

Cost of Tender Rs. 100/- (non-refundable)

**No.F.3-18/2021/R&M/Furniture
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SRI AUROBINDO MARG, NEW DELHI – 110016**

REPAIR & MAINTENANCE SECTION

OFFLINE TENDER ENQUIRY NOTICE

The NCERT invites offline tender enquiry in two bid system i.e. technical bid and financial bid from its Registered Service Providers for repair of 15 dining tables and 60 chairs and its repair along with accessories required in the mess of NIE Guest House, NCERT New Delhi. The interested and eligible bidders may kindly submit their sealed quotations to the Chairperson Tender Committee R&M Section, Ground Floor, Workshop Building, NCERT, Sri Aurobindo Marg, New Delhi-110016 **on or before 17th September, 2021.**

The interested bidders may obtain the required information/ clarification in connection with the requirement of tender enquiry from Shri V.B. Patil Sr. Technical Officer R&M Section NCERT, Sri Aurobindo Marg, New Delhi-110016 and satisfy themselves before submitting of their quotations for consideration or may contact I/c Manager NIEGH/PGH on the Phone/Mobile no. 9811684152

Important Dates	
Tender Publishing Date	31 st August, 2021
Tender Document Download Start Date	31 st August, 2021 (11.00 am)
Tender Submission Start Date (Offline)	1 st September, 2021 (09.00 am)
Tender Submission End Date	16 th September, 2021 (05.00 pm)
Tentative Bid Opening Date (Technical)	17 th September, 2021 (03.00 pm)
Bid opening place/ venue	NIE Guest House, NCERT

Interested bidders may view and download the tender document together with the Terms & Conditions from the website of the Council i.e. www.ncert.nic.in and submit their offline bid physically at the above mentioned address well before the last date and time.

Bidders should regularly visit the Council website to keep themselves updated.


(V.B. Patil)

Sr. Technical Officer
Member Tender Committee

1. **Scope of work:**

(a) **Repair of 15 dining tables:-**

- (i) Repair/replacement of table glass size 4ftx2.5ftx12mm thickness with White film for each table
- (ii) Providing and fixing of 10 vacuum catchers for each table
- (iii) Providing and fixing of 08 plastic/rubber shoes for each table
- (iv) Polishing and buffing of steel frame for each table

(b) **Repair of 60 steel dining chairs:-**

- (i) Providing and fixing of foam and leatherette of seat and back of each Chair
- (ii) Providing and fixing of 04 plastic/rubber shoes for each chair
- (iii) Polishing and buffing of steel frame for each chair

2. **Eligibility Criteria :**

- The bidders are required to quote their rate single consolidated “Repair of 15 dining tables and 60 dining chairs” in the NIE Guest House.
- Copy of PAN Card of the owner/ partner/ firm is required to be enclosed.
- Copy of registration certificate of GST of the proprietor/ firm is required to be enclosed
- The self-attested copy of the ITR of the proprietor/firm for the last three financial years i.e. 2018-19, 2019-20 & 2020-21.
- Self-attested copy of experience certificate in the relevant field for the last three years.
- Self-attested copy of undertaking regarding acceptance of all the Terms & Conditions of the tender document as per Annexure – “A”.
- An undertaking of non-blacklisting/ non-debarment certificate on non-judicial stamp paper of Rs. 100/- as per Annexure- “B”, duly attested by the Notary Public.
- The cost of tender fee is Rs. 100/- (Rupees one hundred only) is required to be enclosed along with the quotation. The quotation without the tender fee will not be considered and rejected.



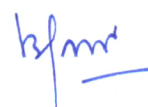
- The cost of Earnest Money Deposit (EMD) will be Rs. 1,000/- (Rupees one thousand only) will also be required to be submitted along with the quotation.
- However, the tender fee and EMD will be exempted to MSME/ NSIC registered vendor for the relevant service or as per the Govt. of India instructions issued from time to time.

3. **PERFORMANCE SECURITY DEPOSIT**

The successful bidder within Seven (07) days of the acceptance of the Letter of Intent (LOI) shall execute a Performance Security @3% of the Job Order value in form of an Account Payee Demand Draft/ BG/FDR from a Nationalized or Commercial Bank in an acceptable form in favour of **Secretary NCERT, New Delhi, payable at New Delhi**. Performance Security should remain valid for three Months beyond the date of completion of all contractual obligations. Bid Security (EMD) will be returned to the successful bidder on receipt of Performance Security. The Performance Security can be forfeited by order of the National Council of Educational Research & Training (NCERT), in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work/job order. On expiry of the contract, such portion of the said performance security as may be considered by the National Council of Educational Research & Training, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained. If the bidder is called upon by the National Council of Educational Research & Training to deposit Performance Security and the bidder fails to provide the performance security deposit within the period specified, such failure shall constitute a breach of the contract and National Council of Educational Research & Training shall be entitled to make other arrangements at the risk, cost and expense of the lowest bidder, besides forfeiting the EMD. On due performance and completion of the contract in all respects, the Performance Security Deposit will be returned to the bidder without any interest.

The Terms & Conditions of the tender:

- The bidders are required to quote their rates along with GST as applicable. However, if any revision of the existing GST takes place the same will be applicable and accordingly, the payment will be made.
- No advance payment/part payment will be made to the bidder at any cost. However, the payment will be released to the firm after the completion of the work.



- The payment will be processed and made to the successful bidder after receipt of bill in triplicate along with the satisfactory certificate obtained from the user/NIE Guest House.
- After the awarding the Job Order, the successful bidder is required to complete the task given to them within 15 days.

4. Procedure for submission of Bid

- a) The tender will be invited in two bid system i.e. Technical bid and Financial bid by Offline mode.
- b) The prospective bidders are requested to go through the tender documents and submit their bids only offline mode.
- c) After opening the Technical Bid and analyzing requisite criteria at technical bid, the financial bid of only those bidders will be opened who have technically qualified with the approval of Competent Authority.

5. Amendment of Bidding Documents

- a) At any time prior to the deadline for submission of Bids, the NCERT may amend the Bidding Documents by issuing an addendum/ corrigendum.
- b) The amendment/addendum/corrigendum etc. if any will be notified/ displayed on NCERT's website i.e. www.ncert.nic.in and the bidder should regularly visit the NCERT website to keep themselves updated. The amendment will be binding on all the Bidders.
- c) In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bid. The NCERT may, at its discretion, extent the deadline for the submission of Bids.

6. Bid Prices

- a. Bid prices will not be adjusted for any conditional or unconditional circumstances.
- b. Prices quoted by the Bidder shall remain fixed during bidder's performance of the contract and not be subjected to variation on any account.
- c. A bid submitted with any different adjustable price quotation will be treated as no responsive and rejected.
- d. Bid Currencies Prices shall be quoted in Indian Rupees only. (INR)

7. Documents Establishing Bidder's Eligibility and Qualifications

The Bidder shall provide documentary evidence of his/her eligibility and qualification to perform the contract (to NCERT's satisfaction) if his/her Bid is accepted, as per the Eligibility Criteria specified in the Bidding/ Tender document.



8. Deadline for submission of Bids

1. Bids must be submitted through offline mode on or before the closing date and original copy of EMD & Tender fee in shape of DD/BC in favour of **Secretary, NCERT** payable at New Delhi must be submitted to Chairperson Tender Committee R&M Section, ground Floor, Work Shop Building NCERT, New Delhi - 110016 on or before the closing date& time.
2. The NCERT may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents.

9. Award Criteria

NCERT will engage the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest evaluated Bid.

10. Fraudulent and Corrupt Practices

NCERT requires the Bidder to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988 and undertakes not to approach any concerned official or bring to bear any influence of inducement upon any official with the intent to gaining any undue advantage in securing the contract.

11. Terms of Payment

After completion of work, inspection will be done by R&M Section and NIEGH the payment would be released after submission of bills along with relevant documents including satisfactory certificate from the Manager NIEGH. Payment will be made to the firm after deducting TDS under GST as applicable from time to time.

12. Sub contract, transfer or assign the contract:

The Service Provider/ Contractor should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm/proprietor.

13. Bid Security (EMD) can be forfeited:

- i. If the bidder withdraws his bid during the tendering process of the bid validity specified by the bidder in the bid form; or
- ii.



- iii. In case of successful bidder, if the bidder
 - a) Fails to sign the contract in accordance with the terms of the tender document.
 - b) Fails or refuses to honor his own quoted prices for the services or part thereof.
 - c) Fails to furnish required performance security if any, in accordance with the terms of tender document within the time frame specified by the NCERT.
- iv. Irrespective of the above, if any of the information, details, documents, etc. is found to be incorrect/forged/fabricated, the NCERT shall be entitled for forfeit the earnest money.

14. Consortium

Consortium will not be allowed to participate in the bidding process at any cost by the NCERT.

- 15.** The Secretary, NCERT, reserves the right to cancel/ terminate the contract awarded if the performance is not found satisfactory without assigning any reason any time during the contact.

- 16.** The Secretary, NCERT also reserves the right to accept or reject any or all bids without assigning any reason thereof and his decision will be final binding on the bidders.

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Technical bid only (Eligibility Criteria for Technical bid as per the Tender Document to be filled by the bidder

PROFROMA FOR TECHNICAL BID

1.	Name of Agency	Self-attested scanned copy on letter head need to be submitted
1.	a) Profile of the Agency/ Firm	
	b) Name of Proprietor/ Director/ Authorized person	
	c) Full Address of registered Office and Operating office in New Delhi	Self-attested scanned copy on letter head need to be submitted.
	a. Telephone No. b. Mob. No. c. E-mail Address	
2.	The bidder/firm should have experience of repairing / supply of Dining tables and Chairs should have at least three years of relevant experience in the same field.	Details to be furnished.
3.	List of Clients/ Organizations/ Institutions served in the past in the field of repairs/supply of Dining tables and Chairs.	
4.	Tender fee of Rs. 100/- (non-refundable)	Self-attested scanned copy of DD/BG/BC of Rs. 100/ in favour of Secretary NCERT on account of fee of tender document must be submitted and original must be submitted in S&S Section before last date and time.
5.	EMD of Rs. 1,000/-	Self-attested scanned copy of DD/BC of Rs. 1,000/- in favour of Secretary NCERT on account of EMD of tender document must be enclosed along with the quotation and the same may be submitted in R&M Section before last date and time.
6.	PAN Number of the firm. (Attach self-attested copy of PAN card of the firm). However PAN card in the name of proprietor can be considered subject to production of ITR acknowledgement and computations of taxable income duly certified by C.A.	Self-attested scanned copy of PAN Number to be submitted. However, PAN card in the name of proprietor can be considered subject to production of ITR acknowledgement and computations of taxable income duly certified by C.A.

7.	GST registration certificate of the proprietor/firm.	
8.	Bank details of consultancy firm.	Please enclose the cancelled cheque.
9.	The self-attested copy of ITR of the proprietor/ Firm for last three financial year's i.e. 2018-19, 2019-20 & 2020-21 must be enclosed.	Self-attested scanned copy of the ITR may be enclosed.
10	Self-attested scanned copy of Undertaking regarding acceptance of all the terms and conditions of the tender document as per Annexure-A (Copy may be enclosed)	Self-attested scanned copy of acceptance of all terms and conditions of tender to be enclosed.
11.	Non-blacklisting/ Non-Debarment certificate on non-judicial stamp paper of Rs. 100/- as per Annexure -B duly attested by the Notary Public.	Self-attested scanned copy of non blacklisting/ non-debarment certificate to be enclosed.

I hereby certify that the information furnished above is complete and correct to the best of my knowledge and belief. I understand that in case any deviation is found in the above statement at any stage. The bid will be rejected and our firm will be black listed. I also certify that I have read and understood all the section of the tender document and acceptable to me.

All supporting documents should be attached duly signed and stamped along with the Annexure. Otherwise no cognizance with regard to mere filling up the document will be taken.

Signature and stamp of authorized signatory

Date:

Place:



Annexure "A"

UNDERTAKING

(To be submitted on the letterhead of the firm)

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the National Council of Educational Research & Training to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
4. I/We hereby undertake to provide consultancy services as per the direction given in the tender document/contract agreement.

Signature of the Authorized signatory

Date:

Place:

Designation:

(Office seal of the Bidder)



Annexure "B"

Non-blacklisting/Non-debarment Certificate

(Format of Non-blacklisting certificate/non-debarment by any Central/State Govt. Organization/PSU/Autonomous bodies in the past years to be submitted on non-judicial stamp paper of Rs. 100/-) duly attested by the Notary Public.

To,

The Secretary
NCERT
Sri Aurobindo Marg
New Delhi – 110016

Sir,

I/We hereby confirm and declare that M/s is not blacklisted/debarred by any Central/State Govt. organization/PSU/Autonomous bodies for which we have Executed/undertaken the works/services during the past years.

Authorized Signatory

Official Stamp

Date:

Place:



Annexure "C"

Performa for Financial Bid

Sl. No.	Job Work Specifications	Rate Quoted	GST	Total	Remarks
1.	(a) Repair of 15 Dining Tables (i) (ii) (iii) (iv) (b) Repair of 60 Dining Chairs (i) (ii) (iii) (iv)				

The Rates are valid for 90 days

Authorized Signatory

Name

Designation

Seal

Date :

Place :

Note: Financial Bid may be submitted on Letter Head of the firm.

