

MMTC LIMITED

NEW DELHI

Core No.1, Scope Complex

7- Institutional Area,Lodhi Road,

NEW DELHI – 110003

No. MMTC/Admn./CT/10/09/2016

Dtd. 20.06.2017

TENDER DOCUMENT

Sealed quotations are invited from contractors having atleast previous continuous three years experience of doing annual maintenance and repair work of various furniture items in PSUs/Govt. offices/MNCs/reputed offices etc. The work given in the Annexure-II shall be executed in the office situated at Scope Complex, Core-1, Lodhi Road, New Delhi – 110 003. Details of the services required to be provided and other terms and conditions relating to the award of contract are given below :-

- 1) Validity of the Contract : The period of contract shall initially be for a period of one year from the date of issue of work order commencement. However, the contract may be extended for a further period with mutual consent.
- 2) Eligibility conditions
 - i) The bidder shall have an experience of previous 3 years consecutively or more in this field with PSU/Govt. Office/MNCs. In this regard copies of performance certificate/completion certificate/work order should be attached, from the companies on there letter head.

- ii) Copy of valid TIN No. as a registered dealer as per Delhi Vat Deptt. and PAN card should be submitted.
 - iii) In case of sole proprietor where the name of firm is different from as per Pan Card, self attestation/undertaking for same may be provided on copies submitted in Tender.
 - iv) In case the party is registered with Ministry of MSME/its authorized agencies, the bidder is required to submit registration certificate and store details in addition to above. The MSEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.(In Price Bid and Technical Bid)
 - v) Earnest money deposit (EMD) : The bidder shall furnish an amount of Earnest Money of Rs. 5,000/- (Rs. Five thousand only) by way of Demand Draft drawn in favour of “ MMTC LIMITED “ payable at New Delhi. The EMD of the unsuccessful bidder shall be returned subsequent to the award of contract to the successful bidder.
- 3) Submission of Tenders :
- 4) All interested service providers are requested to drop their sealed tenders in two separate envelopes comprising (A) TECHNICAL BID (Annexure i) with prescribed EMD & documents and (B) PRICE BID (Annexure ii), bearing the name and address of the bidders in both bids which should be dropped in the Tender Box kept in the office of Administration Division on 2nd floor Core 1, Scope Complex, New Delhi on or before 1500 hrs on 11.07.2017.
 - 5) Tender Document is available on the website of the MMTC LIMITED i.e. www.mmtclimited.com and <http://eprocure.gov.in>. The intending bidders may download the tender document containing the terms and conditions and submit the same in the prescribed format.
 - 6) Bids are to be submitted in sealed covers superscribing :Tender for maintenance of Furniture items” on the top.
 - 7) Bids received late due to any reason, whatsoever, shall be rejected outright.
 - 8) Technical bids shall be opened on 12.07.2017 at 1130 hrs in the presence of authorized representatives of bidders who wish to be present.

9) The Technical Bids shall be scrutinized/verified by MMTC in terms of the tender and subsequently the eligible PRICE BIDS shall be opened within a period of 45 days. The agency who has quoted lowest grand total of terms in Annexure A shall be selected a L-1 bidder.

10) Agencies are advised to visit the place of work for ascertaining the nature and volume of work realistically before quoting the rates.

11)The rate should be mentioned in figures as well as in words inclusive of all charges. In case of any difference between figures & words the amount mentioned in words shall be treated as final. Applicable taxes shall be extra.

12)The Earnest money may be forfeited in the event of :

- i) If a tenderer withdraws its tender during the period of its validity.
- ii) In the case of successful tenderer, if the tenderer fails to commence the work as required.

13)Performance Security :

- i) The successful bidder shall be required to deposit an amount of Rs. 5,000/- as Performance Security within 15 days of issue of letter of intent.
- ii) Performance Security shall be submitted in the form of Demand draft drawn in favour of "MMTC LIMITED" and shall be interest free.
- iii) Performance Security shall be returned after completion of contractor's performance obligations.
- iv) If the contractor fails or neglects any of his obligations under the contract, MMTC reserves the right to forfeit either whole or any part of Performance Security furnished by the bidder towards penalty for such failure.

14)Payment : Payment to the successful bidder shall be released on successful completion , on monthly basis on submission of bill for the services rendered in the particular month through E-payment system.

15)Validity of Tender : Rates quoted by the firm shall remain valid for a period of 90 days.

- 16) The work is to be done on item rate basis. The rates should include the cost of the items, labour charges, transportation of material to and from the site as and when required. Nothing extra is payable on this account. Transportation of any wastage, exchange of rejected/defective/surplus material etc. shall have to be arranged by the contractor at his own risk and costs. Also any material brought inside or taken out of the premises shall have necessary prior permission to do so.
- 17) The rates should be inclusive of all charges, taxes and levies.
- 18) No increase in the rate shall be given during the contract period.
- 19) TDS and any other Government levies applicable from time to time shall be deducted from the bill amount. Bills should be submitted in triplicate showing proper split of taxes/charges. GST provision compliance should be done without any additional liability on MMTC.
- 20) The contractor shall be responsible for any injury caused to persons or things (fitting/fixtures/furnishings etc.) any damage caused to any property of MMTC etc. which may arise from the operations or neglect of any person of the tenderer/contractor team or any person engaged by him for any purpose related to the execution of this contract. The tenderer/contractor shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damages consequent upon any claim arising out of the above.
- 21) All safety precautions should be taken during execution of the work and MMTC will not be responsible for any accident caused to labour engaged by the contractor during execution of work.
- 22) It is expressly understood and agreed to between the parties to this tender that the persons deployed by the contractor for the above work shall be the employee of the contractor for all intents and purposes and in no case there shall accrue any relationship of employers & employee between the said person(s) & MMTC implicitly and or explicitly.

- 1) The successful tenderer/contractor shall not any time sub-let the contract. The tenderer shall be fully responsible to MMTC for the work awarded to him.
- 24) Under Public Procurement Policy (PPP) issued by Ministry of Micro, Small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 20% share out of the total procurement of goods and services by Central ministries/Departments/Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Caste(SC)/Scheduled Tribes(ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006
- 25) For any query and clarifications regarding the tender document, please contact Shri G.K. Bhowal, Manager(Admn.) 2nd Floor, Scope Complex,Lodhi Road, New Delhi- 110003.
- 26) MMTC reserves the right to cancel the Contract any time during the currency of the contract without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.
- 27) Each & every page of the tender documents should be signed & stamped by the bidder at the bottom.
- 28) Other terms & conditions shall be as detailed in Section-I.
- 29) Any dispute or difference arising from interpretation of the tender items or its terms and conditions, the matter(s) in dispute shall be referred to the sole arbitration of a person to be nominated by the Chairman-cum-Managing Director(CMD) of MMTC, whose decision shall be final and binding on the parties to the contract.
- 30) MMTC Limited reserves the right to accept or reject any tender at its sole discretion without assigning any reason whatsoever.
- 31) The venue of the arbitration shall be New Delhi.

For MMTC Limited

(SB Mathpal)

Addl General Manager(Admn.)

Section-1

OTHER TERMS & CONDITIONS

- 1) In case of non-completion or delay in completion of the assigned work or non removal of defects in time, MMTC shall be free to appoint another agency to get the job done at the contractor's risk and cost.
- 2) Unless exempted by the Income Tax Deptt. Income Tax shall be deducted from all running account bills as per the income tax act and its applicable amendments.
- 3) The contractor shall submit his monthly bills, in Triplicate to the Division every month. Payment shall be released after necessary deductions of prevalent taxes, cess through ECS.

- 4) The contractor or his representative shall have to be available in the office premise from 1000 hrs to 1700 hrs for attending day to day complaints on all working days. In case of absence on any working day the job shall be got executed from the market and the amount spent shall be adjusted from the monthly bill of contractor.
- 5) Only such complaints as given by Caretaking Cell are to be attended. No charges shall be paid for those complaints attended without the approval of Caretaking Cell.
- 6) The Contractor shall also ensure that no labour below the age of 18 years is employed by him for the above mentioned jobs.

- 7) The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
- 8) The Contractor shall have to make his own arrangements for storage of material required for the job.

- 10)The contractor shall be responsible for safety of all items of furniture, office equipment and other fittings provided in the premises and shall be liable to make good of any loss to the same if damaged during the execution of work which shall be recoverable from his monthly bill or the security deposit or any other dues payable to the contractor by the company.

For MMTC LIMITED

(S.B. Mathpal)

Addl. General Manager(Admn.)

ANNEXURE-II

TECHNICAL BID

1. Tenderer Name :
2. Tenderer Address with
Telephone No., Fax and E-mail:
3. PAN of the tenderer (Attach copy):
4. Registration No. of the tenderer
(Tin No., Service Tax, if any) :
5. EMD Details : DD No. _____ date _____ issued by
_____.
6. Details of Experiences :

S.NO.	Name & Address of Organisation	Name and Designation of Nodal officer	Telephone/mobile No.	Period of contract

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Signature of the Party

With seal

date

ANNEXURE-II

MMTC LIMITED

NEW DELHI

Core No.1, Scope Complex

7- Institutional Area,Lodhi Road,

NEW DELHI – 110003

Tender No. MMTC/Admn./CT/01/2016

FINANCIAL BID

S.NO	NAME OF THE ITEMS	QTY.	Rate Rs./Unit	Total (Rs.)
	WOODEN TABLE			
1	PROVIDING OF KEY	800		
2`	Providing & Fixing of Fly (Rail)	150		
3.	Prov. & Fixing of Lock(Steel Table)	10		
4	--Do--(Wooden table)	300		
	STEEL ALMIRAH			
1	Providing & Fixing of Lock	50		
2	Providing & Fixing of Handle	20		
3	Repair of Locking System	30		
4	Providing Key	60		
	STEEL FILING CABINET			
1	Providing & Fixing of Lock	30		
2	Providing & Fixing of Handle	20		
3	Repair of Lock	40		
4	Providing of Key	75		
5	Providing & Fixing of Push Button	25		
	WOODEN SLIDING SHUTTER			
1	Providing & Fixing of Lock	75		
2	Providing & Fixing of Key	150		
3	Repair of Channel	60		
4	Providing Flyrail	50		
	DOORS			
1	Repair of Lock	100		
2	Providing of Key	100		
3	Providing and fixing of New mortice Lock with Handle (6 Lever – Godrej)	20		
4	Providing and fixing of New Mortice lock with Handle (6 lever Plaza)	40		
5	Providing and fixing of Chapka Kunda	20		

6	Providing and fixing of New Hinges (Brass) of the door	30		
7	Providing and fixing of New Hinges(Steel)of the door	20		
8	Opening of Locked door	30		
9	Providing and fixing of door Stopper(Brass) Standard Quality	50		
10	Providing and fixing of Locking bolt	30		
	DOOR CLOSER			
1	Repair of Door Closer	80		
2	Providing and fixing of New Door Closer (Concealed) Make Doorking/Everite	50		
3	Providing and Fixing of New Door Closer (Open) ISI Mark	20		
	REVOLVING CHAIR			
1	Repair of Revolving Chair	50		
2	Welding of Revolving Chair	20		
3	Replacement of Wheel (s	300		
4	Overhauling & Greasing	300		
5	Replacement of Gaslifted (Std. Quality)	100		
6	Providing & Fixing Steel/PVC Base	25		
	CANNING FURNITURE			
1	Recanning Back & Sheet	40		
	GRAND TOTAL			

In Words (Rupees _____only)

Signatory Authority

Name of the Firm/Stamp