

F.No.32011/2/2018-Admn.
Government of India
Ministry of Chemicals and Fertilizers
Deptt. of Chemicals and Petrochemicals

Shastri Bhavan, New Delhi.
Dated the 20/7/2018

To

As per list

Subject: Award of contract for Rubber stamp, Name plate, lock change and repair work etc in the Department of Chemicals and Petrochemicals.

Sir,

Department of Chemicals & Petrochemicals intends to award annual contract for Rubber stamp, Name plate, lock change and repair work etc in various rooms of Shastri Bhawan, Janpath Bhawan, and Udyog Bhawan, New Delhi. The Department is looking for reputed firms having adequate familiarity/experience in the field.

2. The tender form(Annexure-1) must be sent in sealed cover prominently marked as "ANNUAL CONTRACT FOR RUBBER STAMP, NAME PLATE, LOCK CHANGE AND REPAIR WORK". Sealed tenders are to be dropped in the tender box kept in the Reception of Department of Chemicals and Petrochemicals, Gate No.3, Shastri Bhawan, New Delhi by 1:00 P.M of 13-8-2018. The tenders will be opened on 13-8-2018 at 3-30 P.M. in Room No. 434-C wing, Shastri Bhawan, New Delhi in the presence of the tenderers or their representatives who may wish to be present at that time.

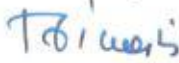
Terms and conditions of the tender & resultant contract shall be as under:-

1. Tenders from only those firms will be entertained which are registered for the services desired in the tender and have Service PAN No. **The quotation must be submitted in the proforma given at Annexure-I**
2. The successful bidder would have to deposit an amount of Rs. 5000/- as security deposit in the form of Bank Guarantee drawn in favour of P&AO, Department of Chemicals and Petrochemicals, New Delhi.
3. The advance payment will not be made in any condition.
4. The firm should have an experience of 3 years in related works. It should produce a certificate from Government Departments or Public Sector Undertakings/reputed private institutions/firms to the effect that the Firm has given satisfactory service/performance alongwith the bids.
5. During the period of contract the firm will have to depute a qualified person to visit General Section of the Department everyday to rectify the problem of Rubber stamp, Name plate, lock change and repair work etc in various rooms of Shastri Bhawan, Janpath Bhawan, and Udyog Bhawan, New Delhi.
6. The Department reserves the right summarily to terminate the contract at any time without assigning any reason.
7. The tender should be accompanied with the Earnest Money Deposit of 5,000/- in the form of DD/ Pay order issued from any of the Nationalized Bank in favour of P&AO(Sectt.), Department of Chemicals and Petrochemicals, New Delhi.
8. Tenders may please quote their unconditional rates and it shall be ensured that there are no cutting/overwriting in the tender form. The price quoted at the time of submission of tender should remain valid for 45 days from the date of tender opening and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.

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9. The contractor shall have more than one mechanic readily deployable for any repair related work, available on call, to attend to the work of this Department, on all working days.
10. The Prospective bidders are free to seek any clarifications/see the kind of requirements, the Department is looking for. Section officer(Admn.), R. No. 434-C, Shastri Bhawan, New Delhi-110001.(Telephone No. 23383575) may be contacted with prior appointment on any working day before tender opening.
11. The Ministry reserves the right to reject any or all tenders/bids without assigning any reason thereof and also does not bind itself to accept the highest/lowest quotation only.
12. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter. **The Department reserves the option to select more than one firm for award of contract to ensure uninterrupted service during the currency of the contract.**
13. The contract may be extended further in case of services given by company is found satisfactory, at the sole discretion of the Department.
14. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or Officer nominated by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi.

Yours faithfully,



(T.P.N Singh

Under Secretary to the Govt. of India

Telephone No. 23386013(o)

Copy to NIC, for immediate display on the website of the Deptt.

Sl. No.	Item			
1.	Replacement of Lock			
2.	Replacement of Handle			
3.	Providing of Keys			
4.	Force Opening of Almirah			
5.	Replace of Lever Set			
6.	Replace of Godrej Lock			
7.	Replace of New Shelve Hook			
8.	Multi Purpose Lock			
9.	Godrej Lock Brass Table & Drawer			
10.	Repairing of Cabinet			
11.	Overhauling and Greasing			
12.	Providing of Keys			
13.	Opening of Cabinet Key			
14.	Overhauling and Greasing			
15.	Replace of wheel			
16.	Welding per point			
17.	Godrej Wheel			
18.	Replace of Door Handle			
19.	Replace of Door Lock			
20.	Providing of door Keys			
21.	Replace of Table Handle			
22.	Side Screen Stand sq ft.			
23.	Door Polish per sq ft.			
24.	Wooden Sofa Set 5 Pcs			
25.	Conference Table			
26.	Conference Chair			
27.	Hanging of Photo Frame/Wall clock			
28.	Supply and fixing of Secret Lock(Godrej)			
29.	Supply of New Key of Security Lock			
30.	Supply of Fixing of Door Closer			
31.	Repair of Door Closer			
32.	Supply and fixing of Kundi 15"			
33.	Supply and fixing of Chitkani			
34.	Supply and fixing of Brass Latch			
35.	Supply and fixing of Door Stopper			
36.	Brass Name Plates engraving			
37.	PVC name plates engraving Sq inch			
38.	Acrylic Sheet Black sq inch			
39.	Brass			

	Letter ½"English/Hindi			
40.	Brass Letter 1"English/Hindi			
41.	Brass Letter 1½"English/Hindi			
42.	Brass Letter 2"English/Hindi			
43.	Rubber Stamp Ordinary(per Line			
44.	Rubber Stamp Ordinary(2 Line			
45.	Self Inking Stamp			
46.	Computerized Self Inking			
47.	Madras Self Ink Stamp			
48.	Acrylic Sheet			
49.	Door Mat 3" x 2"			
50.	Rubber Door Mat			
51.	Towel Stand 18"			
52.	Looking Mirror			
53.	Looking Mirror Fixing Charges			
54.	Painting on Wooden Partitions			
55.	Polishing on Wooden Partition			
56.	Enamel Paint (Fan)			
57.	Window Glass per sqft. 4mm			
58.	Table Glass per sqft. 4mm			
59.	Centre Table Black Glass ½" p.sft.			
60.	Centre Table White Glass ½"			
61.	Looking Mirror 4mm p.sqft.			

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