
 Government eProcurement System		eProcurement System Government of India	
Tender Details			
		Date : 27-May-2021 04:37 PM	
 Print			
Basic Details			
Organisation Chain	Employees Provident Fund Organisation		
Tender Reference Number	PDU/1(1)2021/Fixture ANDFurniture		
Tender ID	2021_EPFO_631386_1		
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Cover Details, No. Of Covers - 2			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Signed and Scanned copy Certificates OF Registration certificate, PAN No, service tax registration
		.pdf	Signed and Scanned copy of Proof of Annual Turnover, Net Profit
		.pdf	Signed and Scanned Copy of Tender Acceptance Letter and Letter of authorization to submit bid
		.pdf	An undertaking (self-certificate) that the agency has not been blacklisted as per tender document
		.pdf	Signed and Scanned Copy of Technical data sheet
		.pdf	Signed and Scanned Copy of GST
2	Finance	.xls	financial bid for tender
Tender Fee Details, [Total Fee in ₹ * - 0.00]		EMD Fee Details	
Tender Fee in ₹	0.00	EMD Amount in ₹	0.00
Fee Payable To	Nil	EMD through BG/ST or EMD Exemption Allowed	No
Tender Fee Exemption Allowed	No	EMD Fee Type	fixed
		EMD Payable To	Nil
		EMD Percentage	NA
		EMD Payable At	Nil
Work /Item(s)			

Title	Annual Maintenance Contract for Repair/Renovation of Wooden/Steel furniture and fixtures and miscellaneous related work at EPFO Head Office				
Work Description	Annual Maintenance Contract for Repair/Renovation of Wooden/Steel furniture and fixtures and miscellaneous related work at EPFO Head Office				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	10,00,000	Product Category	Miscellaneous Works	Sub category	NA
Contract Type	Rate Contract	Bid Validity(Days)	270	Period Of Work (Days)	365
Location	EPFO HEAD OFFICE 14 BIKAJI CAMA PLACE, NEW DELHI	Pincode	110066	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	EPFO HEAD OFFICE 14 BIKAJI CAMA PLACE, NEW DELHI
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	27-May-2021 04:30 PM	Bid Opening Date	25-Jun-2021 05:00 PM
Document Download / Sale Start Date	27-May-2021 04:35 PM	Document Download / Sale End Date	24-Jun-2021 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	27-May-2021 04:35 PM	Bid Submission End Date	24-Jun-2021 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Annual Maintenance Contract for Repair/Renovation of Wooden/Steel furniture and fixtures and miscellaneous related work at EPFO Head Office	601.83	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_664469.xls	FINANCE BID	332.00
	2	Tender Documents	FixANDFurniture_Latest.pdf	Annual Maintenance Contract for Repair/Renovation of Wooden/Steel furniture AND fixtures and miscellaneous related WORK	900.57

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	vijaygautam@epfindia.gov.in	VIJAY GAUTAM	Vijay Gautam
2.	ningshen.thothar@epfindia.gov.in	NINGSHEN THOTHAR	NINGSHEN THOTHAR
3.	niraj.kumar@epfindia.gov.in	NIRAJ KUMAR	NIRAJ KUMAR

Tender Inviting Authority

Name	MANISH KUMAR NAIYYER ASD-II
Address	EPFO HEAD OFFICE 14 BIKAJI CAMA PLACE, NEW DELHI
<u>Tender Creator Details</u>	
Created By	VIJAY GAUTAM
Designation	REGIONAL PF COMMISSIONER - II
Created Date	27-May-2021 04:22 PM



EMPLOYEES' PROVIDENT FUND ORGANIZATION

MINISTRY OF LABOUR & EMPLOYMENT

GOVERNMENT OF INDIA

Notice Inviting Tender

Tender Reference No. PDU/1(1)2021/Fixture & Furniture

Tender for selection of agency
for

Annual Maintenance Contract for Repair/Renovation of Wooden/Steel
furniture & fixtures and miscellaneous related work at EPFO Head Office,
New Delhi under Two Bid System

GENERAL INFORMATION

The Tender documents can be downloaded from www.epfindia.gov.in & <https://eprocure.gov.in/eprocure/app>. However, it is mandatory to download official copy of tender document from NIC's e-procurement portal (<https://eprocure.gov.in/eprocure/app>) for bidding in this tender. Please refer to 'Special instructions to Bidders for e-Tendering' in this document for details.

Any information for the bidders on this tender/ invitation to bid/ invitation for expression of interest or any other information will be uploaded on NIC's e-procurement portal only.

Similarly, any corrigendum(s) or extension of dates or change in specifications or any other information will be uploaded for the information of the public on NIC's e-procurement portal only. No individual letters / emails will be sent regarding this.

Dates of important events of the Tender

Date of Publish of Tender	27-05-2021, 4:30 PM
Document Download / Sale Start Date	27-05-2021, 4:35 PM
Bid Submission Start Date	27-05-2021, 4:35 PM
Bid Submission End Date	24-06-2021, 5:00 PM
Bid Opening Date	25-06-2021, 12:00 PM

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online bidder Enrollment”** on the CPP Portal which is free of charge.
- 2) As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS :

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by

unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Submission of Tender:

The tender shall be submitted online in two parts, viz., Technical bid and Price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Technical Bid:

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i) Signed and Scanned copy Certificates like Registration certificate, PAN No, TIN No, Service Tax registration, Sales Tax, Trade Tax Regn
- ii) Signed and Scanned copy of Proof of Annual Turnover, Net Profit
- iii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
- v) No near relative certificate
- vi) Signed and Scanned Copy of **Technical data sheet**

PRICE BID:

- (a) Schedule of price bid in the form of BOQ_XXXX .xls

Schedule of price bid in the form of BOQ_XXXX .xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business.

ASSISTANCE TO BIDDERS:

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

PART-I

e-Tender for inviting online bids for Annual Maintenance Contract for Repair/Renovation of Wooden/Steel furniture Items and allied miscellaneous furniture related work at EPFO Head Office, New Delhi.

EMPLOYEES' PROVIDENT FUND ORGANISATION, 14, Bhikaji Cama Place, New Delhi invites E-BIDS (ONLINE TENDER) from registered /companies/Limited liability partnership Firm having its Head Office or Branch Office at Delhi for Repair/Renovation of Wooden/Steel furniture Items and allied miscellaneous furniture related work at EPFO Head Office, New Delhi as per the requirements specified in the Bidding Document under two Bid System through Central Public Procurement Portal initially for a period of one year from the date of agreement, which is extendable on mutual consent and satisfactory performance for further period of two years (one year each at a time), however any extension shall be subject to fresh agreement between the parties.

1. **Important Dates:**

Last Date & Time of receipt of online bids: The last date & Time of receipt of online bids is upto 5:00 PM on 17-06-2021 through E- Procurement Portal CPPP of NIC at URL <https://eprocure.gov.in/eprocure/app>

Date & Time of opening of online bids: The tenders will be opened on 18-06-2021 AM online through e-Procurement Portal of CPPP at URL <https://eprocure.gov.in/eprocure/app> .

2. **Name and address for the submission of the offline document:** Tender should be addressed to "Regional Provident Fund Commissioner-I (PDU), Employee's Provident Fund Organisation, Bhavishya Nidhi Bhawan, 14, Bhikaji Cama place, New Delhi- 110066" and deposited in the specified Box kept at the UG floor of this office premises or by hand by the closing date and time.

3. The Technical bid will be opened on the bid opening date i.e. 18-06-2021 online through e-Procurement Portal of NIC. Financial Bids of only those agencies found qualified in Technical bid shall be opened. The date of opening of Financial Bids shall be communicated to the Agencies by email.

4. **Validity of the bids:** Generally, the bids will be valid for a period of ninety days (90 days) from the date of opening of the financial bid for acceptance. However, in case of rate contract, the rates will be valid for a period of minimum one year, extendable by mutual consent for one more year.

5. **Authorized Signatory:** It may please be noted here that the bid should be submitted online using Digital Signatures of Authorized Signatory only.

6. EPFO is not responsible for non- submission of bid online due to any reason.

7. **GST, cess, duty, and any other taxes:** The bid should be exclusive of all the applicable taxes, cess and any other duty etc payable to any authority. The bidder, merely by filling in this tender, indemnifies EPFO of any consequences due to non-adherence of the safety norms as prescribed by the law. It is also

clarified that any order, whether verbal or written, given by any official / representative of EPFO, would not be valid if it is in contravention of any safety norms prescribed by law and the bidder is advised to follow the prescribed safety norms.

8. **Agreement:** A suitable agreement would have to be entered into with EPFO, failing which the EMD/ Bank Guarantee as given may be forfeited or the work order would not be issued.

9. **Right of Rejection:** EPFO reserves the right to reject all / any bids / quotations without assigning any reason thereof and without entitling the bidder to any claim whatsoever.

10. **EPFO reserves the right:**

- i) To accept in its sole and unfettered discretion any tender for whole or part quantities/ part work.
- ii) To place ad-hoc order simultaneously or at any time during the period of the contract with the bidder for such quantity and for such jobs as EPFO may deem fit.
- iii) EPFO reserves the right to reject any tender without giving any reason for not acceptance of the same.

11. **Eligibility:** The invitation is open for reputed, experienced and specialized firms in the field of repair/ renovation of wooden/ steel furniture items and allied miscellaneous work for the Government offices having at least 03 years of experience in the Ministries/Departments of the Central Government/PSU. The bidder should be located in the National Capital Region of Delhi only.

The firm should have at least last Three Years Continuous experience of working in Government Sector/PSUs etc; (self attested copies of work orders/ performance certificates to be enclosed) and should have minimum three Work Orders / Performance Certificates for the similar nature of Work value of Rupees not less than 35.00 Lakhs (One work) for the last three Years.

12. **Availability of requisite permissions and licenses and compliance with the statutory provisions:** The bidder/ agency/ contractor is required to follow all the statutory acts as may be applicable for such type of work/ supply/ services, for which they are bidding through this tender.

Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are eligible in all respect. Valid registrations viz., PAN, GST and with any other authorities as per requirement should be available with the vendor and be produced as and when required.

13. **Blacklisting/Debaring:** The bidder merely by filling the tender confides that the bidder has not been blacklisted / debarred by any government department/ agency or any Public Sector Unit or body. The bidder is advised not to fill the tenders if he has been Blacklisted/Debarred by any of the government agencies. The bidder is required to submit the self-declaration in this regard. In case any

such incidence is noticed by EPFO, then EPFO reserve the right to cancel the contract, and revoke the bank guarantee.

14. **False Information:** In case if it is found that the vendor has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permission whatsoever required, to carry out the activity as required in the tender and allied works then EPFO reserves the rights to cancel the order issued to them and award the quantum of work in the manner as deemed fit. This can be done at any stage.

15. **Indemnity:** Further, by submitting this bid, the vendor/bidder Indemnifies EPFO for any of the consequences arising out of non-availability of any of the requisite permissions/ licenses / insurances / any other statutory permission whatsoever required for carrying out this work. Also submitting this bid, the vendor /bidder indemnifies EPFO for any consequences arising out of non-compliance of any of the conditions of any statute by vendors/bidders or their representatives/ official carrying out this work.

16. **Claim for increase in rates:** Any claim for increase in rates on accounts any reason whatsoever will not be entertained for the period as stipulated in the agreement.

17. **Extension of contract:** As stipulated by EPFO, after the period of expiry the agreement can be extended on mutual consent for a further period one year or up to the period till new contract comes in force, only at discretion of EPFO.

18. **Right to reject the work/ service which is not as per specifications or the terms:** EPFO has right to reject the work/ service that are not found to meet the specifications laid out or are not as per the terms of the tender / work order. No Charges will be paid for the defective products/items. EPFO reserves the right to reject the items of brands other than specified. This can be done at any stage of the work.

19. **Penalty:** EPFO reserves the right to levy penalty to its discretion for the delay in execution of the work/ delay in supply/ delay in service. The penalty amount would be one to ten percent of the amount put to work. The penalty provision would be more clearly specified in the agreement to be entered into.

20. **Termination of Contract:** In case it is found that the Work/Supply / service is not as per requirement / standards, time lines or the frequency of corrective measures required is high then EPFO reserves the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from EPFO or make any claim for fees/charges in respect of such unsatisfactory / substandard services / supply / goods. The termination notice can be served with a 30 days' notice.

21. **Breach clause:** In the event of any breach or threatened breach of any clause by the Agency / bidder and/ or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by EPFO. Apart from the above, EPFO shall have the right to proceed against the Agency and/ or its assigned person/s under appropriate law.

22. **Essence of contract:** The Vendor shall carry out the work / provide the services/ supply as per the specifications and standards laid out within the stipulated time. **It is clarified that carrying out the work or providing services or supply of Goods as per specified quality in specified quantity in specified time is the essence of the contract.**

Not adhering to above shall entail EPFO to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damages against EPFO by the Vendor. Further the EPFO shall have the right to get the unfinished services done/ supply made, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the vendor in default. The Vendor shall also indemnify EPFO against any loss, damage, expenses, costs etc., incurred by EPFO as a result of the said delay in timely completion of the said services / jobs, by the Vendor.

23. **Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in New Delhi only.

24. **Submission of bills:** The Vendor shall submit the bills correct / accurate in all respects with required challans / receipts and with all relevant documents as specified by EPFO from time to time, the EPFO will take required steps to settle the bill if it is complete in all respect and the goods/ services covered by it are rendered to the satisfaction of EPFO. The bidders/agencies / contractors/vendors are required to submit the bills complete in all respects for immediate clearance.

25. **Inspection:** Wherever required, EPFO reserves the right to check / inspect the process / document related to supply of items/Goods to EPFO.

26. EPFO reserves the right to give preference to Public Sector Enterprises/ Government undertakings.

27. EPFO reserves the right to call for further information / documents/ break-up of rates, taxes, etc. to decide on the tenders.

28. Rates mentioned in the financial bid if accepted shall remain same during the rate contract period and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.

29. EPFO shall not accept any duplicate/ substandard items. If the supplier is not able to supply the original items, appropriate action may be taken against the firm i.e. imposition of penalty, cancellation of contract or forfeiture or EMD/Performance Security deposited with the contract including blacklisting the firm.

30. The firm should be in a position to supply of above items on short notice and also as and when required. The firm should be able to provide these items on holidays/Sunday.

31. All items have to be supplied to E.P.F.O, 14, Bhikaji Cama Place, Hudco Vishala, New Delhi - 110066. The suppliers will be responsible for delivery of goods in / good condition at their own risk and cost.

32. Rates should be quoted in prescribed Performa. The rates should be inclusive of excise duty, freight, transportation, packing, forwarding, handling charges etc. But excluding of GST, if any, which shall be paid by the Office as applicable.

33. The competent authority in the EPFO HO reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all application (offers) or not to award the contract to the lowest bidder without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding.

34. The items are generally purchased on requirement basis. However, the procurement of the above items would be purely 'on need' basis without any guarantee for any minimum quantity. Hence, this office shall not be liable to take any or all items included in the Rate Contract(s) with L1 bidder(s) during its validity.

35. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in this office.

36. The selected Firm(s) will be required to submit performance guarantee of Rs. Rs **100000/-** to be deposited in the form of Banker's Cheque drawn in favor of Central Provident Fund Commissioner Account payable at New Delhi. The performance guarantee of the Firm(s) is liable to be forfeited in case of non-compliance of terms and conditions laid by this Office.

37. If after award of the contract, the successful bidder (L-1) fails to provide required services as per requirement, the contract is liable to be cancelled along with forfeiture of EMD/ Performance guarantee and other consequential action such as blacklisting as deemed appropriate.

PART II
Special condition

e-Tender for inviting online bids for Annual Maintenance Contract for Repair/Renovation of Wooden/Steel furniture Items and allied miscellaneous furniture related work at EPFO Head Office, New Delhi.

- A. SPECIFICATIONS AND QUANTITY**
- B. RIGHT TO PLACE THE ORDERS IN PARTS**
- C. VALIDITY OF BIDS**

A. SPECIFICATIONS AND QUANTITY

The validity of the Contract shall be for one year. The successful bidder will be required to provide Bank Guarantee of Rs **100000/-** issued by a Nationalized Bank. The Bank Guarantee/FDR shall be valid for 02 years.

The agency/ bidder on receipt of Work Order shall be required to provide the required Bank Guarantee within 10 days after accepting the Work Order.

1. Essential Conditions for Contract Execution

a) The Agency shall be registered under the following Acts as applicable:-

- 1. Shops and Commercial Establishment Act
- 2. Income Tax Act (PAN)
- 3. Goods and Services Tax
- 4. Any other legislation, as applicable.

The Agency shall submit to EPFO the copies of above Registration certificate along with the Tender document.

b) Methodology:

- i) The requirement of work will be assessed by EPFO and conveyed to the agency (bidder in this case) and such items/work shall be delivered at EPFO Head Office.
- ii) The payments shall be made through NEFT / ECS / E Transfer/Cheque/Demand Draft. Further, the bidder must submit the monthly disbursement details to EPFO.

- iii) If there is any stoppage of service in any area of operation due to any reason, the Agency shall be liable for penalty including termination of contract.

Eligibility:

Following are the minimum criteria which the bidder should fulfill to become eligible for bidding (Complete Information to be given in the Letter of Technical Bid Form and the Format of Information in Respect of the Bidder given as Annexure I & Annexure II).

- a) The Bidder should have prior experience of not less than three years in the same area as per the bid,. EPFO reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected.
- b) The copy of the Audited financial statement for last three years with Net worth certificate on (2018-19, 2019-2020 & 2020-2021) from CA should be submitted along with the Tender.
- c) The agency should have PAN, GST registration, Profession Tax no. (If applicable) and registration under all applicable laws and should submit the certified copy of the same.

3. **Selection Procedure:** The Ranking of the agencies will be decided on **rates** quoted by the agencies in the Financial Bid. Agency who had quoted the lowest Total Charges of will be ranked as L1 (Lowest Bidder) In case of tie, i.e. if more than one agency quoting the same lowest rate i.e. then they will be considered as L1 vendor. However the allotment of work will be decided by EPFO only.

B. RIGHT TO PLACE THE ORDERS IN PARTS

As indicated above, EPFO reserve the right to place the orders in parts with more than one vendor at L1 rates without assigning any reason whatsoever to anyone for the distribution of the work. The decision of EPFO will be final in the distribution.

Comparison of bids and placing of orders:

- a. The Financial bid will be compared on the basis of the rate quoted by the agency /bidder in the Financial Bid.
- b. EPFO reserves the right to place the orders in parts with more than one vendor at L-1 rates without assigning any reason whatsoever to anyone for the distribution of the work. The decision of EPFO will be final in the quantum of distribution/location of distribution.

C. VALIDITY OF BIDS

As mentioned under the heading "Validity of the bids", in General Conditions, it is clarified that this tender is a rate contract and accordingly the rates will be valid for a minimum period of one year and

the work has to be done as per the orders placed from time to time. During this period of one year, there shall be no increase in rates.

Note: Till the time of execution of the agreement the terms and conditions specified in this document will be binding.

ANNEXURE-II
(To be submitted on the letter head of the Agency)

Format of Technical Bids (In Continuation of Technical Bid Letter)

Sl.No.	Particulars	To be filled by the Bidder
1	(a).Name of the Firm/Agency	
	(b).Address	
	(c).Name of proprietor	
	(d).Telephone No.	
	(e).Mobile No.	
	(f).Email Address	
	(g).Name of business partner(s), if any	
2	PAN Number (copies to be enclosed)	
3	GST Registration certificate	
4	Registration no. under Shop and commercial establishment act.	
5	List of Govt. Ministries/Departments/PSU clients showing experience in the field (Copies of contracts/orders placed on the Agency during last 3 years should be attached)	
6	Whether copies of Income Tax return for last 2 years attached	
7	Whether terms and conditions of the Tender is acceptable or not?	
8	Whether the firm is blacklisted by any Government Department (If_ no, an undertaking to this effect is to be attached.)	

Authorized Signatory [In full and initials]
Name and Title of Signatory
Name of Firm
PAN Number of the Firm
Address

Financial bid details list of items (Financial bids to be submitted only online only in BOQ excel sheet

Sl. No	Items of Work	Rate (In Rupees)	Unit
A	Steel Office Canned Chair		
1	Replacement of New Wooden Seat (Duly Canned, Polish & Fitting)		
2	Replacement of New Wooden Back (Duly Canned, Polish & Fitting-)		
3	Replacement of New Wooden Arms		
4	Replacement of Rubber Shoes		
5	Replacement of Rubber Caps		
6	Providing & Fixing of Steel Strips for Support with welding		
7	Providing & Fixing of Nut-Bolts		
8	Steel Table/Modular workstations		
B	Replacement of Lock		
1	Providing of Key		
2	Repair of Locking System		
3	Minor Repair of Table		
4	Replacement of Handle		
5	Providing & Fixing of complete drawer box/pedestal with three drawers.		
6	Providing & Fixing of new drawers		
7	Providing & Fixing of sun mica/particle board with edge banded top.		
8	Providing & Fixing of new handle (as per sample)		
9	Providing & Fixing of new drawer channel		
10	Providing & Fixing of locks of 25mm square pipe		
C	Steel Almirah/Steel Bookcase/Lockers		
1	Replacement of lock		
2	Replacement of Handle		
3	Replacement of Bush		
4	Repairing of Locking system		
5	Minor Repair		
6	Providing of Key		
7	Providing & Fixing of New Legs /Base.		
8	Providing & Fixing of New Legs/ Base		
9	Supply and Fixing of Plain Glass (Per Sqft.)		
10	Repairing of Lock		
11	Repairing of Door		
12	Providing & Fixing of Knobs /Kunda chapka/ Card holder.		
D	Steel Filing Cabinet		
1	Replacement of lock		
2	Providing of Key		
3	Repair of Locking system		

4	Minor Repair		
5	Replacement of Handle		
6	Repair of Lock		
7	Providing & Fixing of Steel Ball of filing Cabinet		
8	Providing & Fixing of New Channel		
9	Providing & Fixing of Push button		
E	Repair of steel Compactors		
1	Replacement of Lock		
2	Providing of Key		
3	Opening of Locked Compactors		
4	Repair of Locking System		
5	Minor Repairs		
6	Providing & Fixing of Steel Chain		
7	Providing & Fixing of new rail		
8	Providing & Fixing of new push / pull handle (Round)		
9	Providing & Fixing of ball bearings for compactors		
10	Labour charges including removing & re-fixing of compactors bodies with oiling, greasing, alignment etc.		
11	Providing & Fixing of drive Unit mechanism with steering wheel		
12	Replacement of Drive Unit Lever (Long Handle)		
F	Revolving Chair		
1	Repair of revolving System		
2	Repair of Hydraulic Cylinder		
3	Repair of Wheel		
4	Repair of Hydraulic Wheel		
5	Providing & Fixing of steel Base /PVC Base		
6	Providing & Fixing of Caster Bush		
7	Providing & Fixing of PU Arms		
8	Providing & Fixing of New Handle/PU Arms to Cushion Visitor Chair (All Types)		
9	Welding point (Per Point)		
G	Painting of Steel Furniture		
1	Steel office Almirah (Big)		
2	Steel office Almirah (Small)		
3	Steel Rack (Big)		
4	Steel Rack (Small)		
5	Steel storage Unit		
6	Steel Chairs (Office)		
7	Steel Bookcase		
8	Steel filing cabinet a. Four Drawers b. Three Drawers c. Two Drawers		

9	Steel lockers (Pigeon Hole) a. 12 Lockers b. 8 Lockers c. 6 Lockers d. 4 Lockers		
H	Wooden/Steel Doors		
1	Replacement of Mortice Lock		
2	Replacement of Handle		
3	Repair of old Lock		
4	Providing of Keys		
5	Providing & Fixing of "Godrej" Night Latch		
6	Repairing of Door		
7	Providing & Fixing of Door Lock (Godrej)		
8	Providing & Fixing of Handle (Godrej)		
9	Providing & Fixing of Locking Bolt		
10	Providing & Fixing of 'Hinges		
11	Providing & Fixing of Door Stopper.		
12	Providing & Fixing of Tower Bolt.		
13	Providing & Fixing of Draj (Locking Bolt)		
14	Repair of Door Closer		
15	Replacement of Small Rod		
16	Replacement of Spring		
17	Replacement of Big Rod		
18	Providing & Fixing of Door Closer		
19	Providing & Fixing of Fancy Brass Handle to Door		
20	Providing & Fixing of Brass Tower Bolt to Door		
21	Providing & Fixing of Brass Sliding Bolt to Door		
I	Polishing of Wooden Furniture		
1	Wooden Table Executive (Big)		
2	Wooden Officer Table (General)		
3	Wooden Almirah (Big)		
4	Wooden Almirah (Small)		
5	Wooden Partition Screen		
6	Wooden Notice Board/ Keyboard/ Horner Board etc.		
7	Wooden Storage Unit/ Side Unit/ Storage Rack etc.		
8	Wooden Workstation.		
9	Wooden Cushion/ Canned Chair (any type)		
10	Sofa Set (All Type)		
11	Wooden Center Table		
12	Wooden Stool /side table		
13	Wooden Door (after scraping of Existing Polish) (Per Sq ft.)		
14	Wooden paneling (Per Sq ft.)		

15	Polishing of Wooden Partition including cleaning of Wooden paneling (Per Sq ft.)		
16	Wooden furniture articles (Per Sq ft.)		
17	Painting of wooden partition/ furniture fixture with duco paint		
J	Repairing of Wooden/Modular Furniture		
1	Repair of Wooden Chair. (any Type)		
2	Repair of Wooden Table.		
3	Repair of Wooden Almirah		
4	Repair of Wooden Workstation		
5	Repair of side table		
6	Repairing /Adjustment of Drawers on Wooden Table/ Workstation etc		
7	Repair of Stool with nail etc.		
8	Providing &Fixing of Kunda Chhapka		
9	Providing &Fixing of Handle		
10	Providing &Fixing of Knobs		
11	Providing &Fixing of Multi-purpose Lock		
12	Providing &Fixing of New Sliding Channel (Telescopic) to Key Board		
13	Providing & Fixing of New lock to Wooden Furniture Articles		
14	Providing &Fixing of Glass Panes to Furniture Articles		
15	Providing &Fixing of Plywood		
16	Providing &Fixing of Wooden Beading		
17	Repair of Sliding Key Board Stand / Tray		
18	Providing &Placing of New Wooden footrest to Wooden Table		
19	Providing &Fixing of Wooden Brackets		
20	Providing &Fixing of Hinges		
21	Providing &Fixing of Wall Catcher		
22	Providing &Fixing of 19mm thick Ply Board (Commercial)		
23	Providing & Fixing of 12mm Ply Board (Commercial)		
24	Providing & Fixing of 6 mm Ply Board (Commercial)		
25	Providing & Fixing of 6 mm Ply Board (Teak)		
26	Providing & Fixing of 4 mm Ply Board (Commercial)		
27	Providing & Fixing of 4 mm Ply Board (Teak)		
28	Providing & Fixing of sun mica for furniture articles.		
29	Fixing/ Hanging Photo frame/Wall mirror/Wall Clock/ Calendar Frame etc. with Gitties and Hook		
30	Providing &Fixing of New Keyboard for Computer Table 18"X 18".		

31	Providing and Fixing of Modular Wooden Particle Board (pre - Laminated) with existing /Quality color. (Per Sq ft).		
32	Providing and fixing of Wooden Heeding pf appropriate sixe and thickness to wooden furniture articles		
33	Providing &Fixing of Wooden Brackets		
34	Providing &Fixing of Iron Brackets.(L -Type)		
K	Renovation of sofa, providing of tat, cotton, jute, Marking, Dori, Spring etc wherever required of change of cloth/leather Foam)as per sample approved)		
1	Four Seater		
2	Three Seater		
3	Two Seater		
4	Single Seater		
5	Cushioned visitor (steel wooden) Chairs a. Ordinary type b. Modular type		
6	Executive Revolving Chair (High/Medium back) a. Ordinary type b. Modular type		
7	Computer Revolving Chair		
8	Wooden Cushion Settees		
9	PIP Rubber/P.U foam Cushion (ISI Mark) a) Size: 21 "X 22" X 4" b) Size: 21"X 22"X 3" c) Size: 1 8"X 1 8" X 2"		
10	PIP Foam sheet 25 mm (HD) to Sofa Set		
11	Stitching of curtain (Plain)		
12	Stitching of Curtain (Pleated)		
13	Stitching of curtain with pleat & lining		
14	Supply of Curtain cloth (Polyester/ Designer) As per sample approved and stitching of curtain. a. Curtain (Plain) (Per Mtr.) b. Curtain _(Pleated) (Per Mtr.)		
15	Providing &Fixing of hooks for Curtain		
16	Supply of loose Seat Cushion with Cover for Chair a. Seat b. Back		
L	Glass Work		

1	Providing Table- Glass Top (Modi Guard/ Gold Plus/ Saint Gobain or equivalent) (Per Sqft.) Plain Glass 6mm 8mm 10mm 12mm		
2	Providing Table Glass Top (Modi Guard/ Gold Plus/ Saint Gobain or equivalent) (Per Sq ft.) Colored Glass (Brown/ Black) 6mm 8mm 10mm 12mm		
3	Cutting, grinding etc of glass (per Sq ft.)		
M	Supply of White Tericot Cloth and stitching of loose Cover for the following Articles		
1	Sofa Four Seater.		
2	Sofa Three Seater.		
3	Sofa Two Seater.		
4	Sofa Single Seater.		
5	Cushioned Visitor Chair.		
6	Executive Revolving Chairs		
7	Computer Chairs		
O	Repair of Aluminum Doors/ Window		
1	Providing & Fixing of New Handle		
2	Providing & Fixing of New Lock		
3	Repair of Adjustment of Door		
4	Repair of Locking System		
5	Providing & Fixing of Rubber beading		
6	Providing & Fixing of Aluminum beading		
7	Providing & Fixing of pivot set		
8	Complete Repair of Door including cutting, Dismantling and re-fixing etc. complete in all respect.		
9	Providing & Fixing of Hinges.		
10	Providing & Fixing of Floor Spring (ISI)		
11	Providing & Fixing of aluminum section as per size required		
12	Providing & Fixing of Glass Panes (a)Glass Paint (b)Glass Tinted		
P	Miscellaneous Items		
1	Supply of looking glass with wooden frame duly polished Size: 24"X 18"		
2	Providing & Fixing of decorative drapery rod of standard size and specification.		

3	Supply of wooden High stool with foot steps size 36''(H) and 12''X12''(Top) duly polished		
4	Supply of wooden stool of standard size and specification duly polished		
5	Supply of wooden foot rest of standard size and specification duly polished		
6	Supply of Coat stand with brass fitting of standard size and specification		
7	Providing and fixing of glass stand for set top box with all necessary hardware fittings		
8	Providing and fixing of wooden flooring of standard size and specification and of reputed brand		
9	Supply of wooden centre/side table made of 1 st class teak wood having bottom shelf and glass top duly polished Size: a. 48'' X 24'' X 18'' b. 36''X 24''X 18'' c. 36'' X18''X18'' d. 18''X28''X15''		
10	Providing & Fixing/ Place of wooden storage cabinet/ book cabinet/ side Rack/ workstation etc. made of 19 mm thick commercial board with 1.00 mm thick laminate/ teak ply/ teak wood/ heding having glass/ wooden doors, Shelves etc as required with all necessary hardware sitting duly polished. (Per sq ft.)		
11	Providing & fixing of Wooden partition frame made of teak wood 12 mm ply on both sides with sun mica / teak ply/ plain glass as required of approved color including door/ window etc. Complete with all necessary hardware fittings including enamel painted/polished		
12	Providing & fixing of Wooden partition frame made of teak wood 6 mm ply on both sides with sun mica / teak ply/ plain glass as required of approved color including door/ window etc. Complete with all necessary hardware fittings including enamel painted/polished		
13	Providing & Fixing of sun control film of reputed brand, color/shade and quality Regular shade Frosted/ Black out		
14	Removing of existing sun control film from windows/ doors.		
15	Removing of existing wooden partition/ panelling /modular partition/ work stations and storage etc.		
16	Re- fixing of existing wooden partition/ panel in modular partition / workstation / storage etc.		
17	Providing and Fixing of Wooden Wall paneling with frame work /teak ply and laminate standard size an specification and as per direction the officer in		

	charge.		
18	<p>Providing and Fixing of Aluminum Glazed low height or full height partition made in 14 gauge thickness, pre laminated particle board/ glass as per required and standard size and specification as per directions.</p> <p>(a) Aluminum partition (Anodized)</p> <p>(b) Aluminum partition (Powder coated)</p>		