

No. D-19018/1/2015-Genl.  
Government of India  
Ministry of Minority affairs

11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, Lodhi Road, New Delhi,  
Date: 7<sup>th</sup> April, 2017

**Notice inviting tenders for making modular workstation at 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi.**

Ministry of Minority Affairs intends to make modular workstation for the staff of the Ministry at 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi. Sealed quotations are invited from the interested firms for the modular workstation. The last date for submission of tender is **20<sup>th</sup> April, 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 Technical bids will be opened on **20<sup>th</sup> April, 2017 at 3:30 PM** in Room No.1151, B-2, Wing, 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi. Financial bids of the bidders, who have technically qualified will be opened on **21<sup>st</sup> April, 2017 at 3:00 PM**.

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

- a) Ministry of Minority Affairs proposes to make modular workstation at 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex Lodhi 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.25,000/- (Rupees Twenty Five thousand only) is to be enclosed 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.25,000/- (Rupees Twenty Five 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 31<sup>st</sup> March, 2016.

- 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.

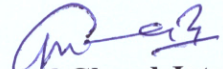
3. Interested parties should submit their tender in sealed envelope in a two bid format. Interested parties marked as Technical bid & financial bid would be placed in a single envelope and on the top of the envelope it should be clearly inscribed "**Tender for modular workstation at 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi 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	Rate/ Unit	Amount
1.	<b>Providing and installaing modular workstation of 4ftx2ftx4ft,</b> Partitioning 45mm alluminium/ M.S Frame work Having adequate horizontal & vertical slots for cable Management. The tile/ tiles made of pre-laminated Particle board and/ or white board and/ or fabric on GI panel shall be clipped on to the frame. The tiles Shall have cut outr for electrical and data plates. The Top & vertical exposed thickness of the partition Shall be covered using alluminium. Anodised/ powder Coated trim of approved suitable colour. Table top Made of 25mm particle board with laminate finish. The table top edge shall be edge bending size, pedestal Drawer, powder coated CPU trolley and keyboard Size 42"x 24"x 48"	Per unit	
2.	High back revolving chair	01 no.	

**4. Other Terms & Conditions**

- a) The tenderers, if felt necessary, may also visit the site before submitting the tender.
- b) Mere quoting lowest rates will not amount to committment 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.25,000/- payable in the form of DD/Pay Order in favour of DDO, Ministry of Minority Affairs, New Delhi along with the tender.

**Yours faithfully,**

  
**(Kamal Chand Jatav)**  
**Section Officer**  
**Tel. No.24364287**