

**MMTC LIMITED**  
**CORE 1, SCOPE COMPLEX, LODHI ROAD,**  
**NEW DELHI**

No.MMTC/ADMN/CT/39/2014

Dated the 01.05. 2014

NOTICE INVITING TENDER (NIT)

**Subject: Annual Contract for painting & polishing work of various furniture items and office premises of MMTC LIMITED.**

<b>1</b>	<b>Due date of tender(two bids) submission</b>	<b>Up to 1500 Hrs, on 19.05.2014</b>
<b>2</b>	<b>Technical bid's opening date</b>	<b>1530 Hrs, 19.05.2014</b>
<b>3</b>	<b>EMD</b>	<b>Rs.10,000/-</b>

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**NEW DELHI**

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TENDER INVITING NOTICE

**Subject: Annual Contract for painting & polishing work of various furniture items and office premises of MMTC LIMITED.**

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**SEALED** Tenders are invited from reputed firms for annual contract of painting/polishing of various furniture items and office premises belonging to MMTC LIMITED as per the Bill of Quantities given in Annexure 1 on the terms and conditions stipulated in this tender. Firms having experience of 3 years in the relevant field, in the Government Ministries/ Departments/Semi-Government Organizations, including Public Sector Undertaking are required to submit their rates in Annexure 1 duly completed and signed. The work shall be executed in the SCOPE Building, Core-I, New Delhi-110 003.

1. Sealed tenders in **two separate envelops** comprising (a) TECHNICAL BID along with prescribed **tender fee of Rs.500/-** and **EMD of Rs.10,000/- (Rupees Ten Thousand only)** in the form of Demand Draft/Pay order in favour of 'MMTC Limited' and payable at 'NEW DELHI' & (b) PRICE BID and required documents at S.No.8 bearing the name and address of the bidders in both bids should reach to the office of the General Manager (Admn) at 2<sup>nd</sup> floor Core 1, Scope Complex, New Delhi on or before **1500 Hrs on 19.05.2014**.
2. Tender documents can be downloaded from MMTC website (**[www.mmtclimited.com](http://www.mmtclimited.com)**).
3. Please note that the tenders submitted without the requisite EMD and documents given at S.No.8 shall be summarily rejected.
4. TECHNICAL BID shall be opened at **1530 Hrs on 19.05.2014** in the presence of tenderers who wish to be present on the date of opening.
5. The TECHNICAL BIDS shall be scrutinized/verified by MMTC in terms of the tender and subsequently the eligible PRICE BIDS shall be opened within a week.

6. The earnest money of successful tenderer shall be retained and refunded without interest after successful completion of contract period. EMD of unsuccessful tenderers shall be refunded at the earliest.
7. The Tender should remain valid for a period of 45 days from the date of opening of PRICE BID.
8. **Following documents are required to be enclosed with the tender document (TECHNICAL BID) complete along with EMD: -**
  - a. Performance certificates issued by the clients.
  - b. Copy of PAN Card issued by Income tax Department.
  - c. Copy of TIN/Service tax registration.
9. Tenders with any conditions/deviations, whatsoever, shall be summarily rejected.
10. The Earnest money may be forfeited in the event of the following:
  - a. tenderer withdraws its tender during the period of tenders validity.
  - b. If the work of the contractor is found unsatisfactory.
11. MMTC may also make a panel of such service providers on the basis of rates quoted by the party who have quoted the lowest rates. Firms should also give their willingness to the effect that they are willing to be considered for empanelment.
12. The period of the contract will be one year initially which can be extended for further period subject to satisfactory work and willingness of the contractors. The successful firm will be required to start working immediately upon award of the contract. The work is to be carried out in the premises of the MMTC.
13. The work shall be carried by the contractor on receipt of the work assigned by caretaking Cell from time to time. No. charges shall be paid for those work carried out without the approval of Caretaking Cell.
14. Only such work which cannot be done in the Office premises would be allowed to be done outside. No extra charges will, however, be payable on this account.
15. No cutting or overwriting in the tender form will be acceptable.
16. Rates quoted by contractor should be excluding of taxes.
17. To acquaint themselves with the work, the contractors are requested to visit office and contact Shri G.K. Bhowal, Dy. Manager(Admn) on any working day at MMTC Limited, Core-1, SCOPE Complex, New Delhi-110003 for the purpose.
18. No increase in the rate shall be given during the contract period.
19. All pages of the tender must be sealed & signed by the tenderers as a token of having read the terms and conditions stipulated in the tender .
20. Ambiguous rates or rates not in conformity with specification at Annexure --1 or conditional &/or without inclusion of all any of taxes/charges as on date shall be rejected.
21. T.D.S. & other taxes will be as per rules.
22. The contractor shall have to make his own arrangements for storage of material required for the job.

23. The payments/ refunds by MMTC will be done thru' e-payment mode only.
24. The contractor shall be responsible for the safety of all items of furniture, office equipment and other fittings provided in the premises, if damaged during the execution of work which shall be recoverable from his bill or the security deposit or any other dues payable to the contractor by the company.
25. MMTC can terminate the contract at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect the decision of the MMTC will be final and binding on the contractor and hold the contractor liable to pay damages and compensation for loss and inconvenience caused by dislocation of all or any of the services by the sudden discontinuance/dislocation or stoppages.
26. This is without prejudice to MMTC rights to enforce performance in respect of the rest of the work and the contractor shall in such even, pay to the Company the additional cost incurred for having such work done by some other agency.
27. Any dispute or difference arising from interpretation of the tender items or its terms and conditions, the matters in dispute shall be referred to the sole arbitration of a person to be nominated by the Chairman-cum-Managing Director(CMD) of MMTC, whose decision shall be final and binding on the parties to the contract. The venue of the arbitration shall be New Delhi.
28. MMTC Limited reserves the right to accept or reject any tender at its sole discretion without assigning any reason whatsoever.

General Manage(Admn.)

### LIST OF APPROVED BRANDMANUFACTURERS

Approved makes of material are listed below. In case it is established that the brands specified below are not available in the market, the contractor shall submit alternative proposal for the approval of MMTC.

<b>S.NO.</b>	<b>DESCRIPTION OF ITEMS</b>	<b>APPROVED MANUFACTURER</b>
1	Water proofing compound	Pidilite, Fosroc, Bostik
2	Paints polish (lacquer & melamine)	Acro, Asian, Berger,
3	Oil Bound	Berger, Asian
4	Distemper	Asian, Berger,

**Note :Contractor shall provide samples before procurement of the materials for the approval.**

**(Declaration to be given on Contractor's Letter Head)**

Dated :

The General Manager (Admn),  
MMTC Limited,  
SCOPE Building,  
Core-1, Lodhi Road,  
New Delhi – 110003.

Subject: Annual Contract for painting & polishing work of various  
furniture items and office premises of MMTC LIMITED.

Dear Sir,

We submit herewith our sealed quotation on the above as per Annexure I in the tenders. We enclose herewith Earnest Money of Rs.10,000/- (Rupees Ten Thousand only) and tender fee of Rs.500/- (Rupees five hundred) vide Pay Order/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_.

Following documents are also enclosed with the tender documents;-

- a. Performance certificates issued by the clients.
- b. Copy of PAN Card issued by Income tax Department.
- a. Copy of Service tax registration/TIN No.

We accept the terms and conditions of the tender. In token thereof, the authorized person of our firm has initialed every page of the tender.

Thanking you,

Yours faithfully,

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

**ANNEXURE 1****BILL OF QUANTITIES**

<b>S.No.</b>	<b>Description</b>	<b>Unit</b>	<b>Rate/unit (Rs.)</b>
1.	Distemping with oil bound washable Distempers of approved brand & Manufacture to give an even shade on old Work(two or more coat)	Sq.Mtr.	
2	Removing dry or oil distemper/plastic emulsion paint by scrapping, sand papering & preparing the surface smooth etc.	Sq.Mtr.	
3	Wall/Ceiling painting with plastic emulsion paint of approved brand & manufacture to give even shade, two or more coats on old work.	Sq.Mtr.	
4	French spirit polishing including scrapping the Old one with one or more coats on old work on Doors/panels	Sq.Mtr.	
5	Melamine Polish after Scrapping & making smooth surface Finish	Sq.Mtr.	
6	Lacquer polishing of Teakwood beading 6 inches wide approx.	R..Mtr.	
7.	Lacquer polishing of Teakwood beading 4 inches wide approx.	R..Mtr.	
8.	Applying one coats of cement primer of approved Brand and manufacture on wall surface	Sq.Mtr.	
9.	Painting with enamel paint of approved brand and Manufacture to give on even shade (two or more coats)	Sq.Mtr.	
10.	Silicon paint on staircase after scrapping & making smooth surface with one or more coats	Sq.Mtr.	
11.	Lacquer polishing of teak wood office table : 1. Staff Table 2. Manager Table 3. GM/CGM Table	each each each	
12.	Lacquer polishing of teak wood Side Rack 1. Small	each	

	2. Big	each	
13.	<b><u>Painting &amp; polishing of furniture item</u></b>		
	a. Steel almirah(big)	each	
	b. Steel almirah(Small)	each	
	c. Filing cabinets(big)	each	
	d. Filing cabinets (Small)	each	
	e. Steel high rack	each	
	h. Numbering work on items	each	
	<b>Total Amount</b>		

**In Words (Rupees)** \_\_\_\_\_

SIGNATURE OF THE  
CONTRACTOR \_\_\_\_\_

NAME OF THE  
CONTRACTOR/FIRM \_\_\_\_\_

SEAL OF THE FIRM