

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION: CARETAKING BRANCH**  
**ROOM NO. 254-256, OLD SECTT., DELHI-110054.**

No.F.40(20)/132 PT-I/YUVA HELPLINE/2020-21/3048

Dated: 19/08/2020

To

Sl.N o.	Name of the firm.
1	M/S Comotion Media Hub Pvt Ltd, 2978/2, Shiv Chowk wali gali, South Patel Nagar, New Delhi 110008
2	M/S Mas India Communication, House No. 206, Plot No. 109, Kakrola, New Delhi 110078
3	M/S Studio Krishna Production, 2978/2, (Basement), Shiv Chowk, Ranjit Nagar, New Delhi 110008.
4	M/S AIRSTELIA BROADCOM LLP, 347, First floor, Pocket 2, Paschim puri, New Delhi 110063

**Sub: Limited Tender Enquiry regarding Built up of 08 (Eight) Cabins with Glass partitions for providing telephonic counselling.**

Sir,

The Directorate of Education intends to "Built up of 08 (Eight) Cabins with Glass partitions for providing telephonic counselling" at EVGC Bureau. for which Limited Tender Enquiry (Quotations) are being invited from your firm. The detail terms & conditions are as under:-

**SCOPE OF WORK:-**

1. 08 (Eight) Nos. of Cabins with glass partitions are required to be built in a room of approximate dimensions of 32' x 20' for the purpose of providing telephonic counselling in each cabin.
2. Specifications for each cabin required : -
  - i. Each cabin should be made up of toughened glass supported by UPVC/Wood material for support and additional strength.
  - ii. Each cabin shall be covered from all the three sides and remain uncovered from the top height.
  - iii. Each cabin shall have at least 3' wide and 6' height door made up of toughened glass.
  - iv. Each cabin shall have approx 3' x 2' workspace.

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  - iv. Each cabin shall have approx 3' x 2' workspace.
- 4 Total no. of cabins required shall be divided as per following dimensions:
- a) 7 nos. of Glass Cabins with dimensions 7' x 6' x 7' (L x W x H)
  - b) 1 nos. of Glass Cabin with dimensions 7' x 8' x 7' (L x W x H)
- 5 3 nos. of wooden partitions of dimensions approx. 2' x 4 (W x H)' are required to separate 3 cabins from each other where L- shaped slab near window is running through.

### **Technical Terms & Conditions**

- 1 The agency shall submit the following documents along with quotation:-
  - i) Self attested copy of GST Registration of the Company /Firm.
  - ii) An Earnest Money Deposit / Bid Security of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee in favour of Director, Dte. of Education, GNCT of Delhi.
  - iii) An Undertaking to the effect that the Agency has not been blacklisted by ~~any of the Department/ Organizations /autonomous bodies/~~ undertaking of the Govt. of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency.
2. Each and every document submitted along with the quotation should be signed by the Prop./partner/Authorized signatory.
3. Any person who is in Government service or an employee of the Department should not be made a partner to the contract, by the tenderer directly or indirectly in any manner whatsoever.
4. The tenderer shall require completing the said work on priority after issuance of work order or as desired in the order, failing which EMD as well as Performance Security submitted by the firm shall be forfeited.
5. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the agency. In such an eventuality, the Department further reserves the right to get the work done from open market at the cost of the agency. Agency may be blacklisted by the Government for a period of three years to participate in any type of tender & his security money shall also be forfeited.
6. If any information furnished by agency is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the security deposit is liable to be forfeited including black listing of agency.

7. The Department reserves the right to terminate the tender at any time without assigning any reason.
8. The agency shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable to pay on account of the negligence of the agency or any person under his control whether in respect of accident, injury to the person or damages to the property of this department or any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
9. In the event of specified date of opening of tender having been declared as a holiday, the tender shall be opened at the same place and same time on next working day.
10. The department reserves the right to accept or reject any or all quotations without assigning any reasons.
11. In the event of any dispute arising out in connection with the interpretation of any clause in the terms & condition of the tender agreement, or otherwise the matter shall be referred to the Arbitrator nominated by the Chief Secretary, Delhi. The Courts at Delhi/New Delhi shall have the exclusive jurisdiction in connection with any dispute/litigation arising out of this tender.

### **Financial Terms & Condition**

1. The agency is required to submit their PRICE BID in following format:-

#### **PRICE-BID**

S.N	Work Description	Rate (in Rs) (excluding GST)
1	a) 7 nos. of Glass Cabins with dimensions 7' x 6' x 7' (L x W x H) b) 1 nos. of Glass Cabin with dimensions 7' x 8' x 7' (L x W x H)  C) 3 nos. of wooden partitions of dimensions approx. 2' x 4 (W x H)' are required to separate 3 cabins from each other where L- shaped slab near window is running through.	

2. The rate should be offered excluding GST and other applicable taxes as per Government Rules time to time.

3. The rate shall be valid during entire work period i.e. with effect from the date of issue of work order and on same terms and conditions, but the GST & other taxes should be applicable as per existing government rules.
4. The L-1 bidder will be selected on the basis of overall Lowest Rate.
5. Successful agency will have to submit Performance Security @ 5% of value of work in the form of Fixed Deposit Receipt/Bank Guarantee from any of scheduled bank in favour of Director, Directorate of Education, Delhi, along with a signed contract/agreement on Non-Judicial Stamp paper of Rs.100/- (to be paid by tenderer) within 07 days from the date of award of work order, to provide the above work at the approved rates up to the validity of tender.
6. The Earnest Money Deposit submitted along with tender document will be returned by the department on receipt of said performance security and duly signed contract/agreement for "Built up of 08 (Eight) Cabins with Glass partitions for providing telephonic counselling at EVGC Bureau". The performance guarantee shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the tender or service provider including warranty obligations.
7. The payment towards the contract will be made after completion of work order only. For this purpose the contractor will have to submit bills well in

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In view of above, you are requested to submit your quotations (Price Bid in prescribed format along with EMD and other technical documents as sought above) in a sealed big envelope scribed as "Limited Tender Enquiry- Built up of 08 (Eight) Cabins with Glass partitions for providing telephonic counselling at EVGC Bureau" containing 02 separate-separate sealed envelopes -(i) Price Bid and (ii) EMD & Technical Documents. Both internal envelopes should be scribed accordingly.

The quotation must be reached to Caretaking Branch latest by 26<sup>th</sup> August 2020 (05:00pm). Delayed quotation will not be entertained and no further correspondence will be made in this regard.

  
(RAVINDER KUMAR)  
OSD (CTB)

**Copy to:-**

1. OS(IT) to upload the same on website of department.

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8 Nos. of Cabins with glass partitions are required to be built in a room of approximate dimensions of 32' x 20' for the purpose of providing telephonic counselling in each cabin.

Specifications for each cabin required :

- i. Each cabin should be made up of toughened glass supported by UPVC/Wood material for support and additional strength.
- ii. Each cabin shall be covered from all the three sides and remain uncovered from the top height.
- iii. Each cabin shall have at least 3' wide and 6' height door made up of toughened glass.
- iv. Each cabin shall have approx 3' x 2' workspace

Total no of cabins required shall be divided as per following dimensions:

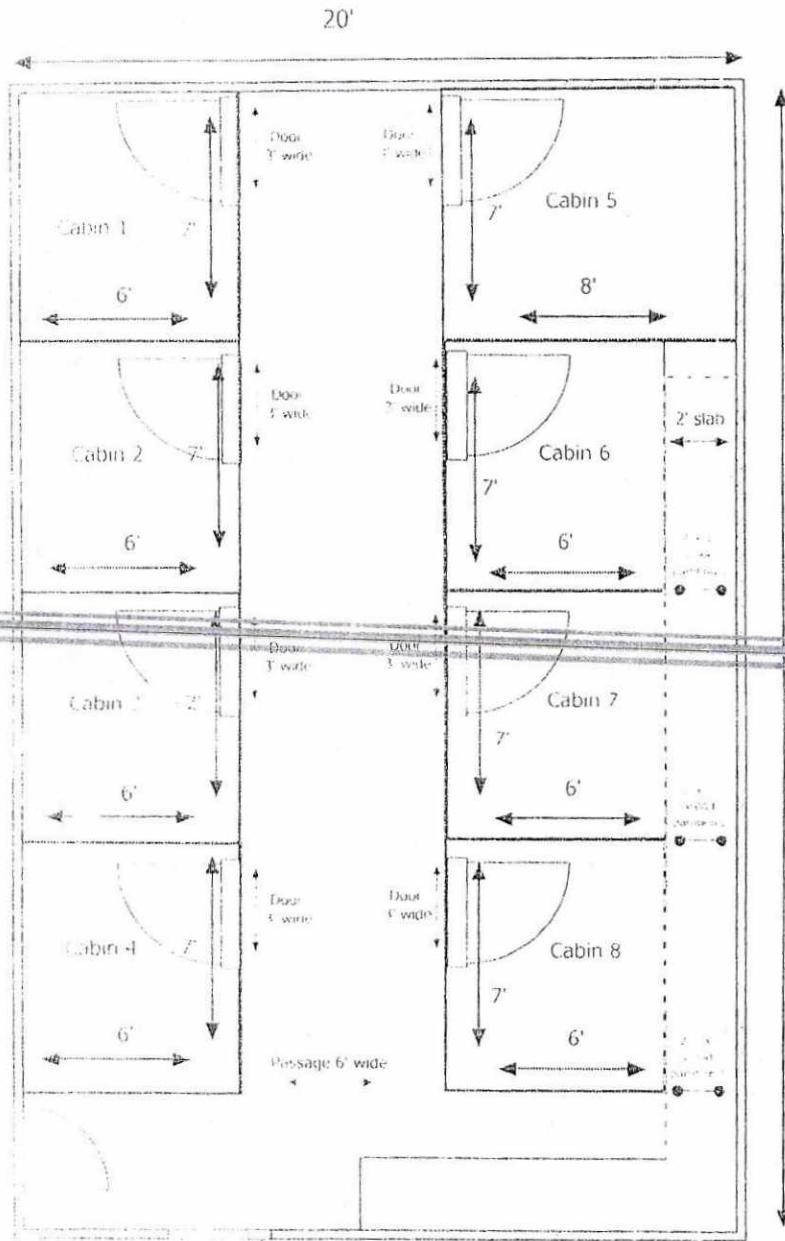
- a) 7 nos. of Glass Cabins with dimensions 7' x 6' x 7' (L x W x H)
- b) 1 nos. of Glass Cabin with dimensions 7' x 8' x 7' (L x W x H)

3 nos. of wooden partitions of dimensions approx. 2' x 4 (W x H)' are required to separate 3 cabins from each other where L-shaped slab near window is running through.

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### Layout plan for installing partitions to create cabins for telephonic counselling



Note:

- 1) Height of the cabins and partitions shall be 7'
- 2) All the dimensions are at approximate values
- 3) Actual measurements of items may vary