

DIRECTORATE (MEDICAL) DELHI
E.S.I. SCHEME: DISPENSARY COMPLEX
TILAK VIHAR, NEW DELHI-18

No.111-A-36/11/Gen/2009.

Date _____

To

Sub:-“Limited Tender for award of contract for Repair of wooden and steel furniture, welding and painting work in R/o D(M)D office/Central Store/F.W.Project and all ESI Dispensaries in Delhi/New Delhi for the period of Two Years

Last Date & time of receipt of Tender: 12/9/2011 upto 1.00 P.M.

Date & time of opening of Tender: 12/9/2011 at 2.30 P.M.

Sir,

Sealed quotations are invited on behalf of The Directorate (Medical) Delhi, E.S.I. Scheme, Dispensary Complex, Tilak Vihar, New Delhi-18 for **award of contract for Repair of wooden and steel furniture, welding and painting work in R/o D(M)D office/Central Store/F.W.Project and all ESI Dispensaries in Delhi/New Delhi for the period of Two Years.**

You are requested to submit your quotation in the attached Performa in a sealed cover marked “**Quotation for Repair of wooden and steel furniture, welding and painting work**” so as to reach the undersigned latest by 1:00 PM on 12/9/2011. The quotation may be dropped in the Tender Box kept in Room no. **B-6**. The quotation will be opened on 12/9/2011, at 2:30 PM in the presence of tenderers/their representatives who may like to remain present at the time of opening of tender. The quotation received after stipulated time and date will not be entertained. The award of contract will be governed by the following terms and conditions:-

1. The rate quoted should be inclusive of other incidental charges etc. All taxes, levies extra, if any, should be specifically indicated separately in the quotation. Rates should be quoted for all items specified Annexure.
2. The firms/proprietor must have experience for repair of office furniture of two years of any Government institution/undertaking/autonomous body/corporation supported with satisfactory performance certificate issued by the head of the department.
3. Tax will be deducted at source as per rules. The firm may also submit the information as sought in the Performa enclosed as Annexure-II duly signed by authorized signatory of the firm.
4. The tenderers will be required to deposit a sum of Rs. 30000/- (Rs. Thirty thousand only) as earnest money in the form of demand draft/pay order/bankers cheque drawn in favour of ESI

Fund A/C No.1 at Delhi failing which the quotations will not be entertained. The earnest money deposited by the firms will be refunded after the contract has been awarded to the successful tenderer. The earnest money will be liable to be forfeited in case the successful bidder refuses the offer.

5. **The successful tenderer will be required o deposit of a sum Rs. 75000/- (Rs. Seventy five thousand only) as a security deposit in the form of FDR in favour of ESIC Fund A/C no.1 at Delhi within 15 days of the acceptance in this office. The security liable to be forfeited in part or in full in the event of any loss suffered by the office or if the work assigned to the firm is not found to e satisfactory. This will be refunded without any interest thereon upon successful completion of the contract provided the office has no other claims outstanding against the party at that time.**
6. The contract will be valid for a period of two years from the date of award of contract. However, on the expiry of the contract, The Director (Medical) Delhi reserves the right to extend the contract on same terms and conditions that may be mutually agreed upon subject to satisfactory performance by the contractor. However, the same can be terminated also even before its expiry in case the firm fails to provide satisfactory services or does not comply with any of terms and conditions of the contract. In that event, the security money deposited by the firm will also be forfeited. The decision of The Director (Medical) Delhi in this regard will be final and binding on contractor.
7. The contractor shall have to attend the minor repair work within 24 hours, failing which it shall be got done at risk and cost of the contractor. In case any item is required to be taken out of the office premises for repair/rectification, the same would be allowed through gate pass issued by the care taker/IMO Incharge.
8. Erasing & overwriting in the quotation in any form will render the tender invalid.
9. The lowest tender shall be considered for placement of contract subject to fulfillment of eligibility criteria and other terms & conditions of the tender.
10. Payment shall be released on quarterly basis for actual work done. Bills om triplicate along with work completion report shall be submitted for verification and acceptance of D(M)D for arranging payment.
11. The contractor shall be fully responsible to pay any damages to his employee(s) arising out of any injury or death of his employee(s). The Administration shall not be held responsible for payment of any dues to the employees of this contractor.
12. The Director (Medical) Delhi, E.S.I. Scheme, Dispensary Complex, Tilak Vihar, New Delhi-18 reserves the right to reject any or all the quotations without assigning any reason thereof.
13. The Contract with the firm shall be interpreted under Indian Law and in case of any dispute between the contract holder and the Department; the sole authority for settlement of such disputes will rest with the arbitrator appointed by the Director General, E.S.I. Corporation, Panchdeep Bhawan, CIG Marg, New Delhi-110002.
14. Both the parties can exit out to the contract by giving one month notice to the other party.
15. If the contractor does not undertake the repair work assigned to it the same should be got carried out from the open market and the extra expenditure incurred thereon should be recovered from the contractor.

Yours faithfully,

(SANJEEV KUMAR)
DY. DIRECTORATE(ADMN)