

TENDER NOTICE

Subject : Annual Maintenance Contract for repair & maintenance of various furniture items of the Ministry of Petroleum & Natural Gas - Re

Sealed tenders are invited in two bid system (Technical & Financial Bid) for comprehensive repairing/maintenance of wooden & steel furniture items from the reputed & eligible agencies, as per list enclosed, initially for the period of one year but can be extended for further two year on the terms and conditions enumerated in the following paragraphs :-

2 Eligibility Criteria

2.1 The bidder should have

- (a) *TIN Number* (a self attested copy of VAT/TIN Number Registration of the firm shall be enclosed along with copy of the latest challans);
- (b) *PAN Number* (a self attested copy of PAN No. card and Income Tax Returns for the last three financial year to be furnished);
- (c) *Service Tax Registration* (a Self attested copy of Service Tax Registration Number with a copy of latest receipt/challan shall be furnished);
- (d) *EPF Registration Number* (a self attested copy of EPF Registration with a copy of latest challan to be attached)
- (e) *ESIC Registration Number* (a self attested copy of the ESIC Registration Number to be attached)
- (f) *Office in Delhi.* The firm must submit documents towards proof to this effect along with name and address of Banker(s).

2.2. The bidder should **05 years experience strictly in the field of 'repair and maintenance of furniture items'** in the government departments/ministries. Experience relating to supply of new furniture items and any other experience will not be counted. Certificate duly issued by competent authorities in the government to be annexed.

2.3 The firm should **furnish details of three(03) running/current Annual Maintenance Contracts for the comprehensive repair and maintenance of furniture items** with any of the Government Department. A satisfactory performance report from each of the Department for the contract shall also be enclosed.

2.4. The firm should have annual turnover of Rs.25 lakhs during the last three years. A Balance Sheet duly audited and certified by Chartered Accountant towards proof of annual turnover for the last three financial years shall be enclosed.

2.5 Undertaking from the Agency that it has not been barred or blacklisted by any of the Central/state Government/ Departments/ Organizations/Central PSU and no criminal case is pending/filed against the said firm/Proprietor.

2.6 The Earnest Money Deposit (EMD) of Rs.40000/- (Rupees Forty Thousand only) must be attached with the tender only in the form of Demand Draft in favour of "**DDO, Ministry of Petroleum & Natural Gas, New Delhi**". Tenders without EMD will be summarily rejected.



