

**No. Admn/Renovation of Room/PC/2008-09/
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE-
OFFICE OF CONTROLLER GENERAL OF ACCOUNTS
7TH FLOOR, LOK NAYAK BHAWAN, KHAN MARKET,
NEW DELHI - 110003.**

Dated : 08.12.2008

To,

_____,
_____,
_____.

Sub: Inviting sealed quotations for Renovation of 3 (three) rooms in O/o CCA, Deptt. of Supply, Akbar Road, New Delhi.

Sir,

Sealed Tenders are invited for performing of the following jobs:-

S.No.	Description of work	Unit	Qty	Rate	Amount
1	Oil Distemper of the ceiling & wall in three Rooms with all material & labour for a (measure Approx. 3126 Sq. Ft.)	Sqm	Approx 3126 Sq. Ft		
2.	Acrylic Painting of the doors & windows with all material & labour in three rooms (measurement of Approx. 542 Sq. Ft.)	Sqm	Approx. 542 Sq. Ft		
3	Replacement of Door/ Window glass with material & labour for a measurement of Approx. 478 Sq. Ft. (5 mm/4mm)	Sqm			
4.-	Cleaning of the floor and laying of linoleum sheet 1.5 mm for a (measurement of Approx. 1002 Sq. Ft.)	Smt	Approx. 1002 Sq. Ft		
5.	Repair the switch sheet & tube rod & clean the fan etc.		14 tube, 16 5 Amps, 6 Nos. Switch sheet 8"X12"		

2. A Tenderer shall submit the tender which satisfies each and every condition laid down in this notice, failing which, the tender will be liable to be rejected.
3. The work is required to be completed within 30 days from the date of issue of work contract.
4. Tendering parties must have annual turnover of minimum Rs. 5,00,000/- (Rs. Five lakhs) documentary evidence in this regard may be submitted alongwith the quotation. Proof of having successfully completed similar work during last 7 years along with performance certificate shall also be submitted alongwith tender document.
5. Tenderer shall produce a copy of valid PAN number.
6. Proof of registration with VAT and TIN.
7. All the above certificates/ documents shall be submitted by the firm duly-signed with seal and should be duly attested from a Gazetted Officer or their C.A..
8. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders so as to obtain all necessary information which may influence or effect their tender.
9. A tenderer should quote the tender in figures as well as in words rate(s). The amount for each item should be worked out and the requisite totals given. Special care shall be taken to write rates in such a way that interpolation is not possible.
10. All rates shall be quoted separately for each item.
11. The tender shall be accompanied by earnest money of Rs. 5,000/- in the form of crossed Bank Draft only issued in favour of PAO CGA.
12. The sealed tender shall be dropped in Tender Box placed in Security Office at Gate No. 2, Lok Nayak Bhawan, Khan Market, New Delhi upto **1300** hours on or before **19.12.2008** and shall be opened at 15.30 hours on the same day in the presence of tenderers who may be present.
13. Subject to the terms & conditions outlines above tenders received without documentary evidence of previous work performed and annual turnover as outlined as para 2(a) to 2(d) above respectively and/or without earnest money shall be liable to summarily rejection. Sealed envelop superscribed "tender for civil repair work of three room at PAO supply, Ashoka Road, New Delhi" should contain the tender document.
14. The office of Controller General of Accounts does not bind itself to accept the lowest or any tender or to give any reasons for their decision.
15. Sales tax or any other tax on materials in respect of this contract shall be payable by the contractor and the office of Controller General of Accounts will not entertain any claim whatsoever in this respect.

16. This notice of Tender shall form part of Contract document.
17. The Validity of Tender shall be up to 90 days from the date of opening of Tender.
18. The Material to be used on this work shall be first quantity ISI marked. - Those materials for which ISI certification mark is not issued shall conform to relevant BIS specifications and or latest CPWD specifications and shall be subject to approval of this office.
19. 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 to reinstall in the original shape at his own cost and risk to the entire satisfaction of this office.
20. Any other information / details may be had from the Sr. Accounts Officer (Admn). Interested parties may, if they so desire, visit the site personally on all-working days.



Sr. Accounts Officer (Admn)