

No. D-19018/3/2016-Genl.
Government of India
Ministry of Minority affairs

11th Floor, Pt. Deendayal Antyodaya Bhawan
C.G.O. Complex, Lodhi Road, New Delhi
Date: 13th February, 2017

Notice inviting tenders for renovation of Haj Division located at 3rd Floor, ISIL Building, V.K. Krishna Menon Bhawan, 9 Bhagwan Das Road, New Delhi.

Ministry of Minority Affairs intends to renovate/ refurbishing of the Haj Division at the space allotted at the ISIL Building, V.K. Krishna Menon Bhawan, 9 Bhagwan Das Road, New Delhi. Sealed quotations are invited from the interested firms for the renovation/ refurbishing work. The last date for submission of tender is **22nd February, 2017 by 3:00 PM**. The tenders are to be submitted in the tender box placed at the ground floor of Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi. The tender will be opened on **23rd February, 2017 at 3:00 PM** in Room No.1151, B-2, Wing, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi.

2. The following are the terms and conditions for the firms for submission of bids:

- a) Ministry of Minority Affairs proposes to renovate the interior furnishing of Haj Division, Conference Room, Reception area and Room of officers and staff of the division situated at ISIL Building, V.K. Krishna Menon Bhawan, 9 Bhagwan Das Road, New Delhi.
- b) The tender document is to be filled in two bid format a) Technical Bid and b) Financial Bid.
- c) The tenders are to be quoted based on the the tender document which can also be downloaded from our website.
- d) The firm should be registered under the Delhi Sales Tax/ Delhi Value Added Tax (DVAT) Act, 2004.
- e) The firm should have experience in wooden work to the Government Ministries/ Departments, PSUs, Statutory/ Autonomous Bodies etc.
- f) The financial bid should be valid for a period of not less than 60 days from the date of opening of bid.
- g) An EMD amount of Rs.50,000/- (Rupees Fifty thousand only) is to be deposited with the tender.
- h) The tender should be accompanied with a copy of the signed in each page by the representative of the party.
- i) Sealed bids should be dropped in Ministry of Minority Affairs tender box kept at Ground Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.
- j) Payment will be released after successful completion of the work.
- k) The Ministry does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- l) In case the bidder is not able to execute the work, EMD amount of Rs.50,000/- (Rupees Fifty Thousand only) shall be forfeited.
- m) The firm should submit three years financial records with proper PAN/ TIN/ Service Tax registration documents duly attested by a registered Chartered Accountant along with proof of average annual three years financial turnover of firm during the last three years ending 31st March, 2016.

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Amul Kumar

n) In the event of dispute, the Under Secretary (Admin), Ministry of Minority Affairs, shall be the sole arbitrator and his decision shall be final and binding on all the parties.

3. Interested parties should submit their tender in sealed envelope in a two bid format. Interested parties marked as Technical bid & Financial bid would be placed in a single envelope and on the top of the envelope it should be clearly inscribed "**Tender for Renovation of 3rd Floor, ISIL Building, V.K. Krishna Menon Bhawan, 9 Bhagwan Das Road, New Delhi.** The Technical bid should consist of all documentary proofs along with DD/PO for the Earnest Money deposit. In case the eligibility criteria are not furnished, the financial bid would not be entertained/ taken into consideration. The financial bid would consist of financial quotation as per format given below:-

S.No.	Particulars	Quantity	Rate/ Unit	Amount
1.	Fall ceiling	Per sq.ft.		
2.	Whitewash and PoP	Per sq.ft.		
3.	LED lights	Per unit		
4.	Wooden paneling	Per sq.ft.		
5.	Wooden flooring/ tiles	Per sq.ft.		
6.	Sun control film	Per sq.ft.		
7.	Dismantle of old reception and disposing of	Per sq.ft.		
8.	Wooden polish work	Per sq.ft.		
9.	Window glass	Per sq.ft.		
10.	Vertical blinds	Per sq.mtr.		
11.	Name plate/ board of the Ministry and the Haj division	Per inch		

4. Other Terms & Conditions

- a) The tenderers, if felt necessary, may also visit the site before submitting the tenders.
- b) Mere quoting lowest rates will not amount to commitment for award of contract. However, the contract will be awarded on merit basis and overall examination of tender bids. Overwriting/ corrections or incomplete (blank) quoting the rates would result in rejection of quotation and shall not be considered under any circumstances.
- c) The bidder would have to submit the Earnest Money Depoist (EMD) of Rs.50,000/- payable in the form of DD/Pay Order in favour of DDO, Ministry of Minority Affairs, New Delhi along with the tender.
- d) Successful bidder would have to submit the Performance Security to the value of 7.5% of the basic value of the contract less EMD already deposited in the form of DD in favour of Ministry of Minority Affairs payable at New Delhi within the 10 days of the date of issue of the Tender Notice.

Yours faithfully,


(Amresh Kumar)

Section Officer
Tel. No.24364287