



# केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

आयुष मन्त्रालय, भारत सरकार

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन  
61-65, संस्थानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जानकपुरी, नई दिल्ली-110058

## CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of AYUSH, Govt. of India

Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan  
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

ग्राम : आयुष  
Gram : "AYUSH"  
Fax : 28520748

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### **Sub: Tender for Repair work of Steel and Wooden Furniture in CCRAS Hqrs. Office at New Delhi.**

The CCRAS invites sealed quotations from reputed, financially sound and experienced firms for Repair work of Steel and Wooden Furniture in CCRAS hqrs. Office at New Delhi, for a period of one year from the date of signing of contract:-

#### **2. General information about the tender:-**

a)	Tender Reference No.	<b>F. No. 10-1/2015-CCRAS/Admn./Store</b>
b)	Last date and time for receipt of Tenders	27 /04/2018 upto 02.00 PM
c)	Time and date of opening of Tenders	27 /04/2018 upto 03.00 PM
d)	Place of opening of Tenders	Conference Hall Room No. 223, 2 <sup>nd</sup> Floor, CCRAS HQs Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

#### **3. The Tender shall be submitted in two bid system, technical bid and financial bid:-**

- Technical bid (as per Annexure-I) consisting of all technical details; and
- Financial bid (as per Annexure-II) indicating item-wise for the items mentioned in the technical bid.

Technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly supersubscribed "**Bid for Repair work of Steel and Wooden Furniture**". The sealed Tenders may be put in the Tender Box placed on the 2<sup>nd</sup> floor near in the chamber of Deputy Director (Admn.), Room No. 222, CCRAS or by post at the aforesaid address by due date and time. Tenders received late will be rejected outright.

#### **4. The tenders shall be subject to the following condition:-**

- The rates should be firm for a period of two months from the date of opening of tender and should be all inclusive for repair work at CCRAS Hqrs. Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.
- Each bidder should submit an EMD of ₹ 1,000/- alongwith the quotation for Repair of Steel and Wooden Furniture as mentioned Annexure-I. EMD should be in the form of Demand Draft, drawn in favour of Director General, CCRAS, New Delhi. The E.M.D. will be returned to the unsuccessful bidders after the bids are finalized. In case of successful bidders they will

- be required to deposit ₹ 2,000/- as Performance Security which will be retained by the Council till two months after expiry of the contract period.
- iii. The firm should not handover execution of order to any other/sister firm(s) and in such a case it will amount to violation of contract and may entail cancelation of contract and forfeiture of Performance Security.
  - iv. Bills should be submitted for every calendar month and payment will be made only after receipt of satisfactory report from the officer concerned.
  - v. The tenders will be opened on stipulated date and time in the presence of the tenderers or their authorized representatives who may like to be present.
  - vi. The tenderers may quote their rates (Excluding Taxes) for all or any of items mentioned in the enclosed list.
  - vii. If any tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be forfeited and no correspondence in this regard will be entertained thereafter.
  - viii. In case where a successful tenderer, does not repair the items in full or in time the Council at its discretion may get such items repaired from the next higher tenderer and the loss, if any, caused to the Council due to increased rates shall be borne by the defaulting tenderer.
  - ix. The performance security shall be returned to the contractor within two months after expiry of the contract period, but in the event of any dispute arising between the Council and the contractor, the Council shall be entitled to deduct such sums which in the opinion of the Council is due from the contractor.
  - x. Any sum of money due and payable to the contractor, including Performance Security under this contract may be appropriated by the Director General, CCRAS and set off against any claim of the Director General, CCRAS against the tenderers.
  - xi. No enhancement of rates will be considered during period of contract.
  - xii. Firm should furnish valid registration number/GST No.
  - xiii. The Director General has every right to reject/accept any bid without assigning any reasons.
  - xiv. The period of contract shall be for one year from date of award of contract extendable for two more years on yearly basis on same rate, terms & conditions subject to satisfactory performance of the agency/contractor as well as mutual agreement between contractor & Council.

  
(A.K. Meena) 14/1/18  
Administrative Officer

**TECHNICAL BID**

M/s. \_\_\_\_\_

(Name, address Landline and Mobile Nos.  
of the bidding firm/agency firm/ agency):-

SI. No.	Documents kept in the Technical Bid envelope	Whether enclosed (The firm would write Yes OR No in the respective columns)
1.	EMD Amount	
2.	Copy of Experience as proof of Repair work of Steel and Wooden Furniture in Govt. offices.	
3.	Self certificate in respect of not being blacklisted by any Govt. /Semi. Govt. Office	
4.	Details & copy of GST No., if applicable to the firm	
5.	Copy of PAN of firm	

It is hereby declared that the Terms & Conditions of the CCRAS NIT No. 10-1/2015-CCRAS/Admn./Store dated \_\_ / \_\_ / \_\_\_\_ are fully acceptable to our firm/agency.

(To be signed by the Authorized Signatory  
of the Firm/Agency with Name and Stamp)

**Financial Bid****List of Items for Repair of Steel and Wooden Office Furniture etc.**

<b>Sl. No.</b>	<b>Name of Items for Repair and Replacement</b>	<b>Rate per unit Excluding Tax</b>
1.	Rate of Low and back each sheet for Canning of steel Chair Arms and without Arms	
2.	Replacement of Low and back each sheet of steel Chair Arms and without Arms	
3.	Replacement of Arms of steel Chair	
4.	Minor repair of Steel Chair	
5.	Changing of cloth of Revolving Chair (as per choice of Council)	
6.	Changing of cloth of Visitors Chair (as per choice of Council)	
7.	Changing of foam Low and back each sheet of Revolving Chair	
8.	Changing of foam Low and back each sheet of Visitors Chair	
9.	Changing and Repair of PU Arms of Revolving Chair	
10.	Change of Wheels of Revolving Chair	
11.	Changing of Hydraulic systems of Revolving Chair	
12.	Welding per point of Revolving chair etc.	
13.	Minor repair of revolving chair	
14.	Replacement of Base (Plastic) of Revolving chair ISI brand	
15.	Replacement of Base (Metal) of Revolving chair ISI brand	
16.	Replacement of Lock of Filing Cabinet ISI Marked	
17.	Preparing of Key of Filing Cabinet	
18.	Repairing of Drawers of Filing Cabinet	
19.	Opening of Filing Cabinet	
20.	Repairing of Locking systems of Filing Cabinet	
21.	Minor repair of Filing Cabinet	
22.	Polishing of Filing Cabinet	
23.	Replacement of Lock and Handle of Steel Book Self ISI brand	
24.	Opening of Book Self	
25.	Polishing of Book self	
26.	Preparing of key of Book self	
27.	Adjustment of self Drawer of Book self	
28.	Replacement of Glass of Book self	
29.	Replacement of Lock and handle of each Big and Medium size Steel Almira	
30.	Repair of Lock and Handle of each Big and Medium size Steel Almira	
31.	Replacement of Bush of each Big and Medium size Steel Almira	
32.	Minor repairing of each Big and medium size Steel Almira	
33.	Opening of each Big and medium size Steel Almira	
34.	Adjustment of Selves	

35.	Preparing of key of Steel Almira	
36.	Repair of Locking system each Big and Medium size Steel Almira	
37.	Painting of each Big and Medium size Steel Almira	
38.	Renovation of sofa set each sheet with materials (foam, cloth, leather bond) (as per choice of Council)	
39.	Renovation of sofa set & polish of sofa each sheet with materials (foam, cloth, leather bond) (as per choice of Council)	
40.	Repair of Locks of Steel Door	
41.	Replacement drawers lock of Steel Table ISI brand	
42.	Preparing of key of drawers Steel Table	
43.	Opening of Drawers of Steel Table	
44.	Repair and adjustment of drawer Steel Table	
45.	Minor repair and locking system of Steel Table	
46.	Providing and fixing of new door closer ISI brand	
47.	Providing and fixing of table glass size 5mm Only	
48.	Replacement of Key Board of Computer Table	
49.	Repair of Key Board of Computer Table	
50.	Changing of cloth and foam of Computer Chair Sheet	
51.	Dry Cleaning of Sofa each seat	
52.	Dry Cleaning of Revolving Chair seat & back rest	
53.	Dry Cleaning of Visitors Chair seat & back rest	
54.	Repair of Vertical Blinds	
55.	Dry Cleaning of Vertical Blinds	
56.	Dry Cleaning of Roller Blinds	
57.	Providing & Fixing of New Vertical Blinds (Channel & Fabric etc.)	
58.	Providing & fixing of Roller Blinds (Channel & Fabric etc.)	
59.	Replacement of Aluminium Door lock ISI brand	
60.	Replacement of Key Board Channel of Computer Table ISI brand	
61.	Replacement of Key Board Tray of Computer Table ISI brand	
62.	Replacement of Wooden Table lock ISI brand	
63.	Repair of Wooden Table	
64.	Replacement of lock of Wooden Almirah/Cupboard ISI brand	

**Signature & Seal of the Bidder/Agency/firm**

To,

Director General,  
Central Council for Research in Ayurvedic Sciences,  
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan  
No. 61-65, Institutional Area,  
Opp. 'D' Block, Janakpuri,  
**NEW DELHI – 110058**

Respected Sir,

I/We ..... who are established and reputed firm  
dealing with Repair work of Steel and Wooden Furniture hereby offer our quotation against the  
tender ref. No. .... and accept the terms & conditions of the tender  
and enclose a copy of the tender document duly signed by the authorised signatory.

Yours faithfully,

(Name) for and on behalf of M/s.....  
(Name of Manufactures)

**Note: This letter of authority should be on the letterhead of the concern and should be signed  
by a authorized signatory.**