

dated:- 27/10/2021

No. F.6 (360)/CTO/Lab/20-21/5242-5245

EC(424)CT-LAB/20-21/1

Subject: Notice inviting tender for repair & maintenance of Steel Almirah at Office of the Labour Commissioner, GNCTD, 5Sham Nath Marg Civil Line.

Office of the Labour Commissioner, GNCTD invites sealed tenders from competent Firms/ Agencies for repair & maintenance of steel Almirahs at Care Taking Branch, Labour Department, GNCT of Delhi.

Bids/quotations are required to be submitted in separate sealed covers addressed to the Dy. Labour Commissioner, Care Taking, Labour Department, 5-Sham Nath Marg Civil Line, Delhi-110054 so as to reach us on or before 16.11.2021 up to 3.00 pm, duly super scribing the work i.e. "Tender for repair & maintenance of steel Almirah at Labour Department, GNCTD" 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 Care Taking Branch, HQ.


27/10/21
Dy. Labour Commissioner (C.T.)

Copy forwarded to:-

- 1 P.A to Labour Commissioner, Labour Department, GNCTD.
- 2 DCA, Accounts Branch, Labour Department, GNCTD.
- 3 System Analyst, EDP Cell, Labour Department GNCTD with the direction to upload this order on the website of Labour Department..
- 4 Guard File.

REPAIR & MAINTENANCE OF STEEL ALMIRAH/FURNITURE AT LABOUR DEPARTMENT GNCT OF DELHI

01. Parties:

The parties to the Contract are the Tendering Firm/ Agency and Office of the Labour Commissioner, GNCTD.

02. Scope of Work

(a) Repair & maintenance of steel almirah is to be carried out in the premises of Labour Department, HQ, 5-Sham Nath Marg, Civil Line.

(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 Labour Department or at the workshop of the Bidder shall be liability of the Bidder and Department, 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.

03. Eligibility Conditions:

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

04. Preparation and Submission of Tender:

- Tender shall be submitted in official tender form only. If submitted in any other form, the same shall be summarily rejected.
- Envelope must contain address of the Bidder, and should be superscribed with the statement "Tender for repair & maintenance of steel Almirahs".
- The tender must be sent by post to Dy. Labour Commissioner (C.T), Labour Department, 5-Sham Nath Marg, Civil Line, Delhi-110054 or put in the tender box kept at Care Taking branch

there.

- The tender will be submitted **before 3:00 PM on 16.11.2021**. It will be opened at 3:30 PM on 16.11.2021 in the presence of intending Bidders, if any.
- 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.
- 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.
- The consolidated price quoted shall be firm and final and payable for the items repaired and maintained at the site.
- The quoted rates shall include all taxes, duties etc. as applicable and no extra shall be payable on this account.
- The Bidder should also submit an undertaking regarding blacklisting, as given in Annexure II.

05. 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. Care Taking Branch 3rd floor C-Block Labour Department 5-Sham Nath Marg Delhi-110054. Labour Department will not be responsible for unawareness of facts.

06. Validity of Bids:

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

07. Criterion for Evaluation of Tenders:

- 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 Department will not be responsible / required to abide by the same.
- The tender shall be awarded on the total value of all the items. Quoting rates for all the items is therefore, mandatory.

08. Right of Acceptance and Other Provisions:

- The acceptance of the tender rests with Labour Department. The Department 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. Labour Department also reserves the right to modify and/ or relax, any terms & conditions of this tender document to safeguard its interest.
- Labour Department reserves the right to black list a defaulting Bidder.
- Any inquiry after submission of the tender will not be entertained.
- Labour Department reserves the right to call off/ cancel the tender process without assigning any reason whatsoever, at any stage.
- Labour Department 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.

09. Time Schedule for Completing of work:

The work must be completed within 60 (Sixty) days from date of issue of the supply order.

10. Breach of Terms and Conditions:

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

11. Terms of Payment:

- (c) Payment shall be made through NEFT transfer only and TDS as applicable will be deducted, after satisfactory completion of work.
- (d) No advance payment will be made.

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

5. Price Bid

A. Steel Furniture Items

Sl. No.	Description	Rate (Rs.)	Amount (Rs.)	Remarks
1.	Painting of Steel Almirah by instructed enamel paint			
2.	Steel Almirah (repair/replace of lock, as required)			
3.	Steel Almirah (repair/ replacement of handle) as required.			
4.	Steel Almirah (repair/replacement of closing mechanisms) as required.			
5.	Steel Almirah Major dent execution.			

6. **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: _____
