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Office of the Registrar Co-operative Societies
Govt. of NCT of Delhi

Old Court Building, Parliament Street, New Delhi-01

No. CB/2017/6544

dt: 17/07/17

Sub: Quotations for Repairing of Lock/Key and office furniture in the
O/o RCS GNCTD, Parliament Street, New Delhi.

1. Sealed quotations are invited for repairing of lock/key and office furniture for the year 2017-2018 from eligible and interested firms located within Delhi and having experience in respective field as per enclosed detailed plan, terms and conditions.

2. The quotation in the prescribed Proforma (enclosed) addressed to the DR,CTB in sealed cover duly marked "Quotation for Repairs of lock/key and office furniture" should reach in Care-taking Branch by ~~31-7-2017~~ up to 11:00 AM. The quotation will be opened in the presence of Purchase committee members and representative of the interested firms on the same day at 3:00 PM in the room of DR(CTB). Any request for extension of submission date for tenders will not be considered.

3. The Quotation should accompany with an Earnest Money Deposit (EMD) of Rs. 7,000/- (Rupees seven thousand only) in the form of Bank draft in favour of Drawing & Disbursing Officer (DDO), RCS, New Delhi. The contract will be awarded for a period of one year from the date of award which may be extended up to one year subject to the performance. However, in the event of services rendered being found unsatisfactory, the contract can be terminated at any time without assigning any reason thereof. The decision of the RCS in this regard will be final. The demand draft of Rs. 7,000/- as an earnest money is mandatory, which will be kept as security deposit of the firm to whom the contract will be awarded. The demand drafts of the other firms will be returned. No interest would be paid on the EMD.

4. Only registered, authorized and reputed firms agencies having adequate experience of at least three years in the relevant field in Government Ministries/departments/ Semi Govt. Organizations, PSUs etc. having the requisite competency/ capacity need to apply.

5. Under no circumstances, the contractor shall appoint any sub-contractor or sub- lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated without any notice by the Head of Office.

6 The firms should submit proof of PAN & TIN number, whichever applicable.

7. The firms must submit proof of Registration with Delhi Sales Tax/ Delhi Value Added Tax(DVAT) Deptt.

8. The firm should submit proof of Income Tax Assessment/ Return for the last three years.

9. The firm should submit proof of Annual Turnover which should not be less than rupees 50 thousand per year for last 03 years.

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10. The firms should provide one supervisor with worker on the work-site of RCS office.
11. The firms should attach list with proof of Government Ministries/ Departments/Organizations/PSUs in which the firm was awarded similar works.
12. All documents should bear firm's seal.
13. The contract will be as per terms and conditions mentioned above.
14. Rates should be quoted clearly on per unit basis only for each item.
15. The RCS reserves the right to reject any quotation in whole or in part, without assigning any reason. The RCS also reserves the right to terminate the contract any time without assigning any reason.

V. J. S.
AR (CTB)

Copy to:

1. Asstt.Prog. Computer Cell , RCS- to post this tender notice on the website of the RCS.
2. Notice Board/ Facilitation Counter.

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QUOTATION PROFORMA

1. Name and address of the firm
2. Telephone No.
Residence ----- Office ----- Mobile -----
3. Rates (as under)

Sl.No.	Name of Items	Rate- Rs/per unit
1.	Table: Replacement of Handle, Adjustment of drawer, Minor repair of table, Replacement of lock.	
2	P/F of Glass Top 2'X4'(8mm)	
3	P/F of Glass Top 8'X4'(10mm)	
4	Steel Almirah: Replacement of lock, Replacement of handle, Repair of lock system, Replacement of shelves, P/F new shelves, Fixing of bush.	
	Repair of wooden furniture:	
5	Cushion Chair repair with materials	
6	Cushion chair Dry Cleaning	
7	Dry Cleaning of Sofa Set	
8	Door Lock/Fitting : Door repair and Polish with Labour	
	Spray Painting :	
9	Almirah Cabinet(three drawers)	
10	Almirah Outer side(Big)	
11	Almirah inner side(Big)	
12	Almirah outer side(Small)	
13	Almirah inner side(Small)	

4. Details of EMD No. _____ dated _____ amount Rs. _____
Bank _____

Sign. of prop/partner/AR
Name:
Seal/stamp:



GENERAL FINANCIAL RULES 2017
Ministry of Finance
Department of Expenditure

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Ministry/Department will maintain such list which will also be displayed on their website.

- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment

Rule 152 Enlistment of Indian Agents. As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organisation (eg. DGS&D). However, such enlistment is not equivalent to registration of suppliers as mentioned under Rule 150.

Rule 153 Reserved Items and other Purchase/Price Preference Policy.

- (i) The Central Government, through administrative instructions, has reserved all items of hand spun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and/or the notified handloom units of Association of Corporations and Apex Societies of Handlooms (ACASH).
- (ii) Ministry of Micro, Small and Medium Enterprises (MSME) have notified procurement policy under section 11 of the Micro, Small and Medium Enterprises Development Act, 2006.
- (iii) The Central Government may, by notification, provide for mandatory procurement of any goods or services from any category of bidders, or provide for preference to bidders on the grounds of promotion of locally manufactured goods or locally provided services.

Rule 154 Purchase of goods without quotation
Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Rule 155 Purchase of goods by Purchase Committee.

Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."

Rule 156 (1) Purchase of goods directly under Rate Contract. In case a Ministry or Department directly procures Central Purchase Organisation (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the Rate Contract. The Ministry or Department shall make its own arrangement for inspection and testing of such goods where ever required.

Rule 156 (2) The Central Purchase Organisation (e.g. DGS&D) should host the specifications, prices and other salient details of different rate contracted items, appropriately updated, on the web site for use by the procuring Ministry or Department.

Rule 157 A demand for goods should not be divided



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into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.

Rule 158 Purchase of goods by obtaining bids.

Except in cases covered under Rule 154, 155, and 156(1), Ministries or Departments shall procure goods under the powers referred to in Rule 147 above by following the standard method of obtaining bids in :

- (i) Advertised Tender Enquiry
- (ii) Limited Tender Enquiry
- (iii) Two-Stage Bidding
- (iv) Single Tender Enquiry
- (v) Electronic Reverse Auctions

Rule 159 E-Publishing

- (i) It is mandatory for all Ministries/ Departments of the Central Government, their attached and Subordinate Offices and Autonomous /Statutory Bodies to publish their tender enquiries, corrigenda thereon and details of bid awards on the Central Public Procurement Portal (CPPP).
- (ii) Individual cases where confidentiality is required, for reasons of national security, would be exempted from the mandatory e-publishing requirement. The decision to exempt any case on the said grounds should be approved by the Secretary of the Ministry/ Department with the concurrence of the concerned Financial Advisor. In the case of Autonomous Bodies and Statutory Bodies' approval of the Head of the Body with the concurrence of the Head of the Finance should be obtained in each such case. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract should be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure.
- (iii) The above instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, Notice for pre Qualification/ Registration or any other notice

inviting bids or proposals in any form whether they are advertised, issued to limited number of parties or to a single party.

- (iv) In the case of procurements made through DGS&D Rate Contracts or through any other Central Procurement Organizations (CPOs) only award details need to be published.
- (v) These instructions would not apply to procurements made in terms of provisions of Rules 154 (Purchase of goods without quotations) or 155 (Purchase of goods by purchase committee) of General Financial Rules.

Rule 160 E-Procurement

- (i) It is mandatory for Ministries/ Departments to receive all bids through e-procurement portals in respect of all procurements.
- (ii) Ministries/ Departments which do not have a large volume of procurement or carry out procurements required only for day-to-day running of offices and also have not initiated e-procurement through any other solution provided so far, may use e-procurement solution developed by NIC. Other Ministries/ Departments may either use e-procurement solution developed by NIC or engage any other service provider following due process.
- (iii) These instructions will not apply to procurements made by Ministries / Departments through DGS&D Rate Contracts.
- (iv) In individual case where national security and strategic considerations demands confidentiality, Ministries/ Departments may exempt such cases from e-procurement after seeking approval of concerned Secretary and with concurrence of Financial Advisers.
- (v) In case of tenders floated by Indian Missions Abroad, Competent Authority to decide the tender, may exempt such case from e-procurement.

Rule 161 Advertised Tender Enquiry

- (i) Subject to exceptions incorporated

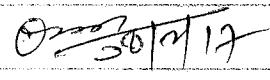
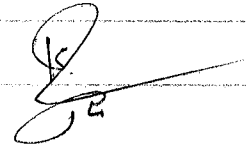
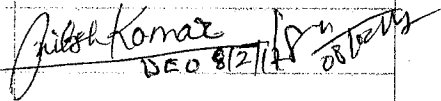
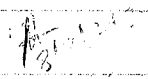
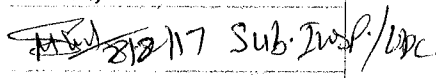

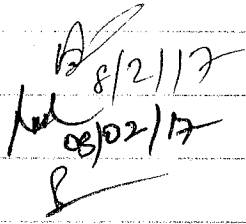
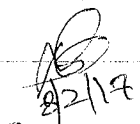
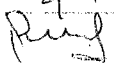
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Amirahs are to repaired in the following Rooms:-

S.No.	Room No.	Branch at present	Qty.	Signature
1.	1	Block - A RCS & RCS branch	1	<i>[Signature]</i> 27/2/17
2.	2	Conference room		
3.	3	Asstt. Programmer	1	<i>[Signature]</i> 08/02/17 (Prasanna Gupta)
4.	4	CTB branch		
5.	5	Computer Room		<i>[Signature]</i> 08/02/17 (Prasanna Gupta)
6.	6	Intercom Room		
7.	7	Planning branch <i>Allocated Section</i>		<i>[Signature]</i>
8.	8	Recovery branch	NIL	<i>[Signature]</i> 08/2/17 (A7AM) LDC
9.	9	Recovery cash	3	<i>[Signature]</i> 02/3/17 (Prasanna)
10.	10	Audit branch	5	<i>[Signature]</i> 08/2/17 (Nagesh Kumar) LDC
11.	11	Education fund	2	<i>[Signature]</i> 08/2/17 (Sonal)
12.	12	Accounts branch	106	<i>[Signature]</i> 08/2/17 (LDC)
13.	13	Store room of East Branch		
14.	14	A.D (Planning)		<i>[Signature]</i>
15.	15	Audit Store		
		Block - B		
16.	16	Banking Room + R&I ✓	1	<i>[Signature]</i> 08/2/17 - <i>[Signature]</i>
17.	17	Arbitration		± Almirah <i>[Signature]</i>
18.	18	Store N/W		
19.	19	Planning branch	1	<i>[Signature]</i> 08/2/17 (OI Almirah Paint.)
20.	20	Vigilance branch		<i>[Signature]</i> 08/2/17
21.	21	Dy. RCS - I		
22.	22	Administration branch		
23.	23	Dy. RCS-II (Aucklet)	1	<i>[Signature]</i> 27/2/17 Sajal DEO
24.	24	Dy. RCS-III	1 Almirah	<i>[Signature]</i> 08/2/17 DEO
25.	24 A	Pota Cabin (vacant)		

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26.	24 B	Sr. Accounts Officer		
27.	25	Vacant room		
28.	26	Photostat Machine		
29.	27	Add. RCS DRCS (Admin)		 30/2/17
30.	28	Add. RCS branch SPL		
31.	29	Library + legal		
32.	30	Spl. RCS		
		Block - C		
33.	31	CTB Store room		
34.	32	RTI + Dy. RCS -IV Branch		 DEO 8/2/17
35.	39	Recovery Store		
36.	40	Dy. RCS -IV		
37.	41	Section -8 (T to Z)	4	
38.	42	Section -1 (A to B)	10	 8/2/17 Sub. Insp./WPC
39.	43	Section -4 (K to M)		
40.	44	Branch of Section -4 (K to M)	3	
41.	45	Section -7 (S to S)	5	 (Deer Park)
42.	46	Branch of Section -7 (S to S)		
43.	47	Section -3 (F to J)		
44.	48	Branch of Section -3 (F to J)		 8/2/17 8/2/17
45.	49	Section -6 (P to R)		
46.	50	Section -2 (C to E)		
47.	51	Section -5 (N to O)		
48.	52	Branch of Section -5 (N to O)		 8/2/17
49.	—	Policy Branch		 Raj