



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Tender document  
for**

**Empanelment of firm for Comprehensive Annual Maintenance Contract (CAMC) for repair and maintenance of furniture items/ denting/ painting/ polishing/ cleaning of sofa/ chair etc. in various locations of IGNOU, New Delhi- 110068.**

**(Estimated Cost: Rs. 10 Lakh)**

**Last Date for submission of Tender : 02.09.2015 at 03.00 PM**

**Date & Time for opening of Tender : 02.09.2015 at 03.30 PM**

**Registrar (Administration)  
(Central Purchase Unit)  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi – 110068  
Website : [www.ignou.ac.in](http://www.ignou.ac.in)**

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi – 110 068  
CENTRAL PURCHASE UNIT

F. No.: No. IG/CPU/CAMC/Furni./Repairing/2014

Dated: 07.08.2015

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Quotation for Empanelment of firm for repair and maintenance of furniture items/ denting/ painting/ polishing/ cleaning of sofa/ chair etc. (CAMC) in various locations of IGNOU, New Delhi-110068.**

Sir,

The Indira Gandhi National Open University (IGNOU) wishes to empanel the firm(s)/ contractor for repair and maintenance of furniture items at its main campus and various locations. Therefore, the Sealed quotations are invited from the tenderer to quote their most competitive and reasonable rates to carry out the work of repair and maintenance of furniture items for an initial period of one year.

**(Description of work is at Annexure-I)**

**Terms and Conditions**

**1. General :**

a) The Tender Document is available on the website of IGNOU i.e. [www.ignou.ac.in](http://www.ignou.ac.in). The intending bidder may download the Tender Document containing the terms & conditions and submit the same in the Central Purchase Unit (Administration Division), Room No. 8, Block No. 4, IGNOU, Maidan Garhi, New Delhi 110068.

b) The Tender Submitted without the Earnest Money Deposit (EMD) will summarily be rejected.

c) Before submission of bid the firm(s) may like to visit the IGNOU campus at Maidan Garhi, New Delhi-110068 for ground evaluation with regard to CAMC of furniture items. The bidder has to bid for all items available completely. No part quoting will be accepted. In this regard an undertaking in token of personal visit and other conditions is also required to be furnished alongwith other requirement on an affidavit of Rupees 50/- essentially as per the format at Annexure-II.

d) The Tenderer(s) are requested to go through the instructions, terms and conditions and nature of works/items given in the tender document. Failure to furnish all required information duly indexed and page numbered will be at the tenderer's risk and may result in the rejection of the tender.

e) The University, may at its discretion, extend the deadline for submission of tender.

f) The University reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor/ firm.

g) The University reserves the right to extend the period of contract for further period of another one year at its discretion in the interest of the University on mutually agreed terms.

h) In case of any dispute regarding repairing of furniture items, the decision of the University shall be final and binding upon the firm.

- i) Conditional tenders are liable to be summarily rejected.
- j) The University shall be at liberty to check the material being used for repairing.
- k) The Contractor/firm shall be responsible for good behavior and conduct of its workers. No worker with doubtful integrity or having a bad record shall be engaged by the contractor/firm.
- l) The Tender form must be clearly filled in ink legible or typed. The tenderer should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there is a difference of amount of words and in figures, amount mentioned in words shall be treated correct and final. Alterations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the Tenderer himself, or his authorized signatory.
- m) Every page of the tender Document and the enclosures should be signed by the Tenderer with seal of Agency/Firm.
- n) The University reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job. However the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award letter or to provide the services the EMD submitted by him shall be forfeited and the firm may also be black listed at the sole discretion of the IGNOU.
- o) The University reserves the right to accept/cancel/reject the tender in the interest of the University.
- p) Any act on the part of the tender to influence anybody in the University related to this Tender is liable for rejection of his tender.

## **2. Eligibility Criteria:**

- a) The vendors should quote their rates for all items in **Financial bid (Annexure- IV)** otherwise their tender shall be cancelled.
- b) The firm should be registered with relevant authorities viz. Income tax/ service tax authority etc. (Attested copies of Registrations to be enclosed).
- c) The firm should furnish a certificate of Annual Turn Over of minimum last three financial years.
- d) The tender submitted without EMD and other requisite relevant documents will summarily be rejected.
- e) Tender must be unconditional. Any alteration or changes in rates in tender document shall be considered as invalid and liable to be rejected.
- f) The tenderer should have at least three year experience in similar kind of work.

## **3. Job Requirement**

- a) The Contractor/ firm shall deploy its team/ personnel during the contract period in such a manner that they could attend to complaints for repairing, welding, denting, polishing and painting of steel furniture without loss of time on day-to-day basis. The break down calls should be attended to immediately within One day. In case, the complaint is not attended to within the prescribed period, without prior

concurrence of the department, a penalty @ 0.5% per week or part thereof of total value of said work for each week's delay will be levied. In the event of delay of more than two days, the department will reserve the right of invoking the relevant clause of Tender document and forfeiting the security deposit.

b) The repairing, welding, denting/ painting of Steel furniture on "as is where basis" is required at our various locations of Schools/Division/Units, Housing Complex, Guest House etc. located at IGNOU Campus, Maidan Garhi, New Delhi.

c) The Contractor will have to keep proper stock of consumables with them such as locks, handle etc. to meet any emergency or otherwise so that the urgent complaints may not remain unattended for want of such necessary items.

d) In case of repair/replacement of working parts in the furniture, only genuine spare parts should be used.

e) After repairing of furniture items, the contractor/ firm should obtain a satisfactory Certificate of the job done from the user /officer occupying the room/location/ item of such destination.

f) The Contractor will be required to maintain a register detailing each complaint received and action taken thereon along with timings and the same shall be produced on first of each month to the Central Purchase Unit for inspection/further directions as the case may be.

g) The firm/contractor shall have to attend all complaints on receipt of information from the user directly with the prior approval of CPU. The services should be provided on regular basis during office hours and in case of emergency beyond office hours or holiday etc. the firm/contractor would also required to carry out such work.

h) In case of any deficiency in service, a penalty of 0.5% of the bill for each occasion will be imposed on the firm. The decision of the University in this regard shall be final and binding.

#### **4. Compliance with the CAMC**

The CAMC shall be in accordance with the terms and conditions of the tender document. However, only suggested charges if any, shall be clearly indicated alongwith the explanation. The University reserves the right to carry out the work as per its actual requirement. The bids/ quotation must be accompanied by the relevant document duly signed by the Tenderer with seal of the firm. The bid submitted in a casual manner and without proper documentation shall be summarily rejected.

#### **5. Submission of Offer**

(i) The sealed quotations should be submitted under two separate covers, **Part-I and Part-II**. Part-I is Technical bid and should contain in brief; the tenderer's appraisal, the Details, EMD, Affidavit, security etc. and other details. Part-II is the Price bid. **The Part-I and Part-II covers should be superscribed with the Tenderer's Name and Address and sealed separately. Both the sealed covers should then be kept in another (outer) envelope** addressed to "Registrar (Admn.), Central Purchase Unit, Block 4, Room No. -8, IGNOU, Maidan Garhi- New Delhi-110068" with the Name and Address of the tenderer on it and sent to the addressee so as to reach on or before the prescribed date and time. The outer envelope should be superscribed as "**Quotation for Empanelment of firm for repair and maintenance of furniture item in IGNOU, Maidan Garhi, New Delhi-110068**".

(ii) **Technical Bid (Part-I) (All the document stated below are to be submitted)**

a) **Each page of the tender document should be signed by the authorized signatory seal of the firm/company affixed below. This tender document also is to be submitted in Technical Bid. It as a token of confirmation that the tender document has been read and understood. Any correction or overwriting will not be entertained.**

b) Authorization letter for the person signing the tender document by the firm and his signature should have been duly attested by the owner/partner/Director of the tendering firm also if the tender is not signed by the owner/ partner/ Director.

c) The bidder is required to furnish the information sought in Technical format.

d) An affidavit on rupees Fifty non-judicial stamp paper on the prescribed format (**Annexure-II**) to the effect that they have not been blacklisted by any other Central Government/State Government Department/PSUs and that no criminal case/complaint is pending against them anywhere in India.

*(Format of Technical Bid is at Annexure –III)*

**(iii) Financial Bid (PART-II)**

a) The tenderer should indicate cost of each item separately. The tenderer has to quote rates for all the items otherwise their price bid would not be considered by the University. The price quoted will be inclusive of all i.e., cost of articles, inspection of items, packaging, transportation, delivery, tax etc.

b) All prices and other information like discounts etc. having a bearing on the price shall be written both in figures and words in the prescribed form. Where there is a difference between amounts quoted in words and figures, the amounts quoted in words shall prevail.

c) The interested Tenderers will submit the bid as asked for in the Tender Document Non-compliance of these may lead to rejection of bid.

d) The Taxes as applicable should be quoted separately in the absence of which it will be presumed that they are included in the rates and IGNOU shall have no liability to pay these charges.

e) The IGNOU reserves the right to accept or reject any tender without assigning any reason.

f) At any time, prior to the date of submission of the tender, the University may, for any reason modify bid document by amendments.

g) The price quoted will be firm and not subject to any variation during the validity of the contract.

*(Format of Financial Bid is at Annexure –IV)*

h) The “Bids with Technical/ Financial Term” shall be opened in the presence of tenderers representatives who may wish to be present.

**6. Earnest Money Deposit**

Earnest Money deposit (EMD) amount of Rs. 20,000/- (Rupees Twenty Thousand Only) shall be submitted along with the quotation in the form of a Bank Guarantee/ Demand Draft/ Banker’s Cheque/ FDR from any nationalized/ commercial Bank drawn in favour of IGNOU payable at NEW DELHI. The EMD amount will be refunded to unsuccessful bidder(s) only after finalization of the tender. However, in case of successful bidder it will be refunded only after receipt of Performance Security.

**(Format of EMD Submission is at Annexure –V)**

**7. Performance Security Deposit**

a) The successful tenderer shall, before executing the order, deposit an amount equivalent to 10% of the value of the Purchase Order/ the Contract as security deposit for due performance of the contract. The security deposit may be furnished in the form of a Bank Guarantee (**Annexure –VI**)/ Demand Draft/FDR drawn in favour of IGNOU or a bank guarantee from a commercial bank duly countersigned by the bankers. The validity of Bank Guarantee/Security Deposit shall be for the entire period of Contract plus two months beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Failure to furnish Security Deposit/Bank Guarantee shall be treated as breach of contract and

entail cancellation of the contract, forfeiture of EMD. If the tenderer is not able to supply, install, and support the ordered items completely within the specified period to the complete satisfaction of IGNOU, relevant clauses of Tender shall be invoked as the case may be.

b) The amount of BG or amount remitted towards bid security is liable to be forfeited if the tenderer resiles from the offer after submission of the tender or after the acceptance of offer by the department or fails to remit the security deposit.

c) No interest will be payable by the University on the performance security deposit.

## **8. Opening of the Tender**

a) Sealed tender received up to 3.00 PM on **02.09.2015** will be taken up for opening. Tender received after the specified date and time will not be accepted. The University reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. Technical bids (Sealed Part-I of the tender cover) will be opened on the same day at 11.30 hrs. in the presence of Tender Opening and Evaluation Committee of the University and the bidders in our office premises at Board Room, Block-8, IGNOU, Maidan Garhi, New Delhi-110068. The "Bids with Technical and Financial Term" shall be opened in the presence of tenderers representatives who may wish to be present. Each tenderer may authorize only one representative to attend the same.

b) Financial/ Price bid (Sealed Part-II of the tender cover) will be opened only in respect of those tenderers who qualify in the Technical bid. Date and time for opening of financial bids will be informed separately.

## **9. CAMC Period**

The time period for this CAMC will be minimum period of One year from the date of award of work which can further be extended for another one year on the same terms and conditions in the interest of University and with mutually agreed terms.

## **10. Evaluation**

a) The Tenders will be evaluated by the duly constituted Tender Opening and Evaluation Committee. If considered necessary, the Committee may decide to seek further information as it may find worth leading to evaluation of bids. Tenderer will be bound to provide all necessary information as desired by the Committee. The short-listed tenderers, if necessary may be called for detailed discussions at a specified date, time and venue including demonstration of their products, if need be. Evaluation will be item wise, however the Committee may consider overall lowest bidder fulfilling other requisite information for the benefit of IGNOU.

b) If the IGNOU considers necessary, it may ask for revised bids from the short listed tenderers which should be submitted within three days of intimation of this effect in sealed envelopes on specified date and time. The revised bids shall not be for amounts more than one quoted earlier for an item, unless the specification is of higher configuration than the earlier ones, by the respective tenderer. Any tenderer quoting higher rates for the same item with same configuration quoted earlier in their revised financial bid shall be disqualified for further consideration and EMD submitted may be forfeited.

c) The IGNOU reserves the right to select the tenderer on the basis of best possible features quoted. The decision of IGNOU arrived at as above shall be final and representation of any kind shall not be entertained on the above.

d) Any attempt by any tenderer to bring pressure of any kind shall disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for IGNOU tenders in future for a period of three years and EMD submitted may be forfeited.

e) The IGNOU reserves the right to award the contract to any of the bidders irrespective of not being lowest and in this respect, the decision of the University shall be final.

### **11. Effect and Validity of Offer**

a) The offer shall be kept valid for acceptance for a minimum period of 90 (Ninety) Calendar days from the date of opening the commercial/financial bids.

b) The contract shall be valid for a period of one year from the date of award of contract which can further extended for another one year in the interest of the University on mutually agreed terms.

c) All the terms and conditions for the maintenance, payment terms, penalty etc. shall be as those mentioned herein and no change in the terms and conditions will be acceptable.

d) The successful bidder would be required to execute an Agreement on a Rs. 100/- Non-Judicial stamp paper immediately after acceptance of the Award letter.

### **12. Service and Liquidated damages**

The contractor/ firm shall deliver the services immediately in accordance with the conditions of the Contract at the time/place and in the manner specified in the Contract. Any delay in executing the work within the time fixed or in the event of repudiation of the contract, the IGNOU reserves the right to recover damage for Breach of Contract as indicated below:

To recover from the contractor liquidated damages including administration expenses a sum equivalent to 0.5% of the price of stores which the contractor has failed to deliver within the period fixed for delivery/commissioning for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% of the total contract price.

### **13. Termination for Insolvency**

The IGNOU may at any time terminate the Contract by giving a written notice to the awarding firm/ contractor, without compensation, if the firm/ contractor becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

### **14. Warranty of quality**

a) The awardee shall be bound to carry out all the repair/replacement of parts wherever required have as per the terms and conditions of the tender and the workmanship is upto the standard followed in industry.

b) Upon receipt of notice from the University for defective maintenance the firm/ contractor shall within 2 working days. Replacement of parts, if any be made within seven days of the receipt of complaint/ notice, replace the defective material and carry out the maintenance free of cost at the destination.

c) The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on the department for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, the department may proceed to take such remedial actions as may be necessary, at the company's risk and expense.



## **15. Payment Terms**

- a) 100 % payment shall be made within 30 days of submission of bills duly supported by the consignee's receipt certifying satisfactory performance of the work.
- b) The payment will be made monthly after satisfactory completion of work on production of following documents: -
- c) Full details of the work attended to be accompanied by written certificates/job slips duly signed by the concerned officer (s) of the School/Units/Divisions etc.
- d) No part of the contract price shall become due or payable until the tenderer has repaired/ carried out, the work to the complete satisfaction of IGNOU. Payment shall be made subject to recoveries, if any.
- e) The monthwise pre-receipted bill shall be submitted in duplicate in the name of IGNOU by 7<sup>th</sup> of month along with the work completion report/user certificate duly signed by the concerned officer(s)/Department with stamp and date.
- f) The University will recover TDS and other applicable taxes etc. as per rule from the payment made to the firm/contractor.

## **16. Mode of selection**

The University may consider L1 bidder on the basis of quoted lowest rates for maximum items. The University reserves the right to select the firm in its interest.

## **17. Penalty for Delay in attending Fault**

- a) If the performance (Fault Reports) are not rectified within a period of 24 working hours from the time it is reported verbally or through phone/fax /letter to the contractor or his Field nominee, the same shall render the contractor liable for liquidated damages at the rate of 0.5% of the total value of the faulty items per week subject to maximum of Five weeks and thereafter the IGNOU holds the option for executing the work from other Vendor and may invoke the relevant Clauses of Tender including the forfeiting of Performance Security of the firm/ contract depending upon the severity of the problem with the system supplied by the supplier.
- b) The decision of the authority placing the order in this regard will be final. If the tenderer does not feel satisfied with the decision, he will be at liberty to approach Vice-Chancellor, IGNOU. His decision in this regard will be full and final.

## **18. Dispute Settlement**

If the dispute cannot be settled by mutual discussion within 30 days as provided herein the courts at Delhi/New Delhi, India only will have the jurisdiction to adjudicate upon the matter.

You are therefore, requested, to quote your most competitive rate and submit the quotation in a sealed envelope superscribing "Quotation for Empanelment of firm/ contractor for repair and maintenance of furniture items in IGNOU, Maidan Garhi, New Delhi-110068" in Centre Purchase Unit, Block No. 04, Room No. 08, IGNOU, Maidan Garhi, New Delhi - 110068, latest by 3.00 PM on **02.09.2015** which will be opened on same day i.e. **02.09.2015** at 3.30 PM.

**(Dr. G.S. Bisht)**  
**Assistant Registrar (CPU)**

Signature and Seal of the Tenderer

<b>S.No.</b>	<b>Description of work</b>
(I)	<b>CHAIR ORDINARY</b>
1	Replacement of Wooden Seat/ Cushion
2	Replacement of Wooden Back
3	Replacement of Wooden Arm
4	Replacement of Rubber Shoe/Cap
5	Painting of Steel Chair
6	P/F of Strip for support with welding
7	Caning of Chair Seat/Back
8	Renovation of Armrest of Ord. Chair
9	Renovation of Armrest of exc. Chair
(II)	<b>STEEL TABLE/WOODEN TABLE</b>
1	Replacement of Lock with new key
2	Providing of duplicate Key
3	P/F of New Key Board of Table
4	Leg Shoes/Welding of Legs/Fixing/ Jointing of Legs
5	Polishing on wood work
6	Spray painting per feet
7	Manual painting per feet
8	Dismantling of Godrej work station
9	Re-Fixing of Godrej work station
10	Change of key board in work station/ computer table
(III)	<b>STEEL ALMIRAH</b>
1	Replacement of Lock with new key
2	Replacement of Handle
3	Replacement of Bush
4	Repairing of Locking System greasing/ oiling
5	Adjustment of Shelve
6	Providing of duplicate Key
7	Force Opening of Almirah
8	P/F of New Base
9	Spray painting per feet
10	Manual painting per feet
11	New Leaver of Almirah
(IV)	<b>STEEL FILLING CABINET</b>
1	Replacement of Lock with new key
2	Replacement of Handle Aluminum/ Mild Steel/ Brass/ Stainless Steel
3	Repair of Cabinet Shutter
4	Steel Ball
(V)	<b>STEEL REVOLVING CHAIR</b>
1	Overhauling & Greasing and oiling and repair of spring etc
2	Replacement of Wheel
3	Painting of Revolving Chair
4	P/F of New Hydraulic System
5	P/F of New 'PU' Arm
6	Caning of Chair Seat/Back
7	New Base / Foundation of Chair
8	P/F of New Seat /Back With Frame

9	Gas Spring of Godrej Chair
10	Change of Cloth and Cushion of Chair Ord. / Executive
(VI)	<b>BOOK-CASE</b>
1	Glass
	P/F 4mm thick glass per feet with grinding etc. per feet
	P/F 5 mm thick glass/ table top grinding etc. per feet
2	Paint / Polish per feet
3	New Lock with set of Key
4	Opening Of Lock
5	Handle Changed MS/SS/ Aluminum
(VII)	<b>SOFA (Per seat)</b>
1	Seat Repair With Cloth per seat
2	Change of Rear / Back Seat without Cloth
3	Change of cushion and spring
4	Loose Sofa Cover (Cloth) for Seat & Back per seat
5	Polishing of Sofa
	Single Seater
	Double Seater
	Three Seater
(VIII)	<b>TROLLEY REPAIR</b>
1	Trolley Wheel P/F New Trolley wheel greasing/ oiling
2	Wheel Bearing P/F Trolley wheel bearing greasing/ oiling
3	Trolley Handle P/F MS Handle, welding
4	Welding Repair of trolley including necessary MS sheet etc complete
(IX)	<b>Numbering of Furniture per word</b>
1	Per word per Inch height
(X)	<b>Wooden Items Per Feet</b>
1	Per Feet such as shelf/ racks etc. P/F 18 mm thick block board of wooden in shelf/rack per sqfeet
(XI)	<b>Key Making for</b>
1	Table Drawer
2	Book-Case
3	File Cabinet
4	Steel Almirah
(XII)	<b>Welding Repair per cm any type of chair/table etc.</b>
(XIII)	<b>Dry cleaning</b>
1	Chair Ordinary
2	Chair Revolving
3	Sofa seat and back
	Single Seater
	Double Seater
	Three Seater

**AFFIDAVIT**

**(To be submitted on non-judicial stamp paper of Rs. 50/- duly certified by notary public)**

I.....S/o Sh..... aged  
.....years, R/o..... do hereby solemnly affirm and declare as under:

1. That I am the proprietor/ authorized signatory of M/s ..... having Head office/ Registered office at.....
2. That the information / documents/ experience certificates submitted by M/s..... along with this tender for “.....(please specify the Name of work)” in IGNOU are genuine and true and nothing has been concealed.
3. I shall have no objection in case IGNOU verifies them from issuing authority (ies), I shall also have no objection in providing the original copy of the document(s), in case IGNOU demands it for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me is found to be incorrect/ false/ fabricated, IGNOU at its discretion may disqualify/ reject my application for this tender out rightly and also debar me/ M/s.....from participating in any future tenders.
5. I hereby confirm that there is no vigilance /CBI/ Criminal case pending against the firm/ supplier and the firm has not been blacklisted in the past in any institution of the country.
6. I/we do hereby undertake that before submission of bid I/We have visited/inspected the site and determined the requirement to the best of my/our knowledge. Accordingly, the requirement and the rates have been quoted.
7. I/We agree to abide by all terms and condition laid down in tender document.
8. I/We give the assurance to execute the tendered work as per\ terms and conditions and in exact configuration of the sample submitted on award of work.
9. I/ We financially solvent and sound to execute the tendered work.
10. I/We have sufficient experience to perform the contract to the satisfaction of IGNOU.

Deponent

I, .....the proprietor/ authorized signatory of M/s....., do hereby confirm that the contents of the above affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at.....this day of .....

Deponent

(Signature & Seal of Notary)

**(To be filled and sent in sealed envelope- I)**  
**FORMAT OF QUOTATION FOR SUBMISSION OF TECHNICAL BID**

S. No.	Description	
1	Name of the Firm/Company/Agency	
2	Address of Firm/Company/Agency	
3	Telephone No.	
4	The details of registration(s) Viz. No., Date, Validity etc. with Govt. Authorities towards incorporation of the firm, running of stated business viz. Service tax and authorized premises.	
5	Whether the firm ownership is Sole Proprietorship or Partnership	
6	If the firm is Joint Venture/Consortium, as the case may be:	
7	Annual Turnover (Certificate for last 3 years to submit)	
8	VAT/ Service Tax Code No.	
9	PAN No. (Proof to be attached)	
10	Name & Address of the Department/Ministries and other organizations where the work has been done <b>during a period of minimum last three years.</b> (self certified duly stamp copies of contract letter be attached) (Client list be given)	
11	Name and Designation of the person to whom all references shall be made regarding this tender	
12	Telephone No.	Office: Mobile:
13	Name, Address & Telephone Number of the proprietor	
14	Authorized Signatory (Name & Designation)	

Please give brief description on the technical superiority/inferiority/ deviation of the item to be supplied by tenderer, if any, supported by the related documents/literature, if any, duly signed with seal of the firm.

**(To be filled and sent in sealed envelope- II)**  
**FORMAT OF QUOTATION FOR SUBMISSION OF FINANCIAL BID**

S.No.	Description of work	Rate per Unit	Tax if any	Total Rs.
(I)	<b>CHAIR ORDINARY</b>			
1	Replacement of Wooden Seat/ Cushion			
2	Replacement of Wooden Back			
3	Replacement of Wooden Arm			
4	Replacement of Rubber Shoe/Cap			
5	Painting of Steel Chair			
6	P/F of Strip for support with welding			
7	Caning of Chair Seat/Back			
8	Renovation of Armrest of Ord. Chair			
9	Renovation of Armrest of exc. Chair			
(II)	<b>STEEL TABLE/ WOODEN TABLE</b>			
1	Replacement of Lock with new key			
2	Providing of duplicate Key			
3	P/F of New Key Board of Table			
4	Leg Shoes/Welding of Legs/Fixing/ Jointing of Legs			
5	Polishing on wood work			
6	Spray painting per feet			
7	Manual painting per feet			
8	Dismantling of Godrej work station			
9	Re-Fixing of Godrej work station			
10	Change of key board in work station/ computer table			
(III)	<b>STEEL ALMIRAH</b>			
1	Replacement of Lock with new key			
2	Replacement of Handle			
3	Replacement of Bush			
4	Repairing of Locking System greasing/ oiling			
5	Adjustment of Shelve			
6	Providing of duplicate Key			
7	Force Opening of Almirah			
8	P/F of New Base			
9	Spray painting per feet			
10	Manual painting per feet			
11	New Leaver of Almirah			
(IV)	<b>STEEL FILLING CABINET</b>			
1	Replacement of Lock with new key			
2	Replacement of Handle Aluminum/ Mild Steel/ Brass/ Stainless Steel			
3	Repair of Cabinet Shutter			
4	Steel Ball			
(V)	<b>STEEL REVOLVING CHAIR</b>			
1	Overhauling & Greasing and oiling and repair of spring etc			
2	Replacement of Wheel			
3	Painting of Revolving Chair			
4	P/F of New Hydraulic System			
5	P/F of New 'PU' Arm			
6	Caning of Chair Seat/Back			
7	New Base / Foundation of Chair			

8	P/F of New Seat /Back With Frame			
9	Gas Spring of Godrej Chair			
10	Change of Cloth and Cushion of Chair Ord. / Executive			
(VI)	<b>BOOK-CASE</b>			
1	Glass			
	P/F 4mm thick glass per feet with grinding etc. per feet			
	P/F 5 mm thick glass/ table top grinding etc. per feet			
2	Paint / Polish per feet			
3	New Lock with set of Key			
4	Opening Of Lock			
5	Handle Changed MS/SS/ Aluminum			
(VII)	<b>SOFA (Per seat)</b>			
1	Seat Repair With Cloth per seat			
2	Change of Rear / Back Seat without Cloth			
3	Change of cushion and spring			
4	Loose Sofa Cover (Cloth) for Seat & Back per seat			
5	Polishing of Sofa			
	Single Seater			
	Double Seater			
	Three Seater			
(VIII)	<b>TROLLY REPAIR</b>			
1	Trolley Wheel P/F New Trolley wheel greasing/ oiling			
2	Wheel Bearing P/F Trolley wheel bearing greasing/ oiling			
3	Trolley Handle P/F MS Handle, welding			
4	Welding Repair of trolley including necessary MS sheet etc complete			
(IX)	<b>Numbering of Furniture per word</b>			
1	Per word per Inch height			
(X)	<b>Wooden Items Per Feet</b>			
1	Per Feet such as shelf/ racks etc. P/F 18 mm thick block board of wooden in shelf/rack per sqfeet			
(XI)	<b>Key Making for</b>			
1	Table Drawer			
2	Book-Case			
3	File Cabinet			
4	Steel Almirah			
(XII)	<b>Welding Repair per cm any type of chair/table etc.</b>			
(XIII)	<b>Dry cleaning</b>			
1	Chair Ordinary			
2	Chair Revolving			
3	Sofa seat and back			
	Single Seater			
	Double Seater			
	Three Seater			

**Other forms and formats for submission**

(To be duly filled in and sent in sealed envelope no. (1) –Technical Bid)

**DETAILS OF EARNEST MONEY DEPOSIT AND TENDER FEE**

Name of the Company \_\_\_\_\_

EMD Amount : Rs. \_\_\_\_\_ (in figure)

(Rupees \_\_\_\_\_ (in words))

Tender fee Amount : Rs. \_\_\_\_\_ (in figure)

(Rupees \_\_\_\_\_ (in words))

Detail of each Demand Draft :

S.No.	Detail	Amount	Name of the Bank	DD No.	Date
1	EMD				

Date :



**BANK GUARANTEE PROFORMA**

1. In consideration for the Vice-chancellor, Indira Gandhi National Open University (hereinafter called the IGNOU) having agreed to exempt ..... (hereinafter called “ the said contractor(s)” from the demand, under the terms and conditions of an Agreement dated ..... made between..... and ..... of EMD/Performance Security for the due fulfillment of the said contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs. .... (Rupees.....) (indicated the name of the bank) at the request of ..... contractor(s) do hereby undertake to pay to the IGNOU an amount not exceeding Rs.. ..... Against any loss or damage caused to or suffered would be caused to or suffered by the IGNOU by reason of any breach of the said Contractor(s) of any of the terms or conditions contained in the said agreement.

2. We ..... do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely or a demand from the IGNOU stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IGNOU by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said agreement or by reason of the contractor(s) failure to perform the said agreement.. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....

3. We undertake to pay the IGNOU any money so demanded not withstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal.

The payment so made by us under this Bond shall be a valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We,..... Further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement/ validity of the offer and that it shall continue to be enforceable till all the dues of the IGNOU under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till ..... that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the ..... Guarantee thereafter.

5. We ..... further agree with the IGNOU that the IGNOU shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IGNOU against the said contractor(s) and the forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission of the part of the IGNOU or any indulgence by the IGNOU to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. Notwithstanding anything contained herein above our liability under the guarantee is restricted to Rs. .... And shall remain in force until ..... Unless acclaim or suit under this guarantee is filled with us on before..... ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and Bank shall be relieved and discharged from all liabilities therein.

7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

8. We ..... lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the IGNOU in writing.

Dated the ..... date of .....2015

For .....  
(indicate the name of bank)

Signature .....

Name of the Officer .....  
(in block capitals)

Designation of .....

Code no. ....

Name of the Bank & Branch.....

[To be counter signed by the branch bank of the indenter]

**CHECK – LIST**

1. Please ensure that you have submitted the Earnest Money as per the schedule and enclosed the same in envelope (1) of the tender.
2. Please ensure that you have enclosed the affidavit on Rs. 50/- non-judicial stamp paper duly notarized.
3. Please check whether you have studied the detailed terms and conditions regarding the submission of Performance Security.
4. Please ensure that the tender and tender documents submitted have been signed on every page by the appropriate authority.
5. Please check that you have superscribed all the envelopes as per terms and conditions of tender indicating the correct address of the addressee.
6. Please ensure if you have furnished all the requisite details asked for in the technical and financial bids clearly.
7. Please check that your tender is valid for the period asked for.
8. Please check that you have furnished statement of deviation, if any.
9. Please check the delivery period and indicate the same correctly and precisely.
10. Please check the eligibility criteria for the Tender.
11. Please ensure if you have submitted/ enclosed the sample along with the technical bid, in case the same has been asked for.
12. Please put Technical bid in one sealed envelope; Financial bid/price bid in another sealed envelope and these two bids to put in another sealed envelope.

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