rs. 10.00Lakhs
  - (x) The Firm shall furnish a certificate on their firm's letterhead stating that upto date returns have been filed and there are no dues with the concerned department. Firm will also submit the copies of such returns ( Latest) submitted to department of trade and Taxes .
  - (xi) An undertaking that they are not barred from any organization
15. A copy of this tender document duly signed on each page by the authorized representative of the bidder as a token of having accepted all the terms and conditions laid down herein.
  16. **The Successful bidder will have to deposit a Performance Security Deposit of Rs.1.00,000/- (Rs. One Lakh only ) favoring DDO, Ministry of Skill Development & Entrepreneurship in the form of FD / Bank Guarantee which shall be valid beyond 60 days after the expiry of the contract.**
  17. Delay in delivery of items approved or work will not be permissible on any ground . If the ordered items will not be delivered within 45 days, a penalty of 1% of the order value per day shall be imposed
  18. The bidder shall upload the bids in two parts. One will contain Technical Bid (Annexures 2A and 2B) along with scanned copy of bank draft for EMD and the other shall contain the Financial Bid (Annexure 3).
  19. All papers submitted in the bid documents should be signed and attested by the duly authorized person as proof of the valid document for bid. In the absence of document duly attested by the bidder, MSDE may consider the document as invalid.
  20. **The Technical Bids shall be opened by the Tender Evaluation Committee (TEC) on the scheduled date and time (at 2 pm on 27<sup>th</sup> December, 2016) in MSDE office at 2<sup>nd</sup> Floor Shivaji Stadium Annexe, Connaught Place, New Delhi in the presence of the Bidders or their authorized representative along with proof of authorization, if any, who wish to be present at the time of opening the tender.**
  21. Financial Bids shall be opened for technically qualified Bidders by the TEC in the presence of Bidders or their representatives.
  22. **The last date of submission of complete bids on the e-procurement site is 1.30 pm on 27<sup>th</sup> December, 2016.**
  23. MSDE reserves the right to cancel the entire tendering process at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof.
  24. Successful bidder shall have to commence the services within 7 days of the signing of the agreement. On failure by the successful bidder to do so, the contract shall be terminated.
  25. Decision of Secretary, MSDE shall be final and binding on the selected bidder at any stage of tendering process.
  26. In the event that any document furnished by the successful bidder is found to be false, it would be deemed to be a breach of terms of contract making it liable for legal action, forfeiture of performance guarantee and termination of contract.
  27. In case of breach of any terms & conditions stipulated in the contract, the performance security deposit of the service provider will be liable to be forfeited by MSDE besides annulment of the contract.
  28. All disputes or difference whatsoever arising between the parties out of or relating to means, operation of this contract or the breach thereof shall be

settled by Arbitration in terms of "The Arbitration and Conciliation Act, 1996" and award made in pursuance thereof shall be binding on the parties.

29. The Courts at New Delhi will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.
30. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the quotation. Quotation must be unconditional.

**TECHNICAL BID**

*Note: Technical Bid should indicate the following information along with the self attested photocopies of documents mentioned in the table below. Copies of proof must be enclosed and page numbers indicated wherever required.*

Name of Bidding Firm:

<b>SL. No</b>	<b>Particulars</b>	<b>Details of the particulars</b>
1	Address of the firm	
2	Name of the authorized signatory with signature	
3	Telephone no of the firm	
4	PAN / TIN no of the firm	
5	List of Government Ministries / Departments / organizations / PSUs in which the firm has worked earlier	
6	Proof of registration with the Delhi Sales Tax / Delhi Value Added Tax ( DVAT ) Act 2004 & it's no dues certificates	
7	Proof of Service Tax Registration certificates and it's no dues certificates	
8	Proof of Income Tax Assessment / Return for the last three years	
9	Proof of Annual Turn Over which should not be less than Rupees 1.50 crore per annum in each of the last three years 2013-14 2014-15 2015-16	
10	Proof of Establishment / workshop with valid Govt / MCD / NDMC License	
11	Experience of 5 years ( Photocopies of the required documents should be enclosed with the tender )	
12	Copy of three single work orders with completion certificate of Rs. 10 Lakh or above for supply of furniture items (copy of work completion certificate must be attached from the client as at Sl No 5 above)	
13	ISO Certificate in manufacturing of office furniture / fixture items . Copy of the same should be attached with the tender	
14	Demand Draft of Earnest Money	
15	Proof of Bank Solvency certificate (of not less than Rs 10 lakhs)	
16	Any other information / documents , which may held in assessing tender capabilities for award of contract	

**Name and signature of  
Authorized person of  
the company along with seal and designation**

UNDERTAKING BY THE BIDDER

DECLARATION

I, \_\_\_\_\_ Son/ Daughter /wife of  
Shri \_\_\_\_\_, resident of \_\_\_\_\_, and working as  
Proprietor/ Director/ \_\_\_\_\_, have been duly authorized by the  
competent authority of the bidder, \_\_\_\_\_, to sign  
this declaration, the bid documents and all other acts necessary for  
responding to this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them and also acknowledge to bear the consequences of non performance or deficiencies in services in my part.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I agree that furnishing of any false or misleading information and/or document would lead to the rejection of my bid/cancellation of the contract at any stage, forfeiture of Performance Security Deposit and subject the bidder and the undersigned to further action under appropriate law.

Signature of authorized person along with  
Seal and designation

Date:

Full Name:

Place:

Seal

**N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical tender**

**FINANCIAL BID**

1. NAME OF THE BIDDER :  
(along with address, telephone number and email address)

Sl No	Description	Qty	Rate	Amt
1	<b>WORKSTATION WITH 50MM THICK PARTITIONS:</b> Make Partition panel of 1200mm ht with 50mm thickness having upper metal fabric of 550mm and lower metal tiles of 550mm and skirting Height of 100mm including M 10x50mm levelers and have 42mm clear space between 2 tiles for wire management and inside space is around 38mm. The basic framework is made of Aluminium with thickness of 1.5mm Vertical and horizontal rail is made up of 1.2mm thick aluminium extrusion with 12mm curvature. All steel parts shall be pretreated for 10 standard rust treatment and shall be powder coated in matt finish to a thickness of 40-60 microns and all aluminium parts for 8 stage process. The Thickness of the frames shall be 50mm. The thickness of trims and tiles shall not be considered while measuring the thickness of the frame. The post shall be made of aluminium extrusion of 1.2 thickness. All 90 degree junction of the frames are concealed with PVC Filers. The rectangular work surfaces shall be of size 1500mm W x 750mm & Side Unit of size 900mm W x 450mm D with pre-laminated particle board of 25mm thickness and having 2mm thick pvc edge lipping. <b>( Godrej Make or equivalent )</b>	10Nos		
2	Low height partition with double layers design and hanging panel installation , make the wire installed easier and free to change <b>( Godrej make or equivalent )</b>	666Sqft		
3	Supply of Book cabinet ( Sliding Door Unit ) <b>( Godrej make or equivalent )</b>	3Nos		
4	Supply of overhead storage <b>Godrej Make or equivalent</b>	28Nos		
5	Dismantling of old Modular partition / workstation including removing of all the old furniture's shifting to another room .			

Place:

Date:

**Signature of the Authorized signatory  
of the Bidder with seal of the Bidding Firm.**

**\*Overwriting in amount quoted shall lead to rejection of the bid**