

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092  
(CARE TAKING BRANCH)**

Sealed quotations are hereby invited for Repair of Furniture Items from reputed firms having business in Delhi and having capacity to repair the items as mentioned in the Tender Document. The complete detail of the Quotation is available on Board's website [www.dsssb.delhigovt.nic.in](http://www.dsssb.delhigovt.nic.in). The start date of for submission of quotations is 09-06-2015 from 10.00AM and closing date and time of submission quotations is 22 -06-2015 up to 01.00 PM . In case, any holiday is declared by the Government on date of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.

(VIKRAM SINGH)  
SUPERINTENDENT, CT BRANCH.

Copy to:-

The System Analyst, with the request to upload the Tender on the DSSSB website for wider publication.

**GOVT. OF NATIONAL CAPITAL TERRITORY DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092**

No.F.40(53)/DSSSB/CT/15-16/

Dated :-

**LIMITED TENDER NOTICE**

- 1 Limited Tender/ Sealed quotations are invited for Repair of Furniture Itmes of the office of Delhi Subordinate Services Selection Board, FC-18, Institutional Area, Karkardooma, and Delhi 110092. All the vendors should submit the Tender/Sealed-quotations on or before 22.06.2015 up to 01.00 pm which will be opened on the same day at 3.30 PM. The Bid /Sealed Quotation/ Tender should reach physically on or before the last date & time fixed for submission of quotations in the office of DSSSB, Delhi.
2. EMD Rs. 05,000.00 (In favour of DDO, DSSSB)  
Performance Security Rs. 10, 000.00 (In favour of DDO, DSSSB)  
Period of Contract One year (Extendable for further Two Years on year to year Basis)

SRN	PARTICULARS	DATE
01	Start Date for submission of Quotations	09.06.2015
02	Last date for Submission of Quotations	22.06.2015 upto 1.00Pm
03	Date and Time for opening of Quotations	22.06.2015 at 3.30PM

**ELIGIBILITY:-**

- 01 The tenderer should have the experience of providing similar works for at least One years in any of the Department/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.
- 02 The tenderer firm/agency/company should have a valid registrations such as Permanent Account Number (PAN) of the Income Tax Deptt; Service Tax Registration Number; Registration No. of the Agency/Firm; Employees Provident Fund Account Number; ESI Registration Number; License Number under Contract Labour Act. ( If Applicable)
- 03 The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure Attached).
- 04 Resolution of Board meeting authoring the person to sign tender document. (If Applicable)

- 06 The tenderer should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted /signed with the stamp of the prospective bidder.

**PROCEDURE OF SUBMISSION OF BIDS:** The following documents should be placed/ enclosed/ attached with the Technical Bids if applicable:-

- 01 Self attested copy of PAN No. card under Income Tax Act;
- 02 Self attested copy of Service Tax Registration Number;
- 03 Self attested copy of Valid Registration No. of the Agency/Firm;
- 04 Self attested copy of valid Employees Provident Fund Account allotted letter.
- 05 Self attested copy of valid ESI Registration Number;
- 06 Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- 07 EMD/Bid Security of **Rs.05, 000/-**
- 08 An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
- 09 Terms and conditions duly accepted/signed with the stamp of the prospective Bidder;
- 10 Proof to the effect that tenderer have experience of providing similar works for at least one year.
- 11 Resolution of Board meeting authorizing the person to sign Tender Document ( if Applicable)
- 12 Prescribed Technical Bid tender form (as per Annexure-I)
- 13 Prescribed Financial Bid form (as per Annexure-II).

#### **OPENING OF TECHNICAL BID**

- 01 Technical bid will be opened only of those firms whose EMD in is original received on or before schedule time of opening of Technical Bid as per tender Document.

#### **OPENING OF FINANCIAL BID**

- 01 Financial Bids will be opened only of those firms which qualify in technical bid.
- 02 In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.

#### **CANCELLATION OF TENDER OR CONTRACT**

- 01 The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.

### **FORFEITURE OF BID SECURITY/PERFORMANCE SECURITY: -**

The Bid Security/Performance Security will be forfeited in the following conditions:-

- 01 If at any stage, any of the information/declaration given by the bidder is found false.
- 02 If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- 03 In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
- 04 In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

### **TERMS & CONDITIONS:**

Terms and Conditions of the tender are as under:-

- 01 The tenderer should take care that no column in the tender document should be left blank which would be otherwise making the tender liable for rejection.
- 02 Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.
- 03 The successful tenderer shall have to deposit a performance security by way of a Fixed Deposit of Rs.10,000.00 to the Board on or before of the Award of work.
- 04 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 05 Any person who is in Govt. service or an employee of this Board should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
- 06 The Tenderer shall indemnify the Board against all other damages/charges and expenses for which this Board may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Board shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 07 The rate contract shall be valid initially for one year and the Board reserves the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of two more years, one year at a time upon the satisfactory functioning of the Tenderer.
- 08 During the period of contract, the rates will not be revised with the revision of any taxes by the Government of NCT of Delhi or by the Government of India.

- 09 The Tenderer shall not employ any person who has not completed eighteen years of age. The Tenderer shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, EPF, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable upon the Tenderer, there will not be any liability upon the Board.
- 10 The Board will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the Board recognizes no employer-employee relationship between the Board and the personnel deployed by the Tenderer/agency.
- 11 The prices quoted should be inclusive of all charges and excluding taxes.
- 12 The Chairman, DSSSB reserves the right to terminate the contract without assigning any reason by giving a notice of **15 days** to the Tenderer at any point of time during the period of the contract.
- 13 The interested firms can contract the Care Taking Branch on any working day during the office hours.
- 14 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 16 The Chairman, DSSSB shall have every right to cancel the Contract at any time during the period of the contract without assigning any reason.
- 28 The Chairman, DSSSB reserves the right to relax any term or condition mentioned herein.

**PENALTIES:**

- 01 For not providing the Items in time a penalty of Rs. 1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- 02 For misbehavior of the worker Rs. 1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- 03 For causing damage to the public property: Three times the market value of the damaged property or Rs.5000/- whichever is higher will be levied.
- 04 For breach of any of the conditions of the contract: Termination of contract and forfeiture of Performance Security or a minimum penalty of Rs.5000/- per default as the case may be depending upon the grounds of violation.
- 05 For persistent breach or unsatisfactory services- termination of contract along with forfeiture of performance security and blacklisting.

**PAYMENT TERMS:**

- 01 The payment shall be made on submission of the bills (In triplicate) after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made.
- 02 The Board will deduct Income Tax at source under Section 194-C of Income Tax Act from the Tenderer at the prevailing rates of such sum as income tax on the income comprised therein

**DISPUTE:-**

01 In case of any dispute, DSSSB/any office authorized by him on his behalf will be the sole arbitrator to settle the dispute and his decision will be binding on both the parties.

**RECOVERY:-**

01 The Board reserve the right to recover amount paid in excess during the contract from any other work or source after the contract if any if found paid excess

**BID EVALUATION CRITERIA:**

01 In case it is found that the bidder as per the requirement of the bid has not quoted any specified item his bid on that particular item shall be evaluated on the basis of highest quoted rates by the another bidder. The Tenderer shall, however, be required to meet time bound work and to the standardized satisfaction of the DSSSB.

02 Among eligible bidders, the Departmental Bid Evaluation Committee shall select the bidder who is charging reasonable rates.

SR.NO	PARTICULARS	
01	Name of the Firm/Agency	
02	Address of the Firm	
03	Mobile No/Phone No.	
04	Name of the Tenderer	
05	Mobile no./Phone	
06	Registration No. of the Firm	
07	Name, Designation and Mobile No, of the Person authorized to deal with the Board	
08	Constitution of the Firm ( Attach Proof )	
09	Permanent Account Number under income tax Act( Attached Proof)	
10	Service Tax Regn. Number( Attach Proof )	
11	EPF Account Number ( Attach Proof )	
12	ESI No.( Attach Proof)	
13	Lab our Contract Number( Attach Proof )	
14	Last One Experience as mentioned I the Tender Document (Attach Proof)	
15	Whether Agency has been blacklisted by any of the Department/Organizations ( Attach Undertaking on the letter Head of the Firm duly singed and stamped )	

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Tenderer \_\_\_\_\_

Place: Name of the Signatory \_\_\_\_\_

Date: \_\_\_/\_\_\_/2015 Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

**Annexure - II**

Schedule of Prices for Repair of Furniture of the Delhi **Subordinate Services Selection Board** in the manner as specified in specifications and bidding documents

**FINANCIAL BID**

Name and address of the Bidder: \_\_\_\_\_

**NAME OF THE WORK:- Repair /Maintenane of Furniture /Fixtures and other Work.**

SRN	REPAIRING OF MUDULAR REVOLVING CHARIS	AMOUNT IN RS.
01	Repair of Revolving Systesm	Rs.
02	Repair of Hydraulic Systesm	
03	Replacement of Wheel	Rs.
04	Replacement of hydraulic cylinder	Rs.
05	Providing and Fixing of Steel Base	Rs.
06	Providing and Fixing of PVC Base	Rs.
07	Providing and Fixing of PU Arms	Rs.
08	Providng & Fixing of Caster Bush	Rs.
09	Provding and Fixing of New Reloving Systems ( Synchor Tilt Plate)	Rs.
	Minor Welding Point	Rs.
10	Replacement of Seat Cover Cloth. ( The Cost of cloth of Rs. 300.00Per Meter)	Rs.
11	Dry Clean of Chair Seat Covers ( High Back and Low Back)	Rs.
	<b>SOFA SETS</b>	
12	Dry Cleaning of Sofa sets ( One Seater)	Rs.
13	Dry cleaning of Sofa Sets ( Two Seater)	Rs.
14	Dry cleaning of Sofa Sets ( Three Seater)	Rs.
	<b>DOORS</b>	
15	Minor Repair of Door	Rs.
16	Providing and Fixing of Door Lock	Rs.
17	Providing and Fixing of Door Closer	Rs.
	Opening of Lokced Lock of doors	
	Providing and fixing of door stopper	
	<b>STEEL TABLE/STEEL ALMIRACH/STEEL FILING CABINET</b>	
18	Replacement of Steel Table Locks	Rs.
19	Adjustment of Drawer Table	Rs.
	Adjustment of shelves of File Cabinet	
21	Opening of Locked items	Rs.
	Provding of fixing of shelves of Steel Almirach	
22	Repair of Locking Systems	Rs.
23	Replacement of Handle	Rs.
24	Repair of almirach Door	Rs.
25	Repair of Steel Cabinet/File Rack Lock	Rs.
26	Providing and Fixing of New Locking Systems	Rs.
27	Proding and Fixing of Steeel Ball of filling Cabinet	Rs.
28	Providing and Fixing of New Channel	Rs.
	<b>PAINTING OF ALMIRAH</b>	
29	Painting of Almirah ( Small )	Rs.
30	Painting of Steel Almirah ( Big)	Rs.
	<b>GLASS WORK</b>	
	Provding 6 MM Table Glass ( Modi Guard/Gold Plus/Saint Gobin or Equivalent ) Per Sqm	
	Provding 8MMTable Glass ( Modi Guard/Gold Plus/Saint Gobin or Equivalent ) Per Sqm	
	Provding 10 MM Table Glass ( Modi Guard/Gold Plus/Saint Gobin or Equivalent ) Per Sqm	
	Provding 12 MM Table Glass ( Modi Guard/Gold Plus/Saint Gobin or Equivalent ) Per	



Sqm	
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Place:

Date: \_\_\_/\_\_\_/2015

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

**Annexure III**

**UNDERTAKING**

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the

Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on -----

Place: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/2015

Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

**Annexure IV**

**UNDERTAKING**

It is certified that my firm/agency/company having sufficient Experience for Repair of Furniture as mentioned in the Tender Document.

Place: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/2015

Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

**Annexur**

**IV**

**UNDERTAKING**

It is certified that I personally read the Tender Document and accept all the Terms and Conditions mentioned therein.

Place: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/2015

Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_