

Annexure-I

**Government of India
NATIONAL CENTRE FOR DISEASE CONTROL
(Directorate General Of Health Services)
22, Sham Nath Marg, Delhi-110054**

**Tender Notice No.6-Stores/NCDC/ Tender/ Furniture Repair/2016-17
TERMS & CONDITIONS AND INSTRUCTIONS**

1. Sealed tender superscribed "**Annual Tender for Furniture Repair/2016-17**" are invited from to the National Centre for Disease Control, 22, Sham Nath Marg, Delhi-54.
2. The bidder is expected to examine all instructions, terms and conditions in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
3. The tender is to be submitted alongwith duly signed Terms & Conditions in a sealed cover which must be clearly marked with the "**No.6-Stores/NCDC/ Tender/ Furniture Repair/2016-17 and the due date18-05-16 (11.00 A.M.)**". The cover should be addressed to **The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-11 0054.**
1. All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MO/DGS&D/NSIC must be accompanied by a bid-security/earnest money of Rs.5000/- in the shape of MICR Bonds/Bank Drafts/Order in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above) will be considered as non-responsive.
2. Only those Firms should participate in the tender who are willing to supply all the items. In order to qualify, the Firm should quote rates for all the items listed in the Annexure-II. Tender of Firms who do not quote the rates in r/o all the items is liable to rejection.
6. The bid shall contain no interlineations. Erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.
7. Each tenderer is entitled to submit only one tender wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by him will be liable to rejection.
8. The tender must reach this office strictly not later than **18-05-16 (11.00 A.M.)** & the bid must be received by the address specified & not later than the time and date specified in the invitation for bids. In the event of the specified date for the submission of bids being declared a holiday for the purchaser, the bids will be received up to the appointed time on the next working day. The said tender will be **opened on the same day at 11.30 A.M.**
9. It is the responsibility of the bidders to see that the complete bidding documents, whether sent by post or by courier or by person are received by the time and date stipulated for receipt failing which the bid would be considered late and rejected.

10. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.

11. The bidder may modify or withdraw its bid after the bid's submission provided that written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of bids.

12. No bid may be modified subsequent to the deadline for submission of bids.

13. All Stores should be subject to inspection on receipt and purchaser shall have full discretion to accept or reject. Rejected supply should be removed within 15 days from date of intimation otherwise it will be disposed off in any manner deemed fit by the Institution.

14. The price charged for stores supplied to the Institution or jobs shall in no event exceed the lowest at which the tenderers sells the store to any other person. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC. Delhi-54.

1. If the firm fails to supply the items ordered or job within 40 days of signing of order, there will be liquidate damage equivalent to 5% of the delivered price of the delayed goods for each week or part of week until actual delivery of performance upto a maximum of 10% of the delayed goods. The purchaser may consider termination of contract seeing its urgency even without extending the date of delivery.

16. The conditions of the tenderer shall not be binding on this Institute.

14. The successful bidder shall deposit a security deposit of Rs.10, 000/- (Rupees ten thousand only) if the cost of item/items approved is more than 1 lac.

15. The Institute reserves the right to forfeit security deposit of a firm, if the firm fails to execute the supply order.

16. Any firm, who is indulged in illegal bid rigging and cartelization in the recent past and have been penalized/debarred/blacklisted by any Government Agencies (Central/State/Undertaking) will not be considered in the tender. If, at any point of time, it comes to the notice, the said firm's quotation will be cancelled and appropriate action will be taken against the firm.

17. Tender must submit the details of firm's Registration number, Date of Birth of the contact person, e-mail ID, Mobile number & Landline number etc. (Copies of prescribed performas are enclosed).

STORES OFFICER
For Director

Annexure-II

List of Items

S. NO	Description
A	STEEL CHAIRS
1.	Replacement of New Wooden Seat (Made of teak Wood)
2.	Replacement of New Wooden Back (Duly Canned, Polish & Fitting)
3.	Replacement of Wooden Arms (Made of teak Wood)
4.	Replacement of Rubber Shoes
5.	Replacement of Rubber Caps
6.	Minor Repair of Steel Chair
7.	Painting of Steel Chair
8.	P/F of Steel Strips for Support with welding
9.	P/F of Nut Bolts
10	Re-Canning of Seats
11	Re-Canning of Backs
B	STEEL TABLES
1.	P/F of New Looking System
2.	Replacement of Look
3.	Adjustment of Drawer
4.	Minor Repair of Tables
5.	Providing of Key
6.	Opening of Drawer

7.	Repair of Lock
8.	P/F of Complete Drawer Box with 3 Drawers
9.	P/F of New Drawer
10.	P/F of Sunmica Top (per Sq. Ft.)
11.	Major repair of Table including welding
12.	Replacement of Handle
13.	P/F Novapan Tops (Prelaminated 18.00 mm thick with rubber beeding)
14.	P/F of New Drawer Channel
15.	P/F of legs of 25 mm square pipe
16.	P/f of Rubber Shoes
17.	Repair of Locking System
C	STEEL ALMIRAH
1.	Replacement of Lock
2.	Replacement of Handle
3.	Repair of looking System
4.	Steel Ball
5.	Minor Repair
6.	Adjustment of Shelves
7.	Providing of Key
8.	Opening of Almirah
9.	Repair of Lock
10.	P/F of New legs (Base)
11.	P/F of New Bush
12.	Repairing of Door

13.	P/F of New Shelves
14.	P/F of New Locking System
15.	Repair of Leg with Welding etc.
16.	P/F of glass in Glass Almirah
D	STEEL FILLING CABINET
1.	Replacement of Lock
2.	Replacement of Handle
3.	Replacement of Cabinet
4.	Overhauling & Greasing
5.	Steel Ball
6.	Repair of Locking System
7.	Providing of Keys
8.	Opening of Filling Cabinet
9.	Repair of Lock
10.	Adjustment of Drawer
11.	P/F of New Channel
12.	P/F of Push Button
E	STEEL REVOLVING CHAIRS
1.	Repair of Revolving Chair
2.	Overhauling & Greasing
3.	Replacement of Wheel (Ord.)
4.	Replacement of Spring
5.	Providing of Steel Base
6.	Painting of Revolving Chair
7.	Welding Per Point

8.	P/F of Caster Bush with Welding
9.	P/F P.U. (Plastic)Arms
10.	Repair of Seat or Back
11.	P/F of New Revolving System
12.	P/F of Rubber Flaps (any size)
13.	P/F of Wheel Flaps(Godrej type, Jenson)
14.	Repair of Hydraulic System
F	SPRAY PAINTING OF STEEL FURNITURE
1.	Steel Almirah (Big size)
2.	Steel Almirah (Small size)
3.	Steel Table (Office)
4.	Steel Table (Assistant)
5.	Steel File Tray
6.	Steel Filling Cabinet
7.	Side Rack (Big)
8.	Side Rack (Small)
9.	Steel Book Case
10.	Steel Chest
11.	BOD Incubators
12.	Refrigerators
13.	Water Baths
14.	Side Table
15.	Trolley
16.	Iron Racks
17.	Iron Stool

18.	Hot Air Oven
19.	Geyser
20.	Laminar Hood
21.	Exhaust Fan
22.	Panti Fuge Machine
23.	Autoclave
24.	Hot Case Oven
25.	Centrifuge Machine
G	DOOR LOCK
2.	Replacement of Lock (Ord.)
3.	Replacement of Handle (Ord.)
4.	Repair of Old Lock
5.	Providing of Key
6.	P/f of Godrej Nigh Latch
7.	Replacement of Door Lock (Godrej)
8.	Replacement of Door Handle (Godrej)
9.	Opening of Locked Door
10.	P/F of Door Stopper
11.	Repairing of Door
12.	P/F of New Hinges
13.	P/F pf Aldrej (Sliding Bolt)
14.	P/F Locking Bolt
15.	P/F of Tower Bolt
H	STEEL BOOK CASE
1.	P/F of Lock

2.	P/F of Handle
3.	P/F of Glass Panes
4.	Providing of Key
5.	Opening of Book Case
6.	Repair of Lock
7.	Repair of Locking System
8.	P/F of Glass Panes to wooden Bookshelf etc.
I	DOOR CLOSER
1.	Repair of Door Closer
2.	Oiling of Door Closer
3.	Replacement of Spring
4.	Replacement of Small Rod
5.	Replacement of Big Rod
6.	P/F of New Door Closer 'ISI'
7.	Fixing of Door Closer
J	SPIRIT POLISH ON WOODEN FURNITURE
1.	Office Table/Sectt. Table*
2.	Clerk Table*
3.	Asstt. Table*
4.	Office Chair*
5.	Easy Chair
6.	Partition Screen
7.	Side Rack
8.	Centre Table
9.	Almirah Big

10.	Almirah Small
11.	Mirror Stand
12.	Stool
13.	Conference Table*
14.	Book shelf
15.	Notice Board*
16.	Card Cabinet/Display Back
17.	Wooden Bed/Dining Table*
18.	Partition etc. (Per Sq. Ft.)
19.	Polishing of Pelmet
20.	Painting Partition etc.
21.	Spirit Polishing of Wooden Sofa set (Five Seater)*
22.	Polishing of Wooden Furniture(any type)
K	REPAIR OF WOODEN FURNITURE (WITH CREW & NAILS)
1.	Minor Repair of Chairs
2.	Minor Repair of Tables
3.	Minor Repair of Book Rack
4.	Minor Repair of Almirah
5.	P/F ply in Table Drawers
6.	P/F Arm to Chairs
7.	P/F of Legs of Chairs
8.	P/F of Sunmica on Wooden Table
9.	Minor Repair of any other items
10.	P/S of New Drawer

11.	Repairing of Wooden Bench
12.	P/F of Ply (Commercial)
13.	P/F of Lock to Wooden Table
14.	P/F of Kunda Chapkn.
15.	Repair of Drawer of Wooden Table
16.	P/F of Wooden Board (19 mm Commercial)
17.	P/F of Aluminum Sheet
18.	P/F of Wooden Bracket
19.	P/F of Curtain Rod/Channel (Aluminum)
20.	P/F 19 mm Board (Teak)
21.	P/F of Ply (Teak)
22.	P/F of Wood Pieces of suitable size for repair work
23.	P/F of Multipurpose Lock (Godrej)
24.	P/F Wall Catcher
25.	P/F fancy Knobe/ Handles
26.	P/F Wooden beeding/moulding
27.	P/F Wooden Footrest to Table*
28.	P/F of Piano Hinges
29.	P/F of Legs to Sofa
L	COMPLETE RENOVATION OF SOFA SET, INCLUDING COTTON, JUTE, MARK, DORI, SPRING & CHANGE OF CLOTH/LEATHER FOAM (AS PER SAMPLE APPROVED)
1.	Three Seater
2.	Single Seater
3.	Cushioned Officer Chairs/Visitors Chairs

4.	Executive Revolving Chair*
5.	Computer Revolving Chair
6.	Wooden Cushion Satties
7.	P/F Rubber Cushion (ISI Mark)
	A. Size 21"X22"X4"
	B. Size 21"X22"X2"
	C. Size 18"X18"X2"
	D. Size 21"X22"X3"
8.	Providing White Tericote Cloth & Stitching of looser Cover for Safa set/visitor chairs etc.
	A. Sofa Set
	B. Visitor Chairs
	C. Executive Revolving Chair*
9.	Renovation of Cushioned Handled of Chairs Executive Chairs
10.	Stitching of Curtain (Plain)
11.	Stitching of Curtain (Pleated)
12.	Stitching of Curtain with Plent & lining
13.	P/F Hooks or Curtain
14.	Repair of Wooden Frame of sofa set by providing of Wood etc. (Per Seat)
15.	Supply of Cloth for Curtains as per sample app.
16.	Supply of linning as per sample app.
17.	Renovation of Cushioned Handle of Visitors Chairs
M	OTHER ESSENTIAL ITEMS
3.	Errection of Wooden Racks, Storage Cabinet etc. with material*
4.	Providing & Fixing of Aluminum Partition
5.	Providing & Fixing of Wooden Partition with sunmica/teak Ply*

**Information required for submitting Tender Enquiry/Quotation for
National Centre for Disease Control (NCDC), 22 Shamnath Marg,
Delhi - 54**

1. Company Information:

Company Name *	
Registration Number *	
Registered Address*	
Name of Partners / Directors	
BidderType* (Indian/Foreign)	
City *	
Postal Code*	
Company's Establishment Year	
Company's Nature of Business*	
Company's Legal Status* (Ltd/Undertaking/Joint Venture/Partnership/Others)	
Company Category * (Micro as per MSME/Small as per MSME/Medium as per MSME/Ancillary/Project Affected Person of this Company/SSI/Others)	
PAN/TAN No*	

2. Contact Person Details:

Title *	
Contact Name*	
Date Of Birth (DD/MM/YYYY)*	
Correspondence Email*	
Designation	
Phone*	
Mobile*	

* Details are mandatory to be filled.

Create Vendor

Type:	Commercial ▼	Name:	<input type="text"/>
PAN Number:	<input type="text"/>	ServiceTaxNo:	<input type="text"/>
TIN Number:	<input type="text"/>	TAN Number:	<input type="text"/>
Address1:	<input type="text"/>	Address2:	<input type="text"/>
City:	<input type="text"/>	Address3:	<input type="text"/>
Country:	INDIA ▼	State:	-Select- ▼
District:	<input type="text"/>	Pin Code:	<input type="text"/>
Mobile No:	<input type="text"/>	Phone No:	<input type="text"/>
	<input type="checkbox"/> Not Available		
Email:	<input type="text"/>		

Bank Details

Bank Name: Select Bank
(Enter minimum 4 characters to search Bank)

Account No:

ADD BANK DETAILS

