

No. 27018/22/2019-Ad.III  
Government of India/भारत सरकार  
Ministry of Home Affairs/गृह मंत्रालय  
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Hall No. 2, North Block,  
New Delhi: the 12<sup>th</sup> Feb., 2020

**e-TENDER NOTICE**

e-Tender is invited under two bid system for preparation of Name plates, placards, direction boards, banners and miscellaneous civil works in the Ministry of Home Affairs, New Delhi. The contract will be initially valid for a period of **One Year (12 months)** from the date of award of contract.

2. The firms who are interested, are required to submit their Bids online through e-procurement portal <http://eprocure.gov.in/eprocure/app> only. Tenders sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc., are also required to be scanned and uploaded along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. Only such firms are eligible to submit their tender/bid which fulfills following conditions.

- a) Proof of Registration with the Delhi **Sales Tax/Delhi Value Added Tax (DVAT) Act 2004/GST**; Proof of Service Tax/GST Registration Certificates;
- b) Proof of PAN Card; and
- c) Proof of Turnover during the last three (3) years @20 Lakh per annum minimum.

4. The **Earnest money Deposit (EMD)** of **Rs.1,00,000/-** (Rupees One Lakh only) in the form of Demand Draft/Pay Order/Bankers cheque drawn in favour of **Drawing & Disbursing Officer (Cash)**, Ministry of Home Affairs, New Delhi has to be submitted to the Section Officer (Ad.III), MHA, New Delhi (Hall No. 2, Jalebi Chowk, North Block, New Delhi) by **11:00 A.M. till 05/03/2020**. The sample of items mentioned in Annexure-II has to be submitted by the bidders to AD-III Section and obtain a certificate from any of committee members. The Earnest Money will be refunded to the un-successful bidder's after finalization of the contract. After award of contract the contractor has to deposit **Rs.2,00,000/-** in the form of **FDR** in favour of **DDO(Cash), MHA, New Delhi** as Performance Security Deposit to be valid up to 14 months from the date of commencement of contract.

6. All entries should be legible and filled clearly, if the space provided for furnishing information is insufficient; a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction in the Bid is permitted.

7. The interested, firms may quote their rates indicating the charges for all the items in respect of the name plates, placards, direction boards, banners and miscellaneous civil work as per the proforma given at **Annexure-II**.

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8. The contract shall be awarded initially for one year which can be extended further on the basis of satisfactorily service as well as on mutual understanding. The rates quoted should be valid for one year. Conditional bids shall not be considered and will be rejected summarily.

9. The Bid shall be opened online on the scheduled date and time at **11:00 A.M.** on **06/03/2020**.

10. No bidding firm will be allowed to withdraw its bid after opening of bids. If any firm intends to withdraw after opening of Technical Bid their EMD will be forfeited.

11. The Ministry reserves the right to reject any or all the tenders at any time or relax/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof, any inquiry after submission of the quotation will not be entertained.

12. The tender documents can be downloaded from the e-procurement portal/websites: <http://eprocure.gov.in/eprocure/app> from **12/02/2020** to **05/03/2020** up-to **11:00 A.M.**



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Under Secretary to the Govt. of India.  
Tele. No. 23094956

## Terms and conditions of the contract shall be as under:-

1. Period of Contract initially would be for one year (12 months). However, the contract would be further extended for maximum two (2) years on the basis of satisfactory service provided by the firm during the above mentioned period.
2. The contract can be terminated by this Ministry at any time without assigning any reason thereof. The decision of this Ministry shall be final and binding on the contractor/firm.
3. Payment will be made to the contractor after the successful completion of the work. No advance payment will be made to the firm.
4. The rates as quoted will be valid during the whole contract period. Request for increasing the rates between contract period shall not be entertained.
5. The Contract will be awarded to the firm on the basis of lowest (L-1) rates quoted as well as on the basis of quality of samples submitted by firm in accordance with **Annexure-II. (The unrealistic rates quoted by the firm may not be accepted for any of items and the bid of said firm will be rejected summarily).**
6. The tenders received after the specified date and time will not be considered. The Ministry reserves the right to reject any quotation/bid as a whole or in part without assigning any reason.
7. The tenders received without earnest money will not be considered. The earnest money will be returned in respect of the unsuccessful bidders after finalization of tender process. No interest will be paid on this earnest money.
8. The successful bidder will have to deposit **Rs.2,00,000/-** in the form of **FDR** in favour of **DDO (Cash), MHA, New Delhi** as Performance Security Deposit to be valid up-to 14 months from the date of commencement of contract.
9. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall be responsible for payment of wages/settlement of dues of workers/employees engaged as per Labour Law and this Ministry shall not be a party to any dispute between the contractor and workers/employees. There would be no relationship between this Ministry and labour/employees so engaged by virtue of this contract.
10. The contractor should have provided services for the similar work (as per Annexure-II) at least with **two** Government Departments in preceding three years. Performance Certificates and Award letters in this regard be uploaded in support of e-bid.
11. The firm should have a valid registration certificate of Service Tax/GST/TIN/PAN No. etc. and annual turnover of the firm should be more than Rs.20,00,000/- per annum for the last three years. Copies of the same has to be uploaded with Technical Bid duly certified by the Chartered Accountant.
12. The firm should not have been black listed by any Ministry/Department of the Government of India. The tendering firm/bidders shall have to give an undertaking stating that they have not been blacklisted & banned with the Government Ministries/Departments.

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13. Each page of the tender document must be signed with seal of the proprietor/signing authority. If any information furnished by the contractor is found to be incorrect at any time, the tender/contract is liable to be terminated without any notice. No irrelevant document should be uploaded with Technical bid to confuse the Department. Only required document as per the tender document be uploaded. Otherwise, bid of those bidders will be rejected summarily. Index and page numbering of uploaded document required as per tender document should be done by the firm.
14. The bidder should give a certificate in their letter-head stating that the character and antecedents of the persons to be engaged/deployed for the said work in this Ministry are duly verified by the Delhi Police.
15. After award of the contract, satisfactory report duly signed by the user be submitted with the bills to claim the payment.
16. Office of the firm should be within the Delhi NCR. Execution of assigned work for Group 'A' and Group 'B' of Annexure-II should be done by the firm within 2 (two) and 5 (five) days of issue of work order respectively. In case of failure in execution of assigned work by the firm, a penalty of Rs. 500/- per day will be imposed.
17. Samples of material to be used for the work/item required as per Annexure-II should be submitted by the bidding firms. In this regard, the decision of committee so constituted by the Competent Authority would be final in accordance with the quality as well as rates of samples deposited by the firm. A certificate issued by the Committee towards deposit of sample in this Ministry must be uploaded with the bid.
18. Tender awarded for the work/items mentioned in Annexure-II will automatically cancelled as and when/as soon as these will be available on GeM portal in the category which they belong.



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Copy to :-

1. Section Officer. I.T. Cell, MHA, North Block with the request that above mentioned tender notice may kindly placed on the MHA's website for information of general public.
2. The Caretaker, North Block, NDCC-II Bldg., MDCNS, Jaisalmer House, New Delhi for pasting the copy of the tender notice on the Notice Board in their respective buildings.



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ANNEXURE-I

Sl. No.	Criteria	To be filled by Tenderer (attach the relevant document, if required and mention the page no.)
1.	Name of the Agency:	
2.	Nature of Agency: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a PSU)	
3.	Full Address of Registered Office alongwith Telephone No., Fax No. and e-mail address	
4.	Full Address of Operating/Branch Office in Delhi alongwith Telephone No., Fax No. and e-mail address	
5.	Registration No. of the Agency/Firm	
6.	PAN of the Firm	
7.	GST of the Firm	
8.	Proof of turnover during the last three years (According to tender document)	
9.	Performance Certificate and Award letters for execution of work as per Annexure-II for at least three Government Departments in the preceding three years.	
10.	EMD of Rs. 1,00,000/-(Rs. One Lakh only) DD No. / Date / Amount / Drawn on	
11.	Sample Deposited (Certificate issued by the any member of committee)	



ANNEXURE-II

Item No.	Name of Items	Rates (Rs.)		
		Basic	Tax	Total
<b>A</b>				
1.	Supply of Name plates (teak wood) with dark spirit polish along with two hooks per sq. inch.			
2.	Ground Painting of old wooden name plates per sq. inch.			
3.	Supply of placards for meeting/conferences (each)			
4.	Supply of direction panels for the meetings/conferences (24"*18") each			
5.	Direction Arrows (in red colour) for meetings/conferences (each)			
6.	Writing of letters on placards, name plates, direction panels cards, furniture equipments, staff car etc. (1) 1" to 2" height per letter (2) 2" and above height per letter			
7.	Supply of Poplin cloth banner with writing (per sq. ft.)			
8.	Supply of Reshmi cloth banner with writing (per sq. ft.)			
9.	Supply of Flex banner with writing (per sq. ft.)			
10.	Rope for banner (per piece)			
11.	Stick (wood) for hanging the banner (per piece)			
12.	Black plastic sheets on which brass letters are fixed up (per sq. inch)			
13.	Supply of brass letters of size 1" to 2" per letter			
14.	Supply of Iron boards (per sq. ft.)			
15.	Plastic name plates (per sq. inch)			
16.	Ground painting of large boards (per sq. ft.)			
17.	Painting of (1) Steel Almirah (Big Size) per sq. ft. (2) Steel Almirah (small size) per sq. ft. (3) Plain Items i.e. Door/Partition etc. (per sq.ft.) (4) Steel Rack (per sq. ft.)			
18.	Spirit polishing on plain items i.e. Door/Partition etc. (per sq. ft.)			
19.	Providing & fixing of Brass Plate with engraving (per sq.inch)			



<b>B (Miscellaneous Civil Work)</b>				
1.	Wooden Partition (per sq. ft.) With 2½ x 1½" hardwood frame, 8 mm ISI mark commercial ply, 4 mm teak ply/mica, 1st class teakwood moulding, margins, glass etc. with melamine polish.			
2.	Gypsum Partition (with good quality gypsum PVC laminated) (per sq. ft.)			
3.	Aluminium Partition (per sq. ft.): Anodised Powder Coating			
4.	Toughened Glass Partition (12 mm with fitting) (per sq. ft.)			
5.	Door (with lock, handle, etc.) (per sq. ft.) (A) Wooden (B) Gypsum (C) Aluminium (D) Toughened Glass			
6.	Frosted Film on Glass Door (per sq. ft.)			
7.	Wooden Flooring (Pergo/Action/Vista) (per sq. ft.) (A) 8 mm (B) 12 mm			
8.	Vinyl Flooring with PVC corner lines (LG/Wonderfloor) (per sq. ft.) (A) 1 mm (B) 1½ mm			
9.	Polishing of Furniture (A) Wooden Chair (B) Wooden Table (C) Sofa (per seat) (D) Wooden Almirah/Rack (Big) (E) Wooden Almirah/Rack (Small) (F) Brass Rods (per running feet) (G) Pelmet (each) (H) Brackets (each) (I) Pots (each) (J) Name Plates (per sq. inch)			
10.	Painting of Room (Asian Paints) (per sq. ft.)			
11.	White Wash (Distemper) (per sq. ft.)			
12.	Painting of Fan (each)			
13.	False Ceiling (per sq. ft.)			
14.	Vertical Blinds (per sq. ft.)			
15.	Window Curtain with rod, accessories and all material (per meter)			
16.	Roller Blinds (per sq. ft.)			

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17.	Renovation of Sofa (Per Seat) including jute, tat, canvas, niwar, markin, cushion & foam etc.			
18.	Renovation of Chair (Per chair) with cloth, fabric, foam etc.			
19.	Wooden Panelling (per sq. ft.) With 2 x 1" Hardwood/Aluminium frame, 8 mm ISI mark commercial ply, 4 mm teak ply, 4 mm teak ply/mica, 1st class moulding, margins etc. with melamine polish.			
20.	Removing of Wooden Partition (per sq.ft.)			
21.	Removing of Wooden Flooring (per sq.ft.)			
22.	Removing of False ceiling (per sq.ft.)			
23.	Table Glass (per sq.ft.) (A) Plain                    5 mm / 6 mm / 8 mm / 10 mm / 12 mm (B) Brown/Black        5 mm / 6 mm / 8 mm / 10 mm / 12 mm (C) With Babelling    6 mm / 8 mm / 10 mm / 12 mm			

