

**F.No.29-1/2018-CCRAS/Admn./Store**

**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**

**Sub: Tender for providing and fixing of Aluminium cabin in Room No.115, extending Wooden Office Partition Walls with glass (wooden frame) with moulding and polish work in Room No.121 and door of glass (with wooden frame) with lock, handle and including all material at Ground Floor of CCRAS Hqrs. Office at New Delhi'.**

The CCRAS invites sealed quotations from reputed, financially sound and experienced firms for providing and fixing of Aluminium Cabin in Room No.115, extending Wooden Office Partition Walls with glass (wooden frame) with moulding and polish work in Room No.121 and door of glass (4 mm) with wooden frame with lock, handle and including all material as per requirement at site at Ground Floor of CCRAS Hqrs. Office at New Delhi. The bidders may give their quotation after a visit to this Council and after access of work to be done.

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

a)	Tender Reference No.	<b>F. No. 29-1/2018-CCRAS/Admn./Store</b>
b)	Last date and time for receipt of Tenders	04/10/2018 upto 2.00 PM
c)	Time and date of opening of Tenders	04/10/2018 at 3.00 PM
d)	Place of opening of Tenders	Conference Hall Room No. 223, 2 <sup>nd</sup> Floor, CCRAS Hqrs. Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058


3. The Tender shall be submitted in sealed envelope clearly super scribing on the envelope **"Bid for providing and fixing of Aluminium Cabin in Room No. 115, extending Wooden Office Partition Walls with glass (wooden frame) with moulding and polish work in Room No. 121 and door of glass (4 mm) with wooden frame with lock, handle and including all material"**. 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, by due date and time. Tenders received late will be rejected outright.

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

- (i). The rates of the firms should be for a period of two months from the date of opening of tender and should be all inclusive for providing and fixing of Aluminium Cabin in Room No.115, extending Wooden Office Partition Walls with glass (wooden frame) with moulding and polish work in Room No.121 and door of glass (4 mm) with wooden frame with lock, handle and including all at Ground Floor CCRAS Hqrs. Office, No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.



- (ii). Each bidder should submit an EMD of Rs.5000/- (Rupees Five Thousand Only) along with the quotation for providing and fixing of Aluminium Cabin in Room No.115. extending Wooden Office Partition Walls with glass (wooden frame) with moulding and polish work in Room No.121 and door of glass (4 mm) with wooden frame with lock, handle and including all material at Ground Floor at CCRAS, Hqrs., Office, New Delhi as per specification given in 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 awarding the work.
- (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.
- (iv). The payment will be made only after receipt of satisfactory report from the officer concerned.
- (v). The tenders will be opened on stipulated date & time mentioned at Sl.No.2 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 the work mentioned in the **Annexure-I, after a visit to this Council and after access of work to be done.**
- (vii). The quotation received without EMD will not be entertained under any circumstances except Micro and Small Enterprises (MSEs) as defined MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME).
- (viii). Taxes and any other charges should be indicated separately.
- (ix). If any tenderers withdraw 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.
- (x). In case where a successful tenderer, does not complete the work or in time the Council at its discretion may get such work 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.
- (xi). The Director General has all rights to reject/accept any bid without assigning any reasons.

  
(A.K. Meena)  
Administrative Officer (Admin.)

~~5/17~~ 4/9/14

**Annexure-I**

**List for providing and fixing of Aluminium Cabin in Room No. 115, extending Wooden Office Partition Walls with glass (wooden frame) with moulding and polish work in Room No.121 and door of glass (4 mm door) with wooden frame with lock, handle and including all material at CCRAS, Hqrs. Office, New Delhi.**

<b>Sl. No.</b>	<b>Specification</b>	<b>Rate per Sq. ft. excluding Tax</b>
1.	Providing and Fixing of Aluminium Cabin consist of 18 Gaze Aluminium & Laminated Board consist of 12 mm with glass consist of 5 mm and sliding door with lock, handle and including all material and labour charges.	
2.	Providing and Fixing extending Wooden Office Partition Walls with glass consist of 5mm (with wooden frame) with moulding and polish work including all material and labour charges. <b>(Total height '1 feet 6 inch' is required).</b>	
3.	Providing and Fixing door of glass consist of 5 mm with wooden firm with lock, handle and including all material and labour charges.	

**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 making and repairing of office furniture work 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.**

A handwritten signature and the date '11/9/18' are present in the bottom left corner of the page.