



F. No. AUD/1-10(175)/ Admn /2017

Dated: 04.07.2018

To,

Subject: Notice inviting tender for repair & maintenance of wooden and steel furniture items at Dr B. R. Ambedkar University Delhi, Karampura Campus

The Dr B. R. Ambedkar University Delhi (AUD) invites sealed tenders from competent Firms/ Agencies for repair & maintenance of wooden and steel furniture items at Dr B. R. Ambedkar University Delhi, Karampura campus.

Technical & Financial bids are required to be submitted in separate sealed covers addressed to the Registrar, Dr B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 so as to reach us on or before 16.07.2018 up to 3.00 pm, duly super scribing the work i.e. **“Tender for repair & maintenance of wooden and steel furniture items at Dr B. R. Ambedkar University Delhi”** on top of the cover.

Bidders should read the tender document carefully as enclosed and comply strictly with the conditions, while sending their bids. Clarifications, if any, may be sought from the AUD Admin Division, Karampura campus on Telephone No 25192173. Tender format can be downloaded from our website **‘www.aud.ac.in’**.

Sd/xxxx

Deputy Registrar (Admin)

Copy forwarded to:-

- 1- Registrar, Dr B. R. Ambedkar University Delhi
- 2- Controller of Finance, Dr B. R. Ambedkar University Delhi
- 3- OSD, Karampura campus, Dr B. R. Ambedkar University Delhi



DR B. R. AMBEDKAR UNIVERSITY DELHI

TENDER DOCUMENT FOR REPAIR & MAINTENANCE OF WOODEN AND STEEL FURNITURE ITEMS AT Dr B. R. AMBEDKAR UNIVERSITY DELHI

1. Annexure I : Tender form
2. Annexure II : Undertaking

**Dr B. R. Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi – 110 006**

REPAIR & MAINTENANCE OF WOODEN AND STEEL FURNITURE ITEMS **AT DR B. R. AMBEDKAR UNIVERSITY DELHI**

1. Parties:

The parties to the Contract are the Tendering Firm/ Agency and Dr B. R. Ambedkar University Delhi (AUD).

2. Scope of Work

(a) Repair & maintenance of wooden and steel furniture items is to be carried out in the premises of Dr B. R. Ambedkar University Delhi, Karampura campus.

(b) Only such works as cannot be done in the campus premises would be allowed to be done in the workshop of the Bidder. The Bidder shall arrange for to and fro transport and carry the items at his own risk and cost. No extra charges will however be payable on this account.

(c) Any loss or damage of any item during repair & maintenance within the premises of the AUD or at the workshop of the Bidder shall be liability of the Bidder and AUD, at its discretion, will deduct cost of the lost/ damaged item or any part thereof from the bill of the Bidder.

(d) The Bidder shall use materials of standard quality only for repair/ polishing of furniture. For change of upholstery of sofa set etc, the sample should be got approved by the AUD.

(e) The Bidder shall initiate, job card for each repair job undertaken by him. The card should be got signed by AUD official concerned after satisfactory completion of work.

3. Eligibility Conditions:

(a) The Bidder should have successfully executed at least one work order for repair & maintenance of furniture items of value not less than Rs 1,00,000/- in a Central/ State Government/ PSU/ Reputed private organizations in last three years. Copies of these supply orders should be attached with the Technical Bid.

(b) The Bidder should have PAN No. and GST No. and should submit their legible attested copies with Technical Bid. The Bid not accompanied by these documents would be summarily rejected.

4. Preparation and Submission of Tender:

- (a) Tender shall be submitted in official tender form only. If submitted in any other form, the same shall be summarily rejected.
- (b) Envelope must contain address of the Bidder, and should be super scribed with the statement “**Tender for repair & maintenance of wooden and steel furniture items**”.
- (c) The tender must be sent by post to Registrar, Dr B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 or put in the tender box kept at Administration Division, Room No. 6 there.
- (d) The tender will be submitted **before 3:00 PM on 16.07.2018**. It will be opened at 3:30 PM on 16.07.2018 in the presence of intending Bidders, if any.
- (e) Any tender form with any correction, amendments, overwriting etc. shall be considered invalid and shall be rejected, except if duly initialed with seal of the Bidder.
- (f) The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the tender are not filled in. Quoting rates for all the items is mandatory.
- (g) The consolidated price quoted shall be firm and final and payable for the items repaired and maintained at the site.
- (h) The quoted rates shall include all taxes, duties etc. as applicable and no extra shall be payable on this account.
- (i) The Bidder should also submit an undertaking regarding blacklisting, as given in Annexure II.

5. Site Inspection:

The Bidder can inspect the site after taking prior approval between 10 am to 5 pm on all working days to see the items required to be repaired. Admin Division, Karampura campus may be contacted on Telephone No 25192173 for this purpose. AUD will not be responsible for unawareness of facts.

6. Earnest Money Deposit (EMD):

- (a) The Tender must be accompanied by Earnest Money Deposit of Rs 5,000/- submitted in the form of Demand Draft/ Banker's Cheque drawn on any Scheduled Bank in favour of “**Registrar, Ambedkar University Delhi**” payable at Delhi.
- (b) The EMD of unsuccessful Bidders will be discharged/ returned to them after placing of the order to the successful Bidder.

(c) Earnest Money is required to protect the AUD against the risk of the Bidder's conduct, which would warrant the forfeiture of the EMD. Earnest money of a Bidder will be forfeited, if the Bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the AUD.

(d) The successful Bidder's EMD will be forfeited without prejudice to other rights of the AUD, if it fails to furnish the required Security Deposit within the specified period.

(e) No interest will accrue on the EMD/ Security Deposit deposit.

7. Validity of Bids:

The bids shall be valid for a period of 3 (three) months from the date of opening of the tender.

8. Criterion for Evaluation of Tenders:

(a) The evaluation of the tenders will be made on the basis of submission of all technical and commercial information in tender bid. Incomplete bids, or those not supported by necessary documents shall be rejected. Any inferences drawn by the Bidders or their representatives during the opening of the Tender will be their own view and AUD will not be responsible / required to abide by the same.

(b) As a part of the process to evaluate the tenders, the Tender Evaluation Committee may also invite the Bidders to make a presentation before it.

(c) The tender shall be awarded on the total value of all the items. Quoting rates for all the items is therefore, mandatory.

9. Right of Acceptance and Other Provisions:

(a) The acceptance of the tender rests with AUD. The university is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the bids without assigning any reasons thereof. AUD also reserves the right to modify and/ or relax, any terms & conditions of this tender document to safeguard its interest.

(b) AUD reserves the right to black list a defaulting Bidder.

(c) Any inquiry after submission of the tender will not be entertained.

(d) Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the Bidder's quotation.

(e) AUD reserves the right to call off/ cancel the tender process without assigning any reason whatsoever, at any stage.

(f) AUD reserves the right to increase or decrease quantity of the items given in the tender, during the period of validity of rates, depending on the prevailing requirement.

10. Security Deposit:

The Bidder selected would be required to furnish a Security Deposit equal to 5% of the cost of the supply order in the form of Demand Draft/ FDR/ Bank Guarantee from any Scheduled Bank in favour of "**Registrar, Ambedkar University Delhi**" payable at Delhi. In case the Security Deposit is submitted in the form of Bank Guarantee, the same should be valid for a period of 3 (three) months beyond the date of expiry of the contract. AUD reserves the right to ask for performance guarantee extension if contractual obligations are not fulfilled.

11. Time Schedule for Completing of work:

The work must be completed within 90 (ninety) days from date of issue of the supply order.

12. Delay/ Unsatisfactory Performance:

In the event of the Bidder failing to:

- (i) Observe or perform any of the conditions of the tender/ work order as set out herein; or
- (ii) Execute the order in good condition to the satisfaction of AUD or by the time fixed by AUD.

(a) It shall be lawful for AUD, in its discretion, to remove or withhold any part of the order, until such times as it may be satisfied that Bidder is able to do and will duly observe the said conditions.

(b) If the work is not wholly rejected, penalty of upto 20% of the value of work order shall be imposed for any substandard (inferior quality) repair/ maintenance. If the work is wholly rejected, order shall be cancelled, EMD/ Security deposit will be forfeited and no payment will be made. The bidder may be blacklisted from participating in future tender processes.

(c) If the Bidder does not complete the work in given timeframe, the University reserves the right to arrange necessary repair/ maintenance from another Firm and the Bidder will have to reimburse the additional expenditure including transportation, if any.

13. Statutory Obligations:

(a) All statutory obligations under various laws from time to time shall be borne by Bidder for which no extra payment shall be made at any time during the contractual period.

(b) The Bidder shall at all times indemnify and keep indemnified the owner and its officers, employees, agents and students from and against all third party claims whatsoever (including time and shall not be limited to property loss and damages, personal accidents, injury or death of persons or servants or agents of any Bidder/sub- Bidder) and the Bidder shall at his own cost and initiative at all time, maintain all liabilities under Workman's Compensation Act, Fatal Accident Act, Personal Injuries, Insurance Act and/or any other relevant Industrial Legislation, which is in force from time to time.

14. Breach of Terms and Conditions:

AUD may terminate the contract without any notice in case the Bidder commits a breach of any of the terms of the contract. AUD's decision that a breach has occurred will be final and shall be accepted without demur by the Bidder.

15. Subletting of Work:

The Bidder shall not assign or sublet the work or any part of it to any other person or party.

16. Right to Call upon Information Regarding Status of work:

AUD has the right to call upon information regarding status of work at any point of time.

17. Terms of Payment:

(a) Payment shall be made through NEFT transfer only and TDS as applicable will be deducted, after satisfactory completion of work.

(b) No advance payment will be made.

18. Force Majeure:

(a) For purpose of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not limited, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

(b) If a Force Majeure situation arises, the Bidder shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Supplier shall continue to perform its obligations under the

Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

19. Arbitration:

(a) If dispute or difference of any kind shall arise between the AUD and the Bidder in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

(b) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Vice Chancellor, AUD at Delhi as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the rules framed there under. His/ Her decision will be final & binding on both the parties. The venue of arbitration shall be Delhi, India.

(c) All legal disputes shall be subject to the jurisdiction of Delhi courts only.

Tender Bid

1. Name & Postal address of Vendor:

Telephones Nos.:

Fax Nos.:

Mobile Nos:

E-mail:

2. PAN No. (Attach Copy of Certificate):

3. GST No. (Attach Copy of Certificate):

4. Details of Earnest Money Deposit (DD/ FDR/ Bank Guarantee No.):

5. The Bidder should attach copy of at least one work order for repair & maintenance of furniture items of value not less than Rs 1,00,000/- carried out in a Central/ State Government/ PSU/ Reputed private organizations in last three years.

6. The tender document should be **duly signed on each page**.

7. Price Bid

A. Wooden Furniture Items

Sl. No.	Description	A/U Qty. and	Rate (Rs.)	Amount (Rs.)	Remarks
1.	White Board Magnetic (Repair, Wall hanging fitting)	17 Nos. (390 Sq. Ft.)			
2.	Dual Desk iron frame (Repair, denting & painting)	288 Nos.			
3.	Desk & Chair (separate by cutting, repair & Paint)	23 Nos.			
4.	Repair of computer table with ply and mica work (5mm ply, 7 mm mica)	287 Ft.			
5.	Repair and sun mica work, paint, computer table 50"x 3' and storage size 3'x 2'	35 Nos. (391 Sq. Ft.)			
6.	Repair and paint of wooden stool	44 Nos. (103 Sq. Ft.)			
7.	Repair of Notice Board, different colour and size, bidding , cloth, glass 1/4" change, hanging clip etc.	24 Nos. (614 Sq. Ft.)			
8.	Denting & Painting, glass fitting with 1/4" (show case) size 12"x49"x24"	12 Nos. (1764 Sq ft.)			
9.	Repair of TV cabinet by fixing the Ply and Mica	01 (86 Sq. Ft.)			

10.	Repair and paint of rack teak wood size 3'x 2.5'x15"	2 Nos. (66 Sq. Ft.)			
11.	Lab table, Centre table, printer table etc. (Wooden) (Repair , ply, Sun Mica 5 mm work)	79 Nos. (1062 Sq. Ft.)			
12.	Cutting and Paint of student desk	144 Nos.			
13.	Computer table Size 3'x 2' (Repair , sun mica and ply work, paint	12 Nos. (72 Sq. Ft.)			
14.	Table Tennis table repair and paint with top change, size 8'x 6' of 1" thick mica	2 Nos. (96 ft.)			
Total (Rs.)					

B. Steel Furniture Items

Sl. No.	Description	A/U Qty.	and	Rate (Rs.)	Amount (Rs.)	Remarks
1.	Painting of Steel Almirah by instructed enamel paint	34				
2.	Steel Almirah (repair/replace of lock, as required)	34				
3.	Steel Almirah (repair/ replacement of handle) as required.	34				
4.	Steel Almirah (repair/replacement of closing mechanisms) as required.	34				
5.	Steel Almirah Major dent execution.	34				
6.	Steel filling cabinet 4 drawer (repair, denting ,painting etc)	04				
7.	Painting, denting of steel racks 5, 6 and 7 shelves	30				
8.	Denting , painting of steel racks 3 shelves	03				
9.	lecture stand iron frame (repair and painting)	20				
10.	Denting, painting, repair of steel locker (Pigeon hole type) 8 panel	12				
11.	Denting, painting, repair of steel locker (Pigeon hole type) 12 panel	03				
12.	Denting , Painting of steel Book shelf for 4 shelves (Glass door)	40				
13.	Denting , Painting of steel Book shelf for 2 shelves (Glass door)	01				

14.	Painting, repair of steel table (Office) size', 2'x 1.5'	03			
15.	Painting, repair of steel table (Office) size 5' x 3' x 2.5'	05			
16.	Lock of File cabinet 04 cabinet if required	16			
17.	New Lag with fitting if required (pair)	12			
18.	Lock of Book shelf	41			
19.	Lock of Locker (Pigeon hole type), I card for name	132			
20.	Glass 1/4" replacement of Book Shelf four shelves	41x4=164			
Total (Rs.)					

C. Installation of temporary shed with iron pipe frame (minimum 12 guage, 3mm dia) and transparent fibre roof top (without walls), size 1000 sq. ft. –

Rs.

8. **Grand total amount of Wooden + Steel furniture repair + Temporary shed (Rs) (A+B+C)**.....

9. **Amount in words (Rupees)**

Signature : Name & Designation :

Name of the Firm/ Agency :

Place : Date :

UNDERTAKING

It is certified that I/ my Firm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Reputed Educational Institution/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government and no criminal case is pending against the said firm/ agency as on _____.

Signature of the Bidder _____

Name of the Signatory _____

Name of the Firm/Agency _____

Seal of the Firm/Agency _____

Place:

Date:_____