

**No.14014/1001/2011-GA**  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce

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Udyog Bhavan, New Delhi,  
Dated the 10<sup>th</sup> August, 2016.

**NOTICE INVITING TENDER (RE-TENDER)**

The Department of Commerce invites quotations for Rate-contract of upholstery/cloth of sofa-sets, chairs etc. from reputed firms. Quotations/ bids should be in a sealed cover superscribed "**Quotations for Rate-contract of Upholstery work for sofa-sets, chairs etc.**" for a period of one year from the date of award of contract.

2. The quotation may be submitted to the Section Officer (GA Section), Room No. 27-C, Udyog Bhavan, New Delhi latest by **3.00 P.M. on 30<sup>th</sup> August, 2016**. The quotations will be opened on the same day at **4.00 P.M. in Room No. 548** of Department of Commerce, Udyog Bhawan. The representative of the firm who wish to be present at the time of opening of the tender may do so.

3. The quotations must be accompanied by an EMD of Rs. **10,000/-** (Rupees Ten Thousand) drawn in favour of Under Secretary (Cash), Departmentt. of Commerce, Udyog Bhavan, New Delhi. The quotations without EMD shall be summarily rejected. The Earnest Money deposit will be returned to all the unsuccessful bidders after finalization of the contract.

4. The participating firm/ agencies shall submit their quotations in the prescribed proforma **at Annexure – A & B alongwith documents mentioned in this Tender document** in sealed cover addressed to the undersigned, with the cover superscribed as "**Quotations for Rate-contract of Upholstery work for sofa-sets, chairs etc.**".

5. The terms and conditions of the proposed Rate-contract are annexed.

- i. The period of the Contract is one year from the date of awarding of Contract.
- ii. The work shall be carried out in the premises of Department of Commerce, Udyog Bhavan, New Delhi only.
- iii. The contract is comprehensive and no charges other than approved rates will be paid.
- iv. The firm shall provide working telephone/ mobile nos. of the Supervisor and workers.
- v. The firm should quote PAN No., VAT No. and Service-Tax No. on each bill.
- vi. The firm should have valid Factory Licence issued by the Govt. authority concerned,

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- vii. The approved rates will not be enhanced during the currency of contract.
- viii. No advance payment will be made in any case.
- ix. No transportation charges will be paid.
- x. The assigned work shall have to be carried out promptly. In case the Department orders for immediate completion of work, the firm shall be bound to do so without extra charges.
- xi. The work shall have to be carried out to the satisfaction of the Department failing which the contract is liable to be cancelled and performance guarantee will be forfeited.

6. The successful bidder shall have to furnish a Performance Guarantee of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft or Bank Guarantee drawn on any nationalized Banks or Fixed Deposit Receipt valid for a period of sixty days beyond the date of contractual obligations of the bidders in favour of Under Secretary (Cash), Department of Commerce. It will not carry any interest and will be refunded on satisfactory completion of the contract.

7. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+ 15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises.

8. All bidders are requested to read and understand the terms and conditions of the contract carefully before submitting their quotations. It may also be noted that Department of Commerce reserves the right to reject any or all the bids without assigning any reason.

9. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Act, as amended from time to time.

10. The conditional bids shall not be considered and will be outrightly rejected in very first instance.

11. All the entries in the tender document should be legible. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid form. In such cases the tender shall be summarily rejected.

12. The Department reserves the right to reject any or all the quotations without assigning any reason.

13. The tenderers should sign and stamp on each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same alongwith the bid. The tenderer would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms.

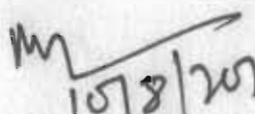
14. Agencies shall not have been debarred/ blacklisted by any Ministry/Department of the Government of India. The tendering firms/ bidders shall have to submit notarized affidavit issued on recent dates on a stamp paper of appropriate value to this effect that they have not been debarred/ blacklisted or their business dealings with the Government Ministries/ Departments have not been banned.

15. The contract can be terminated by this Department at any time without assigning any reason. The decision of the Department will be final and binding upon the contractor.

**16. The successful bidder will have to furnish a certificate that they have not been awarded Rate-contract for upholstery of sofa set, chairs etc. by other Government Department/ office at a rate lower than the rate quoted here.**

17. The tender is subject to the provision of Rule 160(ii) of General Financial Rules, 2005 which enables a bidder to question the bidding conditions, bidding process and/or rejection of its bid. Accordingly, enquiries in this regard by a bidder will be responded if the request is received in time, in writing, in GA Section of this Department.

18. The tender notice is available at the web site of the Department at <http://commerce.nic.in>.

  
10/8/2016  
(Mukesh Kumar)  
Section Officer (GA)  
Ministry of Commerce and Industry  
Deptt. of Commerce  
Udyog Bhawan, New Delhi  
Tele: 23062521

## Proforma for checklist for details of the firm

Sl. No.	Particulars	Reply	Page No. must be mentioned against each document.
1.	Name of the Agency		
	Office address of the Agency		
	Office Phone/ Fax.		
2.	Name and contact no. (preferably mobile) of the contact person		
3.	Details of Earnest Money Deposit (EMD)		
	Amount (in Rs.) (Rs. 10,000 only )		
	No.		
	Date of issue		
	Name of issuing bank		
4.	Whether exempted from EMD		
	If yes, please specify and attached copy of the relevant certificate/ order		
5.	Details of Bank Account  (Copy of Bank Mandate form duly certified by the bank may be enclosed to the effect)		
6.	PAN Card No.		
7.	TIN No.		
8.	Service Tax No.		
9.	Factory Licence No. with validity		
10.	Status of the Agency (Individual/ Partnership/ Firm/ company)		

Signature of the authorized signatory  
of the bidder with date and the seal of the firm

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**List of upholstery and misc. works**

S. No.	Item of work	Rates (in Rs.) Excluding of taxes
1	Complete renovation of sofa set on per seat basis including providing tat, jute, cotton, dori, spring etc. except cloth and cushion	_____
2	Stitching of Sofa set – 3 seater including all material except cloth & cushion	_____
3	Stitching of Sofa set – 2 seater including all material except cloth & cushion	_____
4	Stitching of Sofa set- 1 seater including all material except cloth & cushion	_____
5	Stitching of Executive Chair including all material except cloth & cushion	_____
6	Stitching of Visitor chair/computer chair/Revolving chair including all material except cloth & Cushion	Visitor Chair _____ Comp. Chair _____ Revol. Chair _____
7	Stitching of loose Head cover/arm cover/seat cover of sofa seat	_____
8	Stitching of loose seat cover/ head cover of Executive chair, Visitor chair, Computer Chair and Revolving chair	Exe. Chair _____ Vis. Chair _____ Comp. Chair _____ Rev. Chair _____
9	Stitching of curtain with/without plates	With plates _____ Without plates _____
10	Providing & fixing of Cushion of sofa seat (ISI mark) Foam 4' Density -40/50	_____
11	Providing & fixing of Cushion of chair (ISI mark) Foam 2' Density - 40/50	_____
12	Supply of U foam size 6'x3'x1' (ISI mark)	_____
13	Stitching of one panel plain curtain with rings/hooks	With rings _____ With hooks _____
14	Stitching of one panel plate curtain with rings/hooks	With rings _____ With hooks _____
15	Cloths for Sofa set/ chairs, etc. (at least three types – Quality-wise with name and specification of the same may be enclosed)	Per metre I _____ II _____ III _____
16	Cloths for curtains (at least three types – Quality-wise with name and specification of the same may be enclosed)	Per metre I _____ II _____ III _____
17	Cushions for sofa/chairs, etc.	Per seat Sofa/ chair _____ etc. _____

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