

MMTC LIMITED, NEW DELHI  
(A Govt. of India Undertaking)

ADMINISTRATION DIVISION

No.MMTC/ADMN/CT/10/2013

Dated : 09. 10.2015

**NOTICE INVITING TENDER**

Sub: Annual Contract for repair and maintenance of furniture belonging to MMTC LIMITED.

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<u>Sl.No.</u>	<u>Particulars</u>	<u>Details</u>
1.	Issue of tender document	9 <sup>th</sup> October, 2015 to 23 <sup>rd</sup> October, 2015 (During working days i.e Monday to Friday from 9.30 AM to 5.30 PM)
2.	Tender Fee	Rs.200/-only ( Two Hundred only)
3.	Earnest money deposit (EMD)	Rs.10,000/- only (Ten Thousand only)
4.	Due date of tender(two bids) submission	Upto 1500 Hours on 23.10.15
5.	Technical bid's opening date	1130 Hours on 26.10.2015
6.	Period of contract	Two years

**MMTC LIMITED**  
**CORE 1, SCOPE COMPLEX, LODHI ROAD,,**  
**NEW DELHI**  
**ADMINISTRATION DIVISION**

**NOTICE INVITING TENDER**

No.MMTC/ADMN/CT/10/2015

Dated the 09.10.2015

WORK: Annual Contract for repair and maintenance of furniture belonging to MMTC LIMITED.

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Sealed tenders in two bid system are invited on behalf of MMTC Limited from EXPERIENCED Contractors who have successfully completed three years of annual maintenance and repair work of various furniture items in Govt. Deptt./PSUs/MNCs/reputed offices, etc. The item details are given in the **Annexure B (Price Bid)**. The SCOPE Building Core-1, Corporate Office, Lodi Road, New Delhi shall be the work execution place.

- 1) Validity of the contract:** The period of contract shall be for a period of TWO YEARS from the date of issuance of commencement letter which may be renewed /extended for another year after review of the work performance at the sole discretion of MMTC on the same rates, terms and conditions.
- 2) Eligibility conditions**
  - i) The bidder shall have an experience of at last 3 years or more in Govt. Deptt./PSUs/MNCs, etc. in the relevant field. Copy of the work order/Completion certificates should be submitted failing which, tender may be liable to be rejected.
  - ii) Copy of VAT/Sales Tax/Service Tax Registration Certificates should be submitted. In case of exemption from service tax or VAT, certificate to this effect has to be submitted.
  - iii) Copy of PAN card should be submitted.
  - iv) List of Customers along with the details of contact person, Tel.Nos., Fax, and complete address in Annexure I (Technical bid) should be given.
- 3) Earnest Money Deposit (EMD) :**
  - i) The bidder shall furnish an amount of Earnest Money of Rs.10,000 (Rupees Ten Thousand only) by way of Demand Draft drawn in favour of "MMTC LTD" payable at New Delhi. The EMD of the bidders shall be returned subsequent to the award of Contract.
  - ii) The tenderers who are registered with DGS&D or those with NSIC for the tendered work under single point Registration Scheme shall be exempted from EMD. Mere Registration as SSI Unit does not qualify for exemption from furnishing Earnest Money Deposit. In the absence of valid certificate from DGS &D and NSIC such tenders shall be rejected. Similarly exemption

from furnishing EMD deposit will not be considered for the works, which are not included in Registration Certificate.

**4) Performance Security:**

- i) The successful bidder shall be required to deposit an amount equal to 7% of the contract value within 15 days of issue of letter of intent as Performance Security.
- ii) Performance security shall be submitted in the form of Demand draft drawn in favour of "MMTC LIMITED".
- iii) Performance Security will be returned after completion of contractor's performance obligations.

**5) Submission of Tenders:**

- I. All interested service providers are requested to submit their Sealed tenders in **two separate envelopes** comprising
    - a. **(A) TECHNICAL BID** with prescribed EMD and essential Qualifying Terms & Conditions and General Terms and Conditions and others requirements of the tender and
    - b. **(B) PRICE BID(Annexure II)**, bearing the name and address of the bidders in both bids, should be dropped in the Tender Box kept in the office of the General Manager (Admn. & Estate) on 2<sup>nd</sup> floor Core 1, SCOPE Complex, New Delhi on or before **1500 Hrs.** of 23.10.2015 . The bids are to be submitted in duly sealed and superscribed as "**Annual Contract for repair and maintenance of furniture**"
  - II. Tender documents can be obtained within due date from the office of the General Manager (Admn.), CORE-1, Scope Complex, 7 -Institutional Area, Lodi Road, New Delhi – 110003, against payment of tender fee of Rs.200/- in the form of DD/Pay Order in favour of MMTC Limited payable at New Delhi. Tender Document can also be downloaded from the website of the MMTC LIMITED i.e.[www.mmtclimited.com](http://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 along with the Tender Document Fee of Rs. 200/- (Rupees Two Hundred only) non-refundable in the form of crossed Demand Draft in favour of "MMTC LIMITED" payable at New Delhi.
- 6) No cutting or overwriting in the tender form shall be acceptable.
  - 7) Technical bids shall be opened on 26.10.2015 **at 1130 Hrs.** in the presence of authorized representatives of bidders who wish to be present at the time of opening of bids.
  - 8) Late/delayed tenders due to any reason, whatsoever, shall not be accepted under any circumstances.
  - 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 15 days. The agency who quote lowest grand total of items in **Annexure –B** shall be selected as L1 vendor.

***Note: Quoting incredibly low value of items with a view to subverting the tender process shall be rejected straight away and the EMD of such tenderer will be forfeited.***

- 10) The Tender should remain valid for a period of 90 days from the date of opening of PRICE BID.
- 11) The rates should be inclusive of all charges and applicable taxes.**
- 12) The rates should be included the cost of the material, labour charges, transportation of material to and fro 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. Any material brought inside or taken out of the premises shall have necessary prior permission to do so.
- 13) No increase in the rates shall be given during the contract period.
- 14) All the tenderers are requested to read and understand the terms and conditions of the contract before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by MMTC. As a token of acceptance all pages of the tender offer must be signed and sealed by the tenderers.
- 15) MMTC may also make a panel of such service providers on the basis of rates quoted by the party who have quoted the lowest rates. Firms should also give their willingness to the effect that they are willing to be considered for empanelment. In case the quality of the work found unsatisfactory, MMTC will be free to get the work done by subsequent tenderers at the lowest rates at the risk and cost of the L1 party/
- 16) The tenderer deliberately gives wrong information in his tender, MMTC reserves the right to reject such tender at any stage or to cancel the contract. The EMD may be forfeited in the event of:
- i) If a tenderer withdraws its tender during the period of tender validity.
  - ii) In the case of successful tenderer, if the tenderer fails to carry out the work as requirement of MMTC.
  - iii. if the work of the contractor is found unsatisfactory.
- 17) MMTC is not bound to accept the lowest Tender and reserves the right to reject any or all the Tenders in full or partly, without assigning any reasons whatsoever.
- 18) Any dispute or difference whatsoever arising between the parties out of or relating to the repair and maintenance, meaning , scope , operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman and Managing Director (CMD ) of MMTC. The provisions of Arbitration & Conciliation Act – 1996 as amended upto date, shall apply to such arbitration proceedings.
- 19) The venue of arbitration shall be New Delhi.

General Manager(A&E)  
Core- 1, Scope Complex,  
7- Institutional Area, Lodi Road,  
New Delhi-110003

#### OTHER TERMS & CONDITIONS

- 1) The successful tenderer shall not sub-let the part or complete work without written permission of MMTC. The tenderer is fully responsible for the work if awarded to him.
- 2) 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.
- 3) The contractor shall submit his monthly bills, in Triplicate. The bills must be submitted within a month from the date of execution.
- 4) Payment shall be released after necessary deductions of prevailing taxes, cess through ECS within a period of 30 days.
- 5) The contractor shall also ensure that no labour below the age of 18 years is employed by him for the above mentioned jobs.
- 6) The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which create inconvenience on the part of a person working in the Office.
- 7) The contractor shall have to make his own arrangements for storage of material required for the job.
- 8) The contractor shall be responsible for the 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.
- 9) The contractor shall be responsible for any injury caused to persons or things (fittings/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/contractors 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 damaged consequent upon any claim arising out of the above.

GENERAL MANAGER(A&E)  
Core- 1, Scope Complex,  
7- Institutional Area, Lodi Road,  
New Delhi-110003

**TECHNICAL BID**

- 1) Tenderer Name:
- 2) Tenderer Address with Telephone, Fax and E-mail:
- 3) PAN of the tenderer (Attach copy):
- 4) Registration No. of the tenderer (VAT, Service Tax, )  
(Attach copy)
- 5) EMD Details: DD No: \_\_\_\_\_, Dated: \_\_\_\_\_, Amount Rs.10,000/-.
- 6) Details of Government sector client (s):-

S.No.	Name & Address of Govt. Organization	Name and Designation of Nodal Officer	Telephone & Fax No.	Period of contract

Signature:.....

Name:.....

Seal:.....

**DATED:.....**

**PRICE BID**

**BILL OF QUANTITIES**

S.No.	Description of item	Qty.	Unit	Rate/Unit
1.	Renovation of revolving chair incl. cost of nail, thread, adhesive, screws and cushion foam etc. complete with leatherette/ Fabric etc. <b>Only leatherette/ Fabric to be supplied by MMTC.</b>	100	each	
2.	Renovation of staff/visiting chair incl. the cost of adhesive nail, thread, screws and cushion foam, etc. complete with Fabric /leatherette.etc. <b>Only leatherette/ Fabric to be supplied by MMTC</b>	100	each	
3.	Providing & replacing of handle Cushion (both Arm rests) of revolving chair on the existing steel handle complete with Fabric/leatherette/rubber etc. <b>Only leatherette/ Fabric to be supplied by MMTC.</b>	100	each	
4.	Providing and replacing of 12 mm standard make ply for seat of revolving and staff chairs. ( replacement of existing broken plywood)	50	each	
5.	Renovation of sofa set incl. nails, threads, adhesive and screws, foam, etc.			
(i)	Single Seat	30	each	
(ii)	Two seater	10	each	
(iii)	Three seater	15	each	
6.	P/F of new rubber foam cushion size 21" x 20" (ISI mark sleepwell brand (High density)			
(i)	Thickness 4"	30	Each	
(ii)	Thickness 3"	30	Each	
(iii)	Thickness 2"	25	each	

7.	Stitching of curtains (plain)	50	each	
8.	Stitching of curtains(with plates)	50	each	
9.	Stitching of curtains with liner	50	each	
10.	Stitching of chairs cover(cap)	50	each	
	TOTAL			

In words ( Rupees \_\_\_\_\_ )

- Note : 1. All material except leatherette/ Fabric to be provided by the contractor for the above works.  
2. The above rates quoted by the contractor shall be inclusive of all charges.  
3. Applicable taxes shall be payable extra.

Signature .....

Name of the Authorized Signatory.....

Seal.....

Dated.....