



DELHI UNIVERSITY LIBRARY SYSTEM
UNIVERSITY OF DELHI
DELHI-110007

TENDER DOCUMENT

REPAIRING AND REPAINTING OF STEEL ALMIRAHS AND BOOK RACKS

Note: -All the fees Banker Cheque will be in the name of “The Registrar, University of Delhi”.

Title	:	e - tender for Repairing and Repainting of Steel AlmiraHS and Book Racks of Central Library, Delhi University Library System, University of Delhi, Delhi 110007.
Address	:	Central Library, in front of the Faculty of Arts, Chatra Marg University of Delhi.
Type of Tender	:	Open e-tender
Validity of offer	:	90 days
Tender Fee:	:	Rs. 1000/-(Non-Refundable)
Estimated cost of work	:	Rs. 9,00000/- (Including all taxes)
Earnest Money Deposit	:	Rs. 45000/-
Completion Time	:	45 days
Date of Pre-bid Meeting	:	08.12.2025 (2:30 P.M)
Date of start	:	25.11.2025 (1.00 P.M.)
Last date of submission of Bid	:	15.12.2025 (5.30 P.M.)
Date of Opening of Technical Bid	:	17.12.2025 (3.30 P.M.)
Date of Opening of Financial Bid	:	To be informed later on University website
Contract time period	:	06 months
Performance Guarantee.	:	<u>Before the issue of the contract letter to start the work.</u> The Bidder shall furnish a Performance Guarantee in the Form of Bank Guarantee, FDR to the tune of five per cent (5%) of the Cost of the accepted Tender Amount. Bank Guarantee will be kept valid up to 60 days after the Completion of the work.
Contact Details for Clarification Related to Tender.	:	Email: store_cl@duls.du.ac.in Name: Brij Mohan, Assistant Librarian Phone:9868336298

Eligibility Criteria	
S. NO.	DESCRIPTION
(1)	Bidder should have completed three similar works, each costing not less than 10 lacs
(2)	Bidder should have an average annual turnover (gross) of 50 lacs
(3)	Bidder should have a solvency of Rupees 10 lacs
(4)	Bidders shall submit a technical data sheet duly signed by the bidder

Note: Documentary proof of all the above-mentioned criteria shall be enclosed with the bid

CHECKLIST OF DOCUMENTS TO BE PLACED IN THE TECHNICAL BID

S.NO.	DESCRIPTION	CHECK
1	Company Registration Details	<input type="checkbox"/>
2	Company Profile	<input type="checkbox"/>
3	GST Registration Certificate Copy	<input type="checkbox"/>
4	Pan Card Copy	<input type="checkbox"/>
5	Turnover Certificate (With ITR 3 years)	<input type="checkbox"/>
6	Non-Blacklist affidavit on Rs. 10/- stamp paper	<input type="checkbox"/>
7	Valid Work Completion Certificates (at least 3 past years)	<input type="checkbox"/>
8	EMD Fee of Rs. 45000/- in the form of Demand Draft/Banker's Cheque in Favor of The Registrar, University of Delhi.	<input type="checkbox"/>
9	Technical Data Sheet on Company/Firm Letter Head mentioning the Description of Work	<input type="checkbox"/>

Submission of Technical Bid

- 1) The Technical Bid documents have to be scanned and uploaded to the CPP Portal.
- 2) Hard copy of the Technical Bid along with all documents should be submitted to the Office of the Assistant Librarian, Store, Central Library, in front of Arts Faculty, University of Delhi, Delhi 110007, on or before **5:30 P.M. on 15.12.2025 (in addition to uploading on the CPP portal). Last date of online submission of bid on CPP Portal is 15.12.2025 at 5:30 p.m.**

NOTICE INVITING TENDER

To
All the Eligible Bidders,

Dear Sir/ Madam,

You are invited to submit your ONLINE Bid through the Central Public Procurement portal (CPP) website [eProcurement System Government of India](#) in TWO COVER SYSTEM (TECHNICAL & FINANCIAL) on or before **15.12.2025 (5.30 P.M.)** for E-TENDER for Repairing and Repainting of Steel Almirahs and Book Racks, Central Library University of Delhi

Bidders are requested to submit hard copy technical bid on or before the due date i.e. **15.12.2025 (5.30 P.M.)** as mentioned in the tender document.

The complete details of the tender, items and specifications are available in the tender document, which can be downloaded from tender column www.du.ac.in, <https://www.duls.du.ac.in> the Central Public Procurement portal (CPP)web site [eProcurement System Government of India](#).

The bids are to be submitted ON-LINE through [eProcurement System Government of India](#) up to the due date. Any queries related to the tender document should be addressed to the tender inviting authority, University Librarian, Central Library or the contact person mentioned in the Tender document.

Any queries relating to the process of online bid submission or queries relating to CPP Portal by bidders should be addressed to the 24x7 CPP Portal Helpdesk by using the Toll-Free numbers given in the CPP website.

TENDER ACCEPTANCE (OFFER) LETTER

To,

University Librarian,
Central Library

Subject: Acceptance in respect of terms and conditions of tender document for E-TENDER Repairing and Repainting of Steel Almirahs and Book Racks, Central Library, University of Delhi.

Dear Sir,

1. I / We have downloaded the tender document(s) for the above-mentioned tender from the website www.du.ac.in/https://www.duls.du.ac.in/eProcurement System Government of India.
2. I / We hereby certify that I / We have read every page of the tender document, including all terms/conditions/drawings/annexures/forms/appendixes/paras etc. which are part of the contract agreement, and I / We agree to accept all the terms and conditions contained therein.
3. The corrigendum(s) related to this Tender issued, if any from time to time by your organisation has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept all the terms and conditions of above-mentioned tender document and corrigendum(s) as applicable.
5. In case any provisions of this letter are found violated, then University Librarian, Central Library shall, without prejudice to any other right or remedy be at liberty to reject my/our bid including the forfeiture of EMD.
6. I / We hereby certify that all statements made, and information supplied in the enclosed appendix, annexure, forms/paras etc. furnished herewith are true and correct.
7. I / We have furnished all information and details necessary for demonstrating our qualification and have no further critical information to supply.
8. I / We understand and accept that University Librarian, Central Library is not bound to accept the lowest bid or any of the bids submitted by the bidders or to give any reasons for their decision.

9. I/We understand and accept that all taxes, including GST shall be payable by the bidder and University Librarian, Central Library will not entertain any claim whatsoever in respect of taxes.
10. I/We understand and accept that University Librarian, Central Library reserves the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at quoted rates.
11. I / We understand and accept that in case any information provided by me/us is found to be false/ incorrect, then University Librarian, Central Library shall be at liberty to reject our bid and without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely and I / We shall not have any claim against University Librarian, Central Library
12. I/We understand and accept that, if after the tender is accepted, I/ We fail to commence the execution of the works within the stipulated time, then University Librarian, Central Library shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely and I / We shall not have any claim against University Librarian, Central Library

Yours Faithfully,

Signature of Bidder:

Name:

Designation:

Stamp of the Bidder:

BIDDER'S DETAILS

S.NO.	DESCRIPTION	DETAIL
1	Name of Company	
2	Address of Company	
3	PAN no.	
4	GSTN no.	
5	Telephone Number	
6	Email Address	
7	Name of Company Owner / Director / Partner	
8	Address of Company Owner / Director / Partner	
9	Telephone Number of Company Owner / Director/ Partner	
<p>I/We hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage, the University Librarian, Central Library, University of Delhi may take appropriate action as warranted.</p>		
Name:		
Designation:		
Stamp & Signatures:		
Place:		
Date:		

Schedule of price bid in BOQlibrary.xls

1. The Financial bid format is provided as Excel file along with this tender document. Bidders are advised to download this file as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
2. The rates shall be quoted in Indian Rupee only.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

Performance Guarantee

- a) The Successful Bidder shall, for due and faithful performance of its obligations under the Tender Document, provide to DU:

A Performance Bank Guarantee equivalent to @5% of the total value of the order, valid for a period of sixty days beyond the warranty period and which shall be discharged thereafter. The Performance Guarantee shall be from any Scheduled Bank in favour of "The Registrar, University of Delhi" payable at New Delhi.

- b) The Performance Bank Guarantee (PBG) shall be provided within 10 days of issue of the work Order by the Successful Bidder.**

Earnest Money Deposit (EMD)

- a) An interest free earnest money Rs.45,000/- (Rs. Forty-Five thousand only) should be sent along with the Tender by way A/C Payee Demand Draft/ Banker's Cheque drawn in favour of Registrar, University of Delhi payable at Delhi. Payment of the earnest money is compulsory. In case a successful tenderer (on whom work order would be placed) fails to execute the job within specified job completion schedule, the University of Delhi will forfeit the earnest money/PBG. There is no exemption available for MSE/Startups as per the norms.

- b) The earnest money will be returned without interest to the unsuccessful tenderers, on application to University of Delhi within 3 months from the tender awarding date.

Scope of Work

The scope of work to be carried out and includes the following: -

The place of work will be the Central Library. Space for the work will be provided by the Central Library. The work includes the repairing, surface preparation, priming, and repainting of steel almirahs and book racks placed at Stack Area, Central Library, University of Delhi. The bidder shall provide all labour, tools, equipment, and materials required to complete the work as per specifications.

S. No.	Item Description	Size	Quantity	Work Details: Interior and Exterior
1	Steel Almirahs	6.6 x 3 (Feet)	[40 Nos.]	<ul style="list-style-type: none"> • Carry out Sanding of the Almirah Surface • Cleaning the surface, • Removal of old existing paint, • Rust removal, • Dent repair, Priming, • Apply a coat of putty, where is applicable • Apply 1 Coat of primer • Apply 1st Coat of Topcoat • Apply 2nd Coat of Topcoat (enamel)
2	Steel Book Racks	Height 7 feet Width 6.4 feet Depth 1.10 feet Number of Shelves in one rack: 07	[440 Nos.]	<ul style="list-style-type: none"> • Dismantling of Racks • Carry out the Sanding of the Racks' Surface • Cleaning the surface, • Removing paint, cleaning • Straightening, if required • Apply one coat of putty, where is applicable • Apply 1 Coat of primer • Apply 1st Coat of Topcoat • Apply 2nd Coat of Topcoat (enamel) • Placement of racks in the respective area. • Clearance of site • The bidder/contractor shall arrange the labour for shifting the books to other racks before painting, and after the racks repainted, they shall place the books back on the racks

Technical Specifications

- **Paint Type:** Synthetic enamel paint (ISI marked)
- **Colour:** Green or any other colour will be mention in work/ supply order.
- **Surface Prep:** Wire brushing, sanding, rust treatment where required
- **Repairs:** Minor welding/fitting/realignment if needed

TERMS & CONDITIONS OF CONTRACT

1. Bidders are advised to inspect and examine the site and the surroundings before submitting their Tender.
2. Submissions of the Tender by the Bidders implies that he has read all contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors bearing on the execution of the works.
3. On acceptance of the Tender, earnest money (EMD) will be treated as a part of the security. In addition, bidder shall furnish performance guarantee in the form of an F.D.R or bank guarantee of 5 % of the accepted Tender cost in favour of The Registrar, University of Delhi before issue of letter to start the work.
4. The University Librarian, Central Library will return the earnest money where in applicable to every unsuccessful bidders without any interest.
5. Water and electricity shall be arranged by the tenderer himself. In case it is available, the same can be provided by the Library authorities at one point. A recovery @ 2 % for electricity and 1% for water charges shall be recovered on gross value of work done.
6. The work shall be carried out in accordance with the phasing plan approved by the University Librarian, Central Library, to avoid any disturbance.
7. If demanded by the Library Authorities, the bidder will supply Authenticity Certificate of paint and other materials supplied. Authenticity Certificate will be issued by the OEM.
8. Loss assessment will be done by the examining authority of University Library.
9. The cost will be recovered from the Bank Guarantee of the vendor, if any loss to the University property done by the labour of the vendor.
10. Warranty: Six months in line of the Bank Guarantee.
11. The University Librarian reserves the right to terminate the contract for unsatisfactory progress, poor quality, or breach of conditions.
12. Bidders will repair/redo the works wherever required, upto the complete satisfaction of the Library authorities/ University Librarian.

13. Minor dents, bends, or cracks in Almirah/Racks shall be repaired properly.
14. Almirah broken handles, locks, or hinges (if any) shall be replaced with new ones of approved quality.
15. Any missing nut bolts and damaged or shelves or brackets shall be refitted or replaced same design.
16. The bidder/contractor shall arrange the labour for shifting the books to other racks before painting, and after the racks repainted, they shall place the books back on the racks.
17. **Protection and Safety Measures:** Bidder shall ensure proper covering of books, furniture, and floors during work. Adequate ventilation and safety measures shall be maintained. Workers shall use protective gear while working with paint and chemicals.
18. The **Bidders** shall carryout the work in stages as to cause minimum disturbance. **Bidders** shall be responsible for any damage to the equipment or structures, injury to the personnel during the progress of the work and he shall be liable to pay compensation as may be decided by the **Registrar, University of Delhi**
19. The serviceable materials out of the dismantled materials, if any, will be the property of the University and all such materials shall be properly stacked by the Bidders as directed by project/work in charge. Decision of the University Librarian or his authorized representative on the serviceability of the dismantled materials shall be final.
20. All labour employed by the **Bidder** shall be covered by the workman's compensation act. Any death, injury or mishap to the workmen/Labour of the **Bidder** will entirely be the bidders responsibility and the University of Delhi shall not be liable to pay any charges for the same.
21. **Bidders** shall take adequate safety precautions to avoid any accident, etc. at the site.
22. The Bidder will return at least 5 Almirah or 10 Racks each day, duly repaired and repainted, completed in all respects.
23. **Safety and Cleanliness: Bidder must ensure cleanliness and safety at the worksite. Paint containers, waste materials, and debris must be removed daily.**
24. No labour or material rate escalation claims will be entertained as this work has to be completed within **60 days** from the date of commencement of work at site.
25. Rates quoted by the **Bidder** shall be inclusive of all items of work as mentioned in the

BOQ and Any work, supplies or services which might have not been specifically mentioned in the BOQ but are necessary for entire completion of the work shall be executed / provided/ rendered by the **Bidder** without any Extra cost and within the time schedule specified. Rates quoted shall be deemed to include such elements of labour and materials necessary to complete the items of work in all respects.

26. University Librarian reserves the right to decrease the items of work, change the specifications of works or remove the entire section of work as may be deemed necessary to finish the works within the available budget.
27. Subletting of the work, full/part, is not allowed.
28. All taxes including GST, Labour Charges etc. applicable in respect of this contract shall be payable by the bidder and University Librarian will not entertain any claim whatsoever in respect of the same.
29. TDS on Income tax/GST/Labour cess etc. as applicable shall be deducted from the payments made to the bidders and TDS certificates shall be issued by the owner.
30. The bidder shall not claim any extras for fluctuation of price, and the contract price shall not be subjected to any rise or fall in prices.
31. The entire work shall be completed within **60 days** (or as specified in the work order) from the date of commencement.
32. Upon it becoming reasonably apparent that the progress of the work is delayed, the bidder shall give a request for time extension, mentioning the cause of delay to the University Librarian.
33. If the Bidder fails to complete the works by the date specified or within any extended time granted to him, the Bidder shall be liable to face a penalty i.e. @ 0.5% per day or part thereof subject to a maximum amount of 10% of the Contract Value.
34. Bidder shall not employ child labour under 14 years of age .
35. All safety measures are to be followed by the bidder. Besides guarantees required elsewhere, the bidder shall guarantee the works in general for one year after completion of the defects liability period.
36. In case of dispute, on any matter pertaining to the works, the decision of the University Librarian, University of Delhi shall remain final.

37. TERMINATION OF CONTRACT MAY BE DONE UNDER THE FOLLOWING POINTS:

(i) Does not comply the term and conditions.

(ii) Does not follow the work flow.

(iii) Does not use the standard material if the bidder does not abide the above-mentioned terms, will be liable to face the termination of contract, and the Bank Guarantee will be forfeited.

FINANCIAL BID

Schedule of financial bid in the form of BOQlibrary.xls

The below mentioned Financial proposal/commercial bid format is provided as file DULS/CL/2025/01 along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQlibrary.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with University of Delhi.

- 1) The rates shall be quoted in Indian Rupee only.
- 2) In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- 3) The payment will be made to the vendor at any Bank Account maintained in India by way of ECS/RTGS after deducting the TDS/Taxes as applicable.
- 4) The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Format for financial bid provided with tender in .xls format, to be downloaded and filled up before upload with the tender in the financial bid.

S.No	Nature /Scope of Work	Qty	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1.	Steel Almirahs, Size: 6.6 x 3 (Feet) Cleaning the surface, removing paint, rust removal, dent repair, priming, repainting coats of enamel) Minor welding/fitting/realignment if needed. Almirah broken handles, Base, locks and hinges (if any) shall be replaced with new ones of approved quality	40				
2.	Steel Book Racks, Size (Height 7 Feet, Width 6.4 Feet Depth 1.10 Feet) and Number of Shelves in one Rack 07. Cleaning the surface, removing paint, rust removal, dent, bends	440				

	repair, priming, repainting (2 coats of enamel) Minor welding/fitting/realignment if needed The bidder/contractor shall arrange the labour for shifting the books to other racks before painting, and after the racks repainted, they shall place the books back on the racks.					
3.	GST 18% Extra applicable					
	Grand Total					

1. L1 will be calculated on the basis of the combined total. No separate L1 will be calculated for Almirah and Racks.

FORM OF PERFORMANCE SECURITY BANK GUARANTEE BOND

In consideration of the Registrar, University of Delhi (hereinafter called “The Owner”) having agreed under the terms and conditions of agreement no.

Dated:

Made between the Owner and

(hereinafter called “the Said Contractor(s)) for the work of **E TENDER REPAIRING AND REPAINTING OF STEEL ALMIRAHs AND BOOK RACKS Central Library, University of Delhi** herein after called “the said agreement”.

We (please mention name of the bank below)

Undertake to pay to The Owner an amount not exceeding Rupees

(In words)

On demand by The Owner.

2. We (please mention name of the bank below)

Do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from The Owner stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rupees

(In words)

3. We, the Said Bank further undertake to pay to The Owner any money so demanded notwithstanding any dispute or disputes raised by the Said

4. (s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Said bidder (s) shall have no claim against us for making such payment.

5. We (please mention name of the bank below)

Further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and it shall continue to be enforceable till all the dues of The Owner under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till In-Charge on behalf of The Owner certified that the terms and conditions of the said agreement have been fully and properly carried out by the Said Contractor(s) and accordingly discharges this guarantee.

6. We (please mention name of the bank below)

Further agree with The Owner that The Owner shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for anytime of from time to time any of the powers exercisable by The Owner against the said contractor(s) and to for-bear or enforce any of the terms and conditions relating to the sad agreement and we shall not be relived from our liability by reason of any such variation, or extension being granted to the Said Contractor(s) or for any forbearance, act of commission on part of The Owner or any indulgence by The Owner to the Said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. This guarantee will not be discharged due to the change in the constitution of The Bank or the Said Contractor(s)

8. We (please mention name of the bank below)

Lastly undertake not to revoke this guarantee except with the previous consent of The Owner in writing.

9. This Guarantee shall be valid upto _____. Unless extend on demand by The Owner. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rupees

(In words)

And unless a claim in writing is lodged with us within six months of the sate of expiry of the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Dated: the _____ day of _____ for _____ (Bank).

TURNOVER CERTIFICATE (ANNEXURE 1)
ON THE LETTER PAD OF CHARTERED ACCOUNTANT

This is to certify that the total turnover of

M/s _____

Having PAN _____

is as under:

FINANCIAL YEAR	AMOUNT (FIGURES)	AMOUNT (WORDS)
2022-2023		
2023-2024		
2024-2025		

Average = Total/3 = _____

It is further certified that the above-mentioned amounts have been derived from the books of accounts presented before us for the above-mentioned periods.

Stamp and Signature of Chartered Accountant.