



UNIVERSITY HOSTEL FOR WOMEN

UNIVERSITY OF DELHI

Tel-Fax: 011-27667189 and

E-PROCUREMENT TENDER NOTICE

University Hostel for Women, University of Delhi invites tenders under Two Bid System (Technical and Financial) from reputed & eligible agencies through e-procurement for Furniture Repair/Maintenance/Polishing) & other related miscellaneous items of the University.

Item	Details/Date
EMD	Rs 20,000/-
Performance Bank Guarantee (PBG)	Rs 40000/-
Bid Document Download Start Date	17/09/2018, 11:00 A.M
Bid Submission Start Date	17/09/2018, 11:00 A.M
Bid Submission End Date	09/10/2018, 04:00 P.M
Bid Opening Date	10/10/2018, 04:00 P.M

Notes:

- (i) All details regarding the subject tender are available on our websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) **Manual bids shall not be accepted.**
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- (iv) Tender document EMD should reach **Provost, University Hostel for Women, University of Delhi, Delhi-110007**, before the end date and time of bid submission. Failing which offer will be liable for rejection.
- (v) Clarifications/ queries, if any, can be addressed to the Provost, University Hostel for Women, University of Delhi, Delhi-110007 in person or through e-mail on provost_uhw@yahoo.com or universityhostel2000@gmail.com.

PROVOST

A)	Earnest Money Deposit (Refundable)	Rs.20000/- (Rupees Twenty thousand only) in the form of Fixed Deposit receipt (FDR) or DD/Banker's cheque in favour of Provost, University Hostel for Women payable at Delhi should reach the office of University Hostel for Women, University of Delhi, Delhi-110007 before the end date and time of bid submission, failing which offer will be liable for rejection.
B)	Performance Bank Guarantee	Rs 40000/- (Rupees Forty thousand only) in the form of Fixed Deposit Receipt (FDR) in favour of Provost, University Hostel for Women payable at Delhi should reach the office of University Hostel for Women, University of Delhi, Delhi-110007 within 7 days from the date of Letter of Award of tender .
C)	Issue of Tender Document	Tender Document may be downloaded from the University website www.du.ac.in and CPP Portal http://eprocure.gov.in/eprocure/app as per the schedule.
D)	Bid Document Download Start Date and Time	17/09/2018, 11:00 A.M
E)	Bid Submission Start Date and Time	17/09/2018, 11:00 A.M
F)	Bid Submission End Date and Time	09/10/2018, 04:00 P.M
G)	Technical bid Opening Date and Time	10/10/2018, 04:00 P.M

SCANNED COPY OF THE DECLARATION/UNDERTAKING ON LETTER HEAD OF THE BIDDER TO BE ATTACHED WITH THE TECHNICAL BID

DECLARATION

- I. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- II. We are not black-listed by any Central /State Government /Public Sector Undertaking in India.

I/We undertake that the documents submitted are genuine/ authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled. If found to be having obtained, through fraudulent means /concealment of information.

(Signature of Authorization Signatory)

Name of the bidder: _____

Complete Address: _____

Contact Nos. _____

INDEX

S No.	Content	Page No.
1.	Scope of Work and terms and Conditions	5-6
2.	Technical and Qualifying Criteria	7
3.	Bid Submission	7-8
4.	Earnest Money Deposit	8
5.	Final Decision Making Authority	8
6.	Rejection Of Tender	8
7.	Amendment of Tender Document	9
8.	Opening of Financial Bid & Evaluation	9
9.	Performance Bank Guarantee	9
10.	Force Majure	9-10
11.	Terms of Payment	10
12.	Arbitration and Settlement of Disputes	10
13.	Instruction for Bid Submission	11-13
14.	Technical Bid	14
15.	Financial Bid	15-17
16.	Tender Acceptance Letter	18
17.	Check List	19

1. **SCOPE OF WORK:** Maintenance / Repairing of furniture items/articles, polishing of various furniture items, renovation / magnetic catcher/Knob/handles etc.

TERMS & CONDITIONS:

- I. The repair work is to be carried out in the premises of the University Hostel for Women (UHW) Chhatra Marg University of Delhi, Delhi-110007, as far as possible. In case separate space within the hostel is required by the agency no loading/unloading charges shall be payable.
- II. If any item is required by the agency to be taken out from the University, for repair/replacement, no loading/unloading/transportation charges shall be payable by the University. The agency shall arrange its own transportation and prior approval will be required from the concerned office/branch for this.
- III. The contractor shall ensure that during the execution of work, any reported complaint is attended to and the complaint/work done immediately, within two working days of receipt of calls/complaints.
- IV. During the execution of work, the contractor will have to keep at least one dozen new pieces of each of security locks, latches, knobs and magnetic catchers etc of approved quality in stock every time to meet any emergency so that urgent complaints may not remain unattended for want of such necessary items. Items such as security locks, latches, knobs and magnetic catchers etc should be similar to the existing items for maintaining similarity in the hostel. In addition to these items other basic items such as nails, screw, fevicol should always be available in stock.
- V. Any loss or damage of any item during repair within the premises of the UHW hostel or at workshop of the contractor shall be the liability of the contractor and the hostel may, at its discretion, deduct the total cost of the item or any part thereof from the bid of the contractor.
- VI. The contractor shall use the materials of standard quality only of repair/ polishing of furniture items as per the specifications provided by UHW.
- VII. The contractor shall maintain job card of each repair work undertaken by him. The card should be got signed by the official concerned user after satisfactory completion of work.
- VIII. Replaced items will be deposited in the UHW office.

- IX. The contractor is required to render services through his skilled staff, tools/ safety measures etc. to maintain the installation/ servicing/ equipment efficiently.
- X. The Performance Bank Guarantee shall be forfeited if there is any breach by the contractor in performance/ terms and condition of the contract. Otherwise the same shall be refunded 9 months after the completion of the contracted job.
- XI. The intending bidder must read the terms and conditions of the bid. He should only submit his bid if he considers himself eligible and he is in possession of all the required documents.
- XII. Bidder must quote rate for each item. If any column is left blank and no rate is quoted by the bidder, it will be treated that the bidder has not quoted for that item.
- XIII. The final payment shall be made only if the work is performed to the satisfaction of the Hostel within the stipulated time. Payment schedule will be finalised in relation to stages of completion of work which shall be determined upon quantum of work awarded.
- XIV. The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone nos., photograph) will have to be provided to this office.
- XV. The Hostel office reserves the right to reject any or all the quotations without assigning any reason thereof. Decision of the Provost, University Hostel for Women shall be final in this regard.
- XVI. "The lowest/successful contractor will be responsible for payment of wages/settlement of dues with workers engaged by him as per prevailing labour/wages laws in force in NCT of Delhi. The University of Delhi shall not be a party to any dispute between the contractor and the workers. Also, it is the responsibility of the contractor to deal in, if any labourer/workman suffers from injury during the work at site."
- XVII. The quoted rates shall be valid until the completion of the work by the contractor.

1. TECHNICAL AND QUALIFYING CRITERIA

- i. The bidder should have been in the business of Repair/Maintenance/Polishing & Upholstery of furniture items at least from Two years or more. **(A scanned certificate from the authorized signatory of the company is to be submitted along with the technical bid).**
- ii. List of reputed Clients/Organization being Central Govt./PSU/Autonomous Bodies or any of its constituent Labs./Instts. with whom bidder has entered into the CAMC contract for such items during last 2 years to be provided. **(Scanned copy must be attached with the technical bid)**
- iii. Copies of GST Registration certificate/ ESIC/EPF registration and PAN certificate have to be attached with Bid. **(Scanned copy must be attached with the technical bid)**
- iv. The bidder shall indicate the complete address of the Company Office and Service Centre along with the name(s) of the contract person (s) and their telephone/Fax/Mobile numbers. **(Scanned copy must be attached)**
- v. The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/ University etc. in India in last 3 years. **(Scanned copy must be attached with the technical bid)**
- vi. A tender acceptance letter must be attached along with the technical bid as per **Annexure-III**
- vii. The bidder must furnish all information in the prescribed performa only and each page of the bid and supporting documents are to be duly signed by the bidder and affixed with the seal of the company.

2. BID SUBMISSION

“Technical Bid” shall comprise of all documents as per **Annexure-I**

“Financial Bid” shall comprise of the price of the items included in **Annexure –II**

- i. Tender acceptance letter must be signed by the authorized signatory of the bidder with seal.
- ii. Conditional tenders will not be accepted.
- iii. Manual bids shall not be accepted.
- iv. Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.
- v. Tenderer/contractor are advised to follow the instructions provided in the ‘Instructions to the Contractor/Tenderer’ for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- vi. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- vii. Tenderer who has downloaded the tender from the University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with UHW hostel, University of Delhi.
- viii. Intending tenderers are advised to re-visit University website www.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

3. EARNEST MONEY DEPOSIT

- i. Earnest Money Deposit is not required to be submitted by those who are registered with Central Purchase Organization e.g. DGS&D or National Small Industries Corporation (NSIC). Relevant document would require to be furnished along with Technical Bid by such bidders.
- ii. EMD Rs 20,000/- (Rupees Twenty thousand only) in the form of Fixed Deposit receipt (FDR) or DD/Banker's cheque in favour **Provost, University Hostel for Women, University of Delhi, Delhi-110007** should reach before the end date and time of bid submission, failing which offer will be liable for rejection.
- iii. Tenders with no earnest money deposit will be summarily rejected. In case of successful bidder of the financial bids, the Earnest Money Deposit (EMD) will be returned on submission of Performance Bank Guarantee (PBG) two months after the commencement of the work awarded.
- iv. In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

4. FINAL DECISION MAKING AUTHORITY

The Provost, UHW reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the UHW hostel to the bidder(s).

5. SUMMARY REJECTION OF TENDER:

The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

6. AMENDMENT OF TENDER DOCUMENT:

Before the deadline for submission of tender, the UHW hostel may modify the tender document by issuing addendum/corrigendum.

Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.du.ac.in) and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

7. OPENING OF FINANCIAL BID AND EVALUATION

After, the Technical Evaluation of the bids, the University will open the Financial Bids of all the technically qualified bidders at notified date and time. The lowest financial rate with respect to each item shall be considered separately for award. In case one or more bidders quote same rate for an item, then the bidder, who has quoted lowest rates for more items in that category, shall be considered for award of that item.

8. PERFORMANCE BANK GUARANTEE (PBG)

Performance Bank Guarantee of Rs 40000/- (Rupees Forty thousand only) in the form of FDR (with 12 months validity) of any scheduled Commercial/Nationalised Bank in favour of the Provost, University Hostel for Women, University of Delhi shall have to be deposited by the bidder who is awarded the contract (as per rules) within 7 days of the issue of letter of Award of Contract. The Performance Bank Guarantee may be forfeited in case of for breach of any terms/conditions of the tender and if at any time during the contract period it is found that the services provided by the firm are poor/defective/unsatisfactory. The decision of UHW in this regard shall be final and binding on the firm.

9. FORCE MAJURE:

The second party, against the other, in case of any failure or omission or natural calamities such as fires, floods, earthquakes, hurricanes, or civil strikes, under any statute or regulations of the Government, lock-outs, strikes, riots, embargoes from any political reasons beyond the control of any part including war (whether declared or not), civil war or state of instruction shall give notice to other party within 30 days of the occurrence of such incident that on account of the above event the notifying party, has delayed the performance of its work as it was beyond its reasonable control and it has not occurred due to negligence or default on its part.

Either party, as and when gives notice of force majeure shall provide confirmation of such event in the form of a certificate from the respective Government department or agency or chamber of commerce. The parties shall be relieved of their respective obligations to perform, hereunder for so long as the event of force majeure continues and to the extent their

performance is affected by such an event of force majeure, provided notices as above are given and the event of force majeure is established as provided hereinabove.

10. TERMS OF PAYMENT

PAYMENT MODE: After, the award of the contract, the vendor has to submit the bill. The Payment will be released through RTGS after providing satisfactory job performance certificate from the hostel office.

11. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar or any other person as approved by the Provost, University Hostel for Women, University of Delhi. There will be no objection for any such appointment on the ground that the arbitrator is an Employee of University of Delhi or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as University of Delhi Employee, he/she has express views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may from time to time with the consent of parties change the time for making and publishing the awards. Subject to India Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The proceedings of the arbitration shall be carried out in Delhi with its jurisdiction of courts at Delhi.

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders

through SMS / e- mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent,

should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder. The bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TECHNICAL BID

1. Name of the Company
2. Address (with Tele No. fax No. & e-mail)
3. Contact person Name and mobile number
 - a) Total number of years of experience in Maintenance business. _____
 - b) Total value per year of Maintenance Business during the last three years
4. Registration Number _____
 - a) GST number _____
 - b) PAN Number _____
5. Bank details:
6. Confirm the Attachment:-

Sr. No	Documents	Whether attached	Page No.
1	The bidder should have been in the business of Repair/Maintenance/Polishing & Upholstery of Furniture items at least from two years or more. (A scanned certificate from the authorized signatory of the company is to be submitted along with the technical bid.)	Yes/No	
2	List of reputed Clients/Organization being Central Govt./PSU/Autonomous Bodies or any of its constituent Labs./Instts. with whom bidder has entered into the CAMC contract for such items during last 2 years to be provided. (Scanned copy must be attached with the technical bid)	Yes/No	
3	Copies of GST Registration certificate, ESIC/EPF Registration Certificate and PAN certificate have to be attached with Bid. (Scanned copy must be attached with the technical bid)	Yes/No	
4	The bidder shall indicate the complete address of the Company Office and Service Centre along with the name(s) of the contract person (s) and their telephone/Fax/Mobile numbers. (Scanned copy must be attached)	Yes/No	
5.	The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/ University etc. in India in last 3 years. (Scanned copy must be attached with the technical bid)	Yes/No	
6.	A tender acceptance letter must be attached along with the technical bid as per Annexure-III	Yes/No	
7.	The bidder must furnish all information in the prescribed performa only and each page of the bid and supporting documents are to be duly signed by the bidder and affixed with the seal of the company.	Yes/No	

Declaration

I/We hereby certify that the information furnished above are full and correct to the best of our knowledge. I/we understand that in case any deviation is found in the above. Settlement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

Yours Faithfully,

Date:

Place:

(Signature of the Authorized Person with seal)

FINANCIAL BID

S.NO	Description	Rate for each item (inclusive of all taxes)
WOODEN BED		
1.	Repairing of the wooden bed unit size approx. 75" x 37" x 15" (head side dimension approx. 8" x 40" x 35", foot side dimension 18" x 37") by replacing the worn out wooden teak (2.5" x 1.5"). Beading/Margin of necessary side teak wood. Refixing the sunmica of 1.0 mm thickness (Marino/Century/Greenlam) over the exposed outer surface all around the unit with fevicol, nails etc. after taking out the old sunmica and making the surface fit for pasting.	
2.	Fixing of undershelf storage units of the bed with channel 28" (Hattiz/Equivalent make) with the help of screws etc. after making necessary repair to the storage units.	
3.	Polishing of wooden bed from outside and painting with synthetic enamel paint from inside (two coats) after repairs.	
WOODEN STUDY TABLE		
1.	Repairing of the wooden study table size approx. 18" x 36.5" x 30" by replacing the worn out wooden members by teak wood of existing dimension/section. Refixing the sunmica of 1.0 mm thickness (Marino/Century/Greenlam) over the exposed top surface the table with fevicol, nails, magnetic catcher etc. after taking out the old sunmica and making the surface fit for pasting.	
2.	Fixing of side corners of the top surface with teak wood margin of appropriate dimension/section.	
3.	Fixing of undershelf sliding arrangement of the table with channel 16" (Hattiz/Equivalent make) with the help of screws. Fixing of sunmica of 1.0 mm thickness (Marino/Century/Greenlam) over the exposed top surface with fevicol, nails etc.	
4.	Repair and replacement of inner ply surface of table bottom cupboard. Polishing & fixing/replacement of magnetic catcher, knobs with nails, fevicol etc.	
WOODEN BOOK RACK		
1.	Repairing of the wooden book rack size approx. 30" x 12" x 22.5" by replacing the worn out commercial board with	

	the new one of existing dimension/section. Refixing the sunmica of 1.0 mm thickness (Marino/Century/Greenlam) over the exposed surface the rack with fevicol, nails etc. after taking out the old sunmica and making the surface fit for pasting.	
2.	Beading/ Margin to be fixed with teak wood on the side corners of the top surface of appropriate dimension/section.	
	WOODEN STUDY CHAIR	
1.	Repairing of the wooden study chair size approx. 18" x 19" x 34" by replacing the worn out wood by teak wood of existing dimension/section.	
2.	Caning of bottom side of the chair (approx area 19" x 18").	
3	Polishing of wooden chair after repairs.	
	WOODEN REST/ EASY CHAIR	
1.	Repairing of the wooden rest chair size approx. 18" x 19" x 34" by replacing the worn out wood by teak wood of existing dimension/section.	
2.	Caning of the back and bottom sides of the chair (approx area 18" x 18" and 19" x 18" respectively).	
3.	Polishing of wooden chair after repairs.	
	WOODEN FRAMED MIRROR	
1.	Beading/corner of teak wood of 1" size all around the looking mirror (approx. size 15" x 40") with nails etc. & finishing with polishing	
2.	Replacement of ply (if required) behind the glass with 6 mm thick commercial ply	
3.	Fixing of the looking glass in the room is to be done with suitable material as advised by the hostel.	

General Conditions for financial bid:-

1. The necessary commercial board, ply will be made available by the Hostel Authorities to the vender/contractor and the same should be taken out from the other non -repairable units etc. NO extra charges will be paid on account of the same.
2. After repairing all the wooden items are to be finished by polishing from outside and painted (two coats) with synthetic enamel paint from inside whenever required.
3. The lowest/successful contractor/agency has to initially make arrangement for repairing one unit of all the wooden items as per the tabled requirements and direction of Hostel Authorities. After getting approval for the same from the Hostel Authorities other units have to be repaired on the same parameters.
4. The decision of the Hostel Authorities shall be final.
5. Estimated Maximum Amount of Tender is Rs 495000/- (approx.)
6. "The lowest/successful contractor will be responsible for payment of wages/settlement of dues with workers engaged by him as per prevailing labour/wages laws in force in NCT of Delhi. The University of Delhi shall not be a party to any dispute between the contractor and the workers. Also, it is the responsibility of the contractor to deal in, if any labourer/workman suffers from injury during the work at site."
7. If electricity/water will be provided by the hostel, .10% will be recovered from the successful contractor from the bill as per payment schedule.
8. Estimated period of contract for delivery of completed work by the contractor is 10 months from the letter of award.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s)namely:
-

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No ____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/Public Sector undertaking.
6. I/we do hereby undertake that rates quoted by us are inclusive of all applicable taxes.
7. I/we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

CHECK LIST

S No.	Description	Page No.	Remarks, if any
1.	EMD (Rs.20000/-)		
2.	Annexure-I (Technical Bid)		
3.	Annexure-II(Financial Bid)		
4.	Annexure-III (Tender Acceptance Letter)		