



INSTITUTE OF GOVERNMENT ACCOUNTS & FINANCE  
MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE  
BLOCK-IV, OLD J.N.U. CAMPUS  
NEW DELHI - 110067

Tele Nos. 2610 2257, 2610 5713 Fax No. 46203636

TENDER No.21011/INGAF/INFRA/CH/MISC/ 2017-18/1045 Date: 21/12/2017

**TENDER NOTICE**

**DESCRIPTION: Remodeling of 'Sanchi' Lecture Hall into Conference Hall**

Sealed quotations are invited from reputed/registered firms for remodeling of Sanchi Hall, at Institute of Govt. Accounts and Finance (INGAF), Block-IV, Old JNU Campus, New Delhi-110067, in the prescribed form at Annexure-A. The interested parties may inspect the premises at any time between 2.00 P.M. to 5.00 P.M. on any working day upto 7-01-18 to assess the job requirement/quantum of work involved. For this purpose Shri R. S. Yaduvanshi AAO (Admn.) may be contacted on telephone No.011-26711535 during office hours on any working day till 07-01-18. The work includes the conference table, chairs, mike, fixture and fittings etc. The prospective firms should have at least 5 years experience of this type of work in at least 5-6 Government Department and should furnish a copy of the PAN, Service Tax Registration and "Experience Certificate" from their respective organizations, while submitting their quotations.

2. It is, therefore, requested to send the rates/ quotation for the above mentioned items in a sealed cover so as to reach the undersigned in Administration Section (INGAF) Ground Floor on or before 1.00 PM on 08-01-2018. The quotation and its envelope must be super-scribed "QUOTATIONS FOR OF CONFERENCE ROOM". Earnest money of Rs. 25,000/- (Rupees Twenty Five Thousand Only) may please be attached with the quotation in the form of Demand Draft in favour of "Accounts Officer" (INGAF) payable at New Delhi. The quotations should also indicate the response time and service commitment. The rates should be indicated in both FIGURES & WORDS including all charges like all taxes, loading-unloading, installation, charges etc. The rates quoted must be firm & final.

**The terms & conditions are as under:-**

1. Competent Authority INGAF reserves the right to accept or reject any or all the quotations without assigning any reasons thereof

2. Last day for receiving the quotations is 08-01-2018 and the quotations will be opened on the same day i.e. 08-01-18 at 5.00 P.M. in the above cited room. The tenderers or their representative may, if they so desire, be present at the time of opening of quotations.
3. Tenderers are directed to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders so as to obtain all necessary information and to take actual dimensions on site so as to quote correct rates.
4. The design of the Conference Table will be available with AAO (Admn.) INGAF and is also enclosed As Annexure B to this tenders document.
5. The earnest money will be returned to all the tenderers after the finalization of quotations. The tenders received without earnest money shall summarily be rejected.
6. The earnest money of successful tenderer will be forfeited if he fails to commence the work within two days after acceptance of the tender.
7. The payment will be released after the successful completion of the work.
8. Contractor will give guarantee of at least 2 years for the work done.
9. The incidental charges (if any) will be paid by the contractor.
10. Proof of similar work done in government offices may be provided:
11. In case of any complaint or non-fulfillment of any obligation, the Director INGAF reserves the right to withhold the payment etc. or terminate the contract immediately.
12. The contractor or his workers should not cause any damage to the property in any case. For all such damages, the contractor shall be responsible to rectify/replace the same and to reinstall in the original shape at his own cost and risk to the entire satisfaction of this office.
13. This notice of Tender shall form part of Contract document.
14. The validity of tender shall be up to 60 days from the date of opening of Tender;
15. The material to be used on this work shall be best /first quality. Those materials for which ISI certificate mark is not issued shall conform to relevant BIS specifications and or latest CPWD specification.
16. Proof of registration with GST etc. is to be furnished.
17. All rates shall be quoted separated for each item.

18. The INGAF management does not bind itself to accept the lowest tender or to give any reason for their decision in this regard.
19. Tenderers shall produce a copy of valid PAN number. Applicable taxes will be deducted at source as per G.O.I. rules.
20. Sales tax / GST or any other Taxes levied on materials in respect of this contract shall be payable by the contractor and the office of INGAF will not entertain any claim whatsoever in this respect. However G.S.T. on Contractors bills will be paid as per G.O.I. rules.
21. The tenderers shall have to furnish a performance guarantee of Rs 25,000/- (Rupees Twenty Five Thousand Only) to be adjusted in case of Successful Bidder and will be returned after 3 months after satisfactory completion of work.
22. Tender can be downloaded from the website of INGAF at [www.ingaf.in](http://www.ingaf.in).
23. Any other information/details may be had from Sh.R.S.Yaduvanshi, Asstt. Accounts Officer (Admn.) on any working day from 1000 Hrs to 1200 Hrs. Interested parties may, if they so desire, visit the site personally on all working days before 07-01-2018, between 10 A.M. to 5 P.M.

**(Sunil Kumar Sharma)**  
**Sr. Accounts Officer (Admn.)**

To

Sr. AO ITD, O/O CGA, with the request to place the aforesaid notice on the website of the CGA/ INGAF for seven days for wider publicity

PREScribed PERFORMAWith Reference to Tender No.21011/INGAF/INFRA/CH/MISC/ 2017-18, Dt. 21-12-18

1. Name of the Firm \_\_\_\_\_

2. Item-wise Details as per requirement mentioned in the Tender Document:

S.No.	Description of Items	Qty.	Unit	Rate	Amount
1.	Civil Works relating to removal of Steel Almirah fixed in front and rear wall				
2.	Provision for Anti termite treatment				
3.	Provision of fittings for Electrical/Internet Connectivity / Public Address System,				
4.	Provision of conference tables with (Teak Wood Frame ) for sitting arrangement 24 person with approved specification as per drawing seat				
5.	Provision of Revolving chairs (24 persons) specified article may be shown at the time of inspection by the vendor.				
6.	Provision of Plastic enamel paint (Textured furnishing work)				
7.	Replacement of front Rear doors				
8.	Wooden flooring				
9.	Any other related item of work				

Total \_\_\_\_\_

(Rates should be indicated both in FIGURES & in WORDS)

3. Time Duration for the work (in days):

4. EARNEST MONEY DEPOSIT: Draft Number:  
Date of Issue:  
Name of the Bank:

I agree to the terms and conditions as mentioned in the tender document No. 21011/INGAF/INFRA/CH/MISC/ 2017-18/ dated 21-12-2018 Issued by INGAF.

Signature.....  
Name of the Contractor/vendor.....  
Stamp.....

Conference table in Seven/Eight Pieces with Teakwood Frame

