

Cost of Tender Rs. 500/- (non-refundable) (Final)

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SRI AUROBINDO MARG, NEW DELHI – 110016
(Repair and Maintenance (R&M) Section)

OFFLINE TENDER ENQUIRY NOTICE

The NCERT invites offline tender enquiry in two bid system i.e. technical bid and financial bid from the interested bidders / service providers for **Awarding the Rate Contract of Job items for the Repair, Maintenance and Service of Furniture Items and Tapestry work on wooden / Steel Furniture Items on Job Order Basis**. The initial contract of Repair work will be given for one year and further extension of contract for two more years will be given on year to year basis subject to satisfactory performance. The interested and eligible bidders/service providers may kindly submit their sealed quotations to the Sr. Technical Officer, R&M Section, Ground Floor, Workshop Building, NCERT, Sri Aurobindo Marg, New Delhi-110016 **on or before 21/02/2022**.

The interested bidders may obtain the required information/ clarification in connection with the requirement of tender enquiry from the Repair and Maintenance (R&M) Section, Workshop Building, NCERT, Sri Aurobindo Marg, New Delhi-110016 and satisfy themselves before submitting of their quotations for consideration or he may contacted on the Phone/Mobile no. 011-26592270.

Important Dates	
Tender Publishing Date	17-01-2022 at 11:00 AM
Tender Document Download Start Date	18-01-2022 at 02:30 PM
Tender Submission Start Date (Offline)	19-01-2022 at 11:00 AM
Tender Submission End Date	21-02-2022 at 05:00 PM
Tentative Bid Opening Date (Technical)	22-02-2022 at 11:30 AM
Bid opening place/ venue	Office of Chairperson, First Floor Zakhir Hussain Khand , NCERT

Interested bidders/Service Providers may view and download the tender document together with the Terms & Conditions from the website of the NCERT 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
R&M Section, NCERT, New Delhi
011-26592271

1. Scope of work:

- 1.1. Initially the Rate Contract will be granted for one year period and the Rate contract is extendable to a further period of two year on year to year basis (to a maximum total period of three years) on the sole discretion of NCERT subject to satisfactory service provided by the contractor.
- 1.2. The approved bidders/service provider/Contractor will have to apply in writing for such extensions well in advance before the expiry date of contract.
- 1.3. The job work details are as per the list provided under Annexure –III of this tender document.
- 1.4. The bidders/service provider/Contractor will have no claim for such extensions neither this will be binding on him to accept such extensions offered NCERT. In case extensions are granted for more than one year period, the applicable rates and terms-conditions will remain the same as per original contract.
- 1.5. The space to carry out activities of repair, maintenance and service will be provided by the NCERT free of cost. However, the Contractor will be fully responsible for the safe custody of his items / equipments etc.

2. Eligibility Criteria :

- 2.1 The bidders/service provider/Contractor should have registered office in NCT of Delhi.
- 2.2 The bidders/service provider/Contractor should have minimum three years experience of repairing furniture items/ tapestry work. Self-attested copy of experience certificate in the relevant field for Year 2017-18, 2018-19 and 2019-20 to be enclosed.
- 2.3 The bidders/service provider/Contractor should have annual turnover of Rupees five Lakh for Year 2017-18, 2018-19 and 2019-20.
- 2.4 Copy of PAN Card of the owner/ partner/ firm is required to be enclosed.
- 2.5 Copy of registration certificate of GST of the proprietor/ firm is required to be enclosed
- 2.6 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.
- 2.7 Self-attested copy of undertaking regarding acceptance of all the Terms & Conditions of the tender document as per Annexure – "A".
- 2.8 An undertaking of non-blacklisting/ non-debarment certificate on non-judicial stamp paper of Rs. 100/- as per Annexure- "B".
- 2.9 The cost of tender fee is Rs. 500/- (Rupees five hundred only) in the form of Demand Draft/ Bankers Cheque drawn in favor of 'Secretary, NCERT' payable at New Delhi is required to be enclosed along with the quotation. The quotation without the tender fee will not be considered and rejected.
- 2.10 The Bidder must have sufficient Infrastructures, Qualified and Trained Manpower, Equipments. Tools, Machineries/ Plants and other Technical Assets etc, for performing the Repair, Maintenance and Service activates, The NCERT will have the right to inspect the

work premises of the successful bidders to assess the Infrastructure and other Assess etc, if necessity arises.

- 2.11 The cost of Earnest Money Deposit (EMD) will be Rs. 5000/- (Rupees five thousand only) in the shape of Demand Draft/bankers Cheque /Bank Guarantee/FDR in favor of 'Secretary, NCERT' payable at New Delhi required to be submitted along with the quotation.
- 2.12 The tender fee and EMD will be exempted to MSME/ NSIC registered vendor for particular service
- 2.13 The EMD / Bid Security will be exempted to the bidders who submit 'Bid Security Declaration' in compliance to Govt. of India, Ministry of Finance, Department of Expenditure Procurement Policy Division Office memorandum No. F.9/4/2020-PPD dated 12th Nov.2020

3. PERFORMANCE SECURITY DEPOSIT

- 3.1 The successful bidder within Seven (07) days of the acceptance of the Letter of Intent (LOI) shall execute a Performance Security Rs. 25000/- (Rupees Twenty Five Thousand only) 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.**
- 3.2 Performance Security should remain valid for one year. Bid Security (EMD) will be returned to the successful bidder on receipt of Performance Security.
- 3.3 The Performance Security can be forfeited by order of the 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 NCERT, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained.
- 3.4 If the bidder is called upon of the NCERT 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 NCERT 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.
- 3.5 The EMD will be returned without any interest to all unsuccessful bidders after the finalization of the tender process.
- 3.6 The Performance Security Money of successful bidder will be refunded without any interest, 06 months after the successful completion of contract period (including periods of Extensions).

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4. Terms & Conditions:

- 4.1 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.
- 4.2 For this, the prospective bidders must refer Annexure-III which consist of list of Job Items for the Repair and Maintenance of Furniture Items and Tapestry work on Wooden / Steel Furniture Items. Financial Bid Proforma has been provided for quoting the % Good & Services Tax (GST) and GST amount. The prospective bidders are required strictly to use format of these tables only or their clear photocopies without incorporating any changes to quote the Prices both in figures and words.
- 4.3 The Bidding Documents must be readable. Any amendment(s) done must be authenticated by placing signature by the authorized signatory. No representation will be entertained after the last date and time fixed for submission of bids.
- 4.4 NCERT reserves the right to accept any Bid or to Reject any Bid or to Reject All Bids without assigning any reason, at any time prior to the award of contract.

4.5 **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 in offline mode**.
- (c) The technical bid and the financial Bid shall be placed in the separate envelop. Both the envelopes (Technical bid and financial bid) must be enclosed in the big single envelope. All three envelopes (including outer envelope) must be Sealed and marked on as "Quotation for inviting the Rate Contract of Job Items for one year for the Repair and Maintenance of Furniture Items and Tapestry Work on Wooden / Steel Furniture Items on Job Order Basis." Complete postal address of the Bidder must also be written on all three envelopes.
- (d) The bidder or his authorized person must place his signature at the bottom of all the tender bid pages submitted.
- (e) The Completed Bid must be dropped in the Sealed Tender Box or sent by Registered Post / Speed Post / Courier to "Senior Technical Officer (R&M Section), Room No. 02, Ground Floor, Workshop Building, NCERT, Sri Aurobindo Marg, New Delhi – 110016" to be received strictly on or before the deadline date and time i.e.
- (f) In case, holiday, is declared on the deadline date, the Completed Bids can be received on the immediate next working date. In such case the time of receipt will remain as 05.00 PM only.
- (g) After opening the Technical Bid and analyzing requisite criteria in technical bid, the financial bid of only those bidders will be opened who have technically qualified with the approval of Competent Authority.

4.6 Amendment in Bid/Tender 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. In this case , those who have applied before amendment may allowed to submit additional documents in compliance to amendment, if any, before Bid submission end date.
- 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.

4.7 Bid Prices

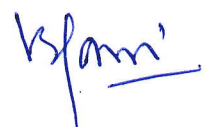
- a. Bid prices will not be adjusted under any circumstances.
- b. Prices quoted by the Bidder shall remain fixed during bidder's performance of the contract and not be subject to variation on any account except GST factor.
- c. A bid submitted with any different adjustable price quotation will be treated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

4.8 Documents Establishing Bidder's Eligibility and Qualifications

The successful Bidder shall provide original 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.

4.9 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 Sr. Technical Officer, R&M Section, Work Shop Building NCERT, New Delhi - 110016 on or before the closing date& time.
2. The NCERT may, at its discretion, extend the deadline for submission of Bids by amending the Bid Documents.



4.10 Opening and evaluation bid / Award Criteria

- a) Late Bids will be rejected and will not be opened. These bids will be returned to the bidder.
- b) The Bid will be opened onday. The bidders or their representative may present at the time of opening of bid.
- c) Bid received without the cost of bid document and EMD will be summarily rejected and the Bids of such bidders will not be processed further.
- d) The bidder (s) who has quoted the lowest price for maximum number of Job Items will be offered to give written acceptance for the lowest price quoted by other bidders for the remaining job items for which he has quoted higher prices.
- e) The NCERT will issue an offer of Acceptance of Contract and upon receipt of such notification, the successful bidders must submit Acceptance Letter on the Letter head along with the Performance security Money of Rs. 25,000/- (Rupees Twenty five thousand only) within seven days time to NCERT. The Performance Security will be acceptable in the form of DD/ BC/GB/FDR in favour of "Secretary, NCERT, New Delhi payable at New Delhi.
- f) After the receipt of the Acceptance Letter and Performance security from the successful bidder, NCERT shall issue the Contract Letter to the successful bidder.
- g) NCERT will engage the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest evaluated Bid.
- h) Failing to comply with above formalities by the bidder will result in Termination of his bid and forfeiture of the EMD.

4.11 Corrections of Errors

If there is a discrepancy in the rates in figures and in words, the rates in words will be considered as final. This will be binding on the bidders. In case the bidders (s) do not / agree with this, their bids will be rejected and EMD forfeited.

4.12 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 undertake 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 for securing the contract.

- 4.13 No advance payment will be made to the bidder at any cost. However, the payment will be released to the firm after the completion of job order and confirmation received from the concerned sections/departments.
- 4.14 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 sections/departments.

4.15 The Details of Work or Services to be performed by the contractor:

- (a) After the receipt of Job Order, the work must be attended within a week and to be completed within maximum 45 days . Beyond a period of 60 days, it will be assumed that the Furniture Item had not repaired for use and subsequent days till made functional, and an amount of Rs. 100/- per day per job order will be deducted from the bill / performance security money.
- (b) The Repair / Maintenance of Furniture Items will have to be done in professional manner and the replaced spare parts used must be genuine from reputed company bearing proper specifications and good quality.
- (c) Proper and sufficient number of trained manpower has to be deputed by the Contractor for the repair / maintenance of NCERT's Furniture items. This manpower will also be made available by the Contractor on Saturdays / Sunday / Holidays as per the notifications/orders issued from NCERT.
- (d) The work has to be done in this office's premises only, in exceptional cases and in case of major repair, the Furniture Item may be allowed for repair in Contractor's workshop for a maximum period of 30 days. Beyond this period, an amount of Rs. 100/- per day per Item will be deducted from bill / performance security money. In case a Item is to be taken out to contractor's premise for repair, proper Gate Pass is to obtained from NCERT where Item is installed with a copy to this office.
- (e) Any loss to the furniture Item or to the user of the Item due to poor workmanship on the part of Contractor will have to be compensated by the Contractor or will be recovered from the bill / performance security money of the Contractor.
- (f) The functioning of contract / replacement of parts. etc. will be continuously monitored by a team of technical staff of R&M Section, NCERT whose names / designations will be given in the Job Order. The recommendations of the team which may include recovery of any amount due to poor performance of contractor, will be binding on the contractor, The continuance of contract will also be based on their report.
- (g) The repair jobs carried out by the firm are to be given 06 months guarantee / warranty from the date of completion of job. If the Item becomes defective during the guarantee / warranty period, the same will be repaired / replaced by the Contractor free of cost at his own expense. Failure to do so, the amount as deemed fit will be recovered from the Bill / Performance Security Money.
- (h) In case of repair / maintenance of items are being done in the premises of the Contractor, NCERT reserves the right to inspect the functionality / test of the item in the premises of the Contractor. In such cases, all reasonable facilities and assistance required for the inspection work shall be provided to our inspectors free of charge.
- (i) NCERT's right to inspect, test and, where necessary reject the Services shall in no way be limited or waived by reason of the services having previously been inspected, tested and passed by NCERT or its representative.
- (j) The Contractor may be required to provide any or all of the Incidental Services. Including additional services free of costs like: Loading at point of dispatch,

Transportation to the point of Delivery, Unloading at point of Delivery and Stacking and Installation at the point of Delivery.

4.16 The statutory and Contractual Obligation to be complied with by the Contractor and Mode of Functioning of Contract

- (a) Based on the requisition received from the various offices of NCERT, the Technical Staff of R&M Section NCERT will inspect the Item and identify the defects. Based on the Inspection Report of Technical Team, Job Order bearing proper Job Order Number and Date will be issued to the Contractor along with a list of Jobs to be done by the Contractor.
- (b) The Contractor will carry out only those jobs which are mentioned in the Job Order. In case he notices any other necessary jobs, he will inform in writing on his letter head and obtain additional Job Order from NCERT bearing proper number and date for carrying out such additional jobs.
- (c) If Contractor notices any missing part (s) from the Item, he will inform in writing to NCERT and take prior written permission from NCERT before replacing them, NCERT will issue additional Job Order for such cases.
- (d) The Contractor will work strictly under the supervision of Foreman / Jr. Foreman / Fine Mechanic / Mechanic and one representative of Department concerned deputed for this purpose by NCERT. Their names and designation will be mentioned on the Job Order issued to the contractor. The jobs are to be completed satisfactorily to the utmost satisfaction of this team.
- (e) The jobs given in the Job Order must be completed within time frame specified in the job order failing which penalty as deemed fit will be imposed / amount as deemed fit will be recovered from bill / performance security.

4.17 Terms of Payment /submission of Bills

- (a) Immediately after the completion of all jobs listed in one Job Order (including additional Job Order, if any connected to Main Job Order), the contractor will submit only one pre-receipted revenue stamped bill against one such Job Order. He must write the Job Order Number and Date (including additional Job Order number and date, if any, connected to main Job Order) in the bill
- (b) Duly filled in (No columns and rows to be left blank) **Satisfactory Job Completion Certificate** (on the prescribed format as per Annexure C , issued by the user of responsible capacity, with his name, designation and rubber stamp must be attached along with the bill. The bill(s) must be original and proper and must indicate Invoice no, GST no, HSIN No etc.
- (c) The bills (s) must be neatly typed / Computer Typed / Hand written and must be easily readable. The bill(s) must be addressed to "Secretary, NCERT (For R&M Section), New Delhi 110016.
- (d) The bills(s) must be strictly in accordance with the job order. The job items written in the bill must be in same sequence as given in List of Job Items mentioned in Job Order. The bills(s) must also be in accordance with the approved rates.

- (e) It will be the absolute responsibility of the Contractor not to submit the bill and claim the money for those Job Items of relevant Job Order which fall under the category of Guarantee / Warranty period. If such act is noticed by NCERT, it will be taken as violation of Terms- Conditions of Contract resulting in termination of contract, forfeiture of performance Security Money / recovery of already paid amount from the bill / Performance Security Money.
- (f) It will also be the absolute responsibility of the Contractor not to submit the bill and claim the money for those Job Items of relevant Job Order which have not been done. If such act is noticed by NCERT, It will be taken as violation of Terms-Conditions of Contracts resulting in termination of contract, forfeiture of Performance Security Money / recovery of already paid amount from the bill. Performance Security Money.
- (g) After the scrutiny and the verification of satisfactory work by team of officials, the bill (s) will be forwarded to the Accounts Branch of NCERT. The Accounts Branch will make the payment through RTGS/NEFT will be transferred.
- (h) No advance payment will be made by this office under any circumstances.

4.18 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 of violation, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm/proprietor.

4.19 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. 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.
- iii. 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.

4.20 Termination for Default :

- Notwithstanding anything contained herein, the NCERT has the right to terminate the Approved Running Contract at any time, either whole or part, by giving 10 days notice to the contractor by email/ registered mail or by hand, and if needed may award the same to any other firm at the cost of the contractor, without prejudice to any other firm at the cost of the contractor or without prejudice to any other right available under the term-conditions or under law.
- Further, NCERT may without prejudice to any other remedy for breach of contract, terminate the contract in whole or part, thereof if :
 - (a) The Contractor fails to deliver any or all of the Services within the time period (s) specified in the Contract or Job Order issued to the Contractor, or within any extension thereof granted by NCERT pursuant to Contract.
 - (b) The Contractor fails to perform any other obligation (s) under the contract.
 - (c) The Contractor, in the judgment of NCERT, has engaged himself in fraud and corrupt practices.

5 Consortium

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

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

Annexure-I

To,
The Secretary,
NCERT, Sri Aurobindo, Marg,
New Delhi-110016.

Subject: Submission of Technical and Financial Bid for Award of Rate Contract for Repair and Maintenance of Furniture / Tapestry / office of NCERT.

Sir,

With reference to your Tender No.F. 3 – 3 / 2021 – 22 / R&M / Furniture dated _____ on the subject mentioned above, the undersigned have read the terms and conditions of the tender and submitting Technical Bid and Financial bid in sealed envelope as per following details

Envelope 'A' Technical Bid Index:

Sl.No.	Particulars	Page Number
1.	Bid Document (duly stamped and signed by authorized signatory on each page of the Tender document/bid))	
2	Proforma of Technical Bid – Annexure II (filled all the rows , duly stamped and signed by authorized signatory)	
3.	Proof of Office Address/Registration of bidders in NCT of Delhi (copies to be duly stamped and attested/ signed by authorized signatory)	
4.	PAN Card (copies to be duly stamped and attested/ signed by authorized signatory)	
5.	GST Registration (copies to be duly stamped and attested/ signed by authorized signatory)	
6.	Details of Tender Fee Rs. 500/- (Copy to be enclosed) original DD/BC/BG/FDR to be submitted separately in sealed envelope	
7.	Details of EMD Rs. 5000/-/- (Copy to be enclosed) original DD/BC/BG/FDR to be submitted separately in sealed envelope	
8.	Copy of MSME/NSIC registration / Affidavit claiming exemption to EMD/tender fee as per Govt. of India, Ministry of Finance, Department of Expenditure Procurement Policy Division Office	

	memorandum No. F.9/4/2020-PPD dated 12 th Nov.2020 Annexure Annexure D	
9.	Proof of Experience (Self Attested Copies of job/supply order alongwith completion certificate of experience certificate for the year 2017-18,2018-19,2019-20 as per annexure D	
10.	Proof of Turnover (CA Certificate or balance sheet) for the year 2017-18,2018-19,2019-20	
11.	Tender Acceptance Letter as per Annexure - A	
12.	Non Black listing / Non Debarment affidavit as per Annexure B	
13.	Letter of authorized signatory on firms letter head	
14.	Compliance Statement Certificate as per annexure E	

2. It is to certify that above information are correct and duly certified copy of relevant documents in the proof of above is enclosed herewith. All pages of the Technical bid have been numbered, indexed and the document is final for all purpose. The technical bid sealed and enclosed under sealed envelope.

3. Envelop B comprising of Financial Bid Document as per Annexure – III duly filled Rates in numbers and words and sealed separately.

Signature of the Authorized Signatory
of the Bidder With seal of firm



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 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				
	a. Telephone No.				
	b. E-mail Address				
2.	Experience		Details to be furnished. (Documents of Job order/supply order along with completion certificate to be enclosed as a proof of experience)		
	Year	Name of Organization (s)	From	To	No of Years
	2017-18				
	2018-19				
	2019-20				
3.	Turnover		Turnover certificate duly attested by CA or balance sheet to be submitted		
			2017-18	2018-19	2019-20
	Turnover in Rs.				
4.	Tender fee of Rs. 500/- (non-refundable)		Self-attested scanned copy of DD/BG/BC of Rs. 500/ in favour of Secretary NCERT on account of fee of tender document must be submitted and original must be submitted in R&M Section before last date and time.		
5.	EMD of Rs. 5000/-		Self-attested scanned copy of DD/BC/BG/FDR of Rs. 5000/- 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		Self-attested scanned copy of PAN Number to be submitted. However, PAN card in the name		

	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.	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 firm.	
8.	Bank details of 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. 2017-18, 2018-19 & 2019-20 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	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:



PROFORMA FOR FINANCIAL BID

To,

The Secretary
NCERT
Sri Aurobindo Marg, New Delhi-110016

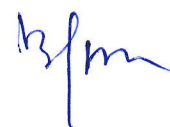
Subject: Quotation for providing services of repair of Furniture/Tapestry item of NCERT.

Sir,

With reference to your Tender No. No. F. 3 -3 / 2020-21 / R&M / Furniture / dated _____ on the subject mentioned above, the undersigned have read the terms and conditions of the tender and quote the rates as under :-

Price Bid (Price Schedule) of Job Items for Furniture Items

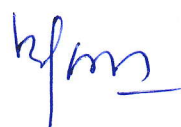
S. No.	Name of Job Item	Price of Unit Job / Spare Part (Rs.) with Labor charges for installation	GST Rate In %	GST Amount In Rs.	Total price of Unit Job Item rounded to nearest Rs. (both in figure & words)
1	2	3	4	5	5=3+5
	Steel Almirah Big 6'X3'X20" & Small (4'X3'X20")				
1	Providing and Fixing Locking System (Including Handle, Lock, Chaker Lock, Rods, Plate, Lock Cover, Bush, Screws, etc)				
2	Providing and Fixing Legs (one set 2 No.)				
3	Providing and Fixing Self, Shelf Hook, Screws Including Paint, etc,				
4	Providing and Fixing Steel Base				
5	Minor Repair				



6	Denting and Spray Painting (Big Almirah)				
7	Denting and Spray Painting (Small Almirah)				
	Steel Book Self Big 6'X3'X15" / Small (4'X3'X15")				
8	Providing and Fixing Handle & Lock				
9	Providing and Fixing Glass				
10	Providing and Fixing Steel Base				
11	Minor Repair				
12	Providing and Fixing Book Self Including Hooks and Channels				
13	Denting and Spray Painting (Big Book Shelf)				
14	Denting and Spray Painting (Small Book Shelf)				
	Steel Table With Wooden / Metal Top				
15	Providing and Fixing Lock, Lock Cover Handle, Spring and Lock Patti.				
16	Providing and Fixing Leg Rubber				
17	Providing and Fixing of drawer box				
18	Adjustment of drawer / Minor Repair				
19	P/F Table Top with Sunmica Per / Sq. ft.				
20	Denting and Spray Painting				
	Steel Visitor Chair, Steel Cushion Chair, Executive Chair, Revolving Chair, Computer Chair, Easy Chair, High Back Chair, etc.				
21	Replacement of Complete New Seat (Including Cushion, Foam & Cloth, (Matthe) Ply Wood / Plastic Seat)				
22	Replacement of Complete New Back (Including Cushion, Foam & Cloth, (Matthe) Ply Wood / Plastic Back				
23	Replacement of New Ply Wood / Plastic Seat				



	& Back				
24	Overhauling / Greasing				
25	Painting of revolving chair				
26	Welding per point				
	Sprit Polish of Wooden Furniture				
27	Officer table				
28	Clerk table / Computer Table, Asstt. Table				
29	Officer chair				
30	Easy chair				
31	Side table / Side rack				
32	Centre table				
33	Sofa per seat				
34	Setty per seat				
35	Almirah (Big)				
36	Almirah (Small)				
37	Stool, Double Step Stool				
38	Book shelves				
39	Notice board				
40	Showcase				
41	Conference table				
42	Providing And Fixing Renovation Of Single / Two / Three Sitter Sofa High Back With Change of Leatherette As Pr Design (Seat & Back) Rate to Be Quoted Per Seat				
43	Providing And Fixing of Foam 1, 2, 3, Seatter Sofa High Back as per Design (Seat & Back) Rate to Be Quoted Per Seat				
44	Providing And Fixing Cloth (Matthe) and Foam of 45 Density For 1 / 2 / 3 Seatter Sofa High Back (Seat & Back) Rate to Be Quoted Per Seat				
45	Providing and Fixing Renovation of Executive High Back officer Revolving Chair with Change of Leatherette and Foam				



	45 Density as per design (Seat & Back)				
46	Providing and Fixing Executive Revolving Chair Handle As Per Sample				
47	Providing and Fixing Steel Base for Executive Chair / Revolving chair / Computer Chair / High Back Chair / Easy Chair etc.				
48	Providing and Fixing Plastic Base for Executive Chair / Revolving chair / Steel Visitor Chair / Computer Chair / High Back Chair / Easy Chair etc.				
49	Providing and Fixing Plastic Base Nut & Bolts And Repairing Executive Chair / Revolving chair / Steel Visitor Chair / Computer Chair / High Back Chair / Easy Chair etc.				
50	Providing and Fixing Easy Chair High Back Change of Leatherette and Foam 45 Density As Per Design (Seat & Back)				
51	Providing and Fixing of Cloth (matthe) and foam of 45 Density Easy Chair high back (seat & back)				
52	Providing and Fixing New Cushion 21"X22"X4"				
53	Providing and Fixing New Cushion 18"X18"X4"				
54	Providing and Fixing Leatherette Reputed Make In 1,2,3, Seater Sofa (Seat & Back) Rate to Be Quoted Per Seat				
55	Providing and Fixing Cloth (Matthe) Reputed Make in One / Two / Three Seater Sofa (Seat & Back) Rate to be Quoted Per Seat & Back				
56	Providing And Fixing Cloth (Matthe)				



	Reputed Make and Foam 45 Density in Executive Revolving Chair (Seat & Back)				
57	Providing and Fixing Cloth (Matthe) Reputed Make and Foam 45 Density In Revolving Chair / Computer Chair / Steel Visitor (Seat & Back)				
58	Providing and Fixing Cloth (Matthe) Reputed Make and Foam 45 Density In Steel / Wooden Easy Cushion Chair (Seat & Back)				
59	Providing and Fixing Cloth With Foam 45 Density (Matthe) Reputed Make In Stool				
60	Providing And Fixing Revolving Chair Executive Chair / Computer Chair / Visitor Chair / Easy Chair High Back New Wheel Change 01 Set (05 Wheels) Wheel)				
61	Providing And Fixing Revolving Chair Hydraulic Shocker (01 No.)				
62	Providing And Fixing PU Handle (One Set of 02 Nos.)				
63	Providing And Fixing of Base Plate (Tilting Machine)				
64	Providing and Fixing Key Board / Drawer Channel (One Set 02 Nos.)				
65	Providing and Fixing Key Board Base				
66	Providing And Fixing Wooden Ply 3mm Per Sq. Feet.				
67	Providing And Fixing Wooden Ply 6 mm Per Sq. Feet.				
68	Providing And Fixing Wooden Ply 12mm Per Sq. Feet.				
69	Providing And Fixing Wooden Board 3/4" Per Sq. Feet.				
70	Providing And Fixing Wooden Board 1" Per				

	Sq. Feet.				
71	Providing And Fixing Sunmica 1.5 mm Per Sq. Feet.				

I/We undertake that I/we shall furnish the Performance Security within fifteen days after issue of notification of award for an amount equal to 25000/- in the form of demand draft or Fixed Deposit Receipt (in original) or Bank Guarantee in an acceptable form from any Nationalized/Commercial Bank in favour of **Secretary, NCERT payable at New Delhi**. Performance Security shall remain valid for a period of six months beyond the date of completion of all contractual obligations of the supplier. No interest will be paid on amount, the same will be refunded when the contract is over and after clearing all dues.

I/We also agree to abide by this Bid validity period of 180 days from the date of opening of Technical Bid. It shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988"

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

I/We attach here with an affidavit confirming that the information furnished in the Bid is correct to the best of our knowledge and belief.

I/We clarify/confirm that we comply with the eligibility requirements of the bidding documents till our contract remain in operation/force.

Dated this _____ day of _____ 20

Signature of the Authorized Signatory
of the Bidder with seal of firm

Handwritten signature

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 Repair work 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)

h/m

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/-)

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:

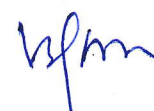
Place:

kp/m

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
REPAIR AND MAINTENANCE (R&M) SECTION

Completion Certificate

01	DEPARTMENT / SECTION	
2	NCERT's Job Order Number & Date including Additional Job Order Number & Date	
03	List of Jobs which has been done (strictly as per main and additional Job Order)	
04	Certified that above stated Job(s) have been done as per the Job Order referred above. The Spare Parts of reputed make with ISI Grading & correct quantity has been replaced as per job order. The list of old replaced Non-consumable spare parts on our letter head along with the parts has been submitted along with this bill. Name & Signature of the Firm ----- Date ----- Rubber Stamp	
05	Certified for details given as above stated job (s) and has/have been done by the Firm under our supervision as per the Job Order referred above. The Spare Part (s) which has / have been replaced are of reputed make/quality and correct quantity. The Non-consumable old spare part(s) has/have been deposited by the Firm. The Functional Test of the Item (s) after repair/maintenance has/have been found satisfactory. <u>Signatures with, Name & Designation of:</u> Supervisory Technical Staff of R&M Section Authorized official of User With stamp	



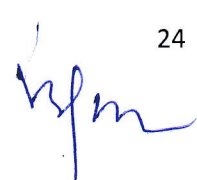
ANNEXURE-D

EXPERIENCE CERTIFICATE

Certified that M/s.....has Provided / is
providing Repair work Service of Furniture items in this PSU/ Government
Department/organization Satisfactorily for the period from

.....to.....

Authorised signatory
with Office Seal /Rubber Stamp



Compliance Statement Certificate

I/we do hereby state that each terms and conditions of the tender documents have strictly been complied and nothing has been concealed or left as required in the tender document.

Authorized signatory with Rubber Stamp

Dated:

Place

