

MANOHAR PARRIKAR INSTITUTE FOR  
DEFENCE STUDIES AND ANALYSES  
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi – 110 010

Ph. No., 26717983 Ext:305/312

Email: [pktiwari.idsa@gov.in](mailto:pktiwari.idsa@gov.in)

MP-IDSA/EM/BM/SOFA UPHOLESTRY

Date: 26 July 2025

**ONLINE BOQ TENDER ON GeM- REPAIR/UPHOLESTRY WORK ON SOFA SET  
AT MP-IDSA**

Online bids are invited under single bid system from bonafide and experienced Firm/ Contractor for “**Repair/Upholstery work on Sofa Set**” at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats.

Detailed Tender Documents are available online from the date of tender publication at [www.idsa.in](http://www.idsa.in) and GeM. The bidders should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their **bids on the GeM**, latest by **21 Jul 2025** by 1500 hrs also hard copies of the relevant documents to be submitted along with (1) Demand Draft for Rs. **6000/- (Rupees Six thousand only)** in favour of “**MP-IDSA**” payable at New Delhi as Earnest Money Deposit and (2) all documents signed and stamped, which shall be submitted in sealed cover addressed to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 21 Jul 2025** duly mentioning on top right hand corner of the sealed envelope “**EMD and any other supporting documents for “Repair/Upholstery work on Sofa Set”**”.

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of tender and Annexures as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.


**The bids shall only be opened online** in presence of the bidders or their authorized representative, not more than one person, may be present at the time of opening of the bids, if they desire. **All quotation should be submitted on the GeM portal.**

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

**Critical Dates of Tender:**


(i) Publish Date & Time	01/07/2025, 11:00 hrs
(ii) Document Download Start Date & Time	01/07/2025, 11:30 hrs
(iii) Bid Submission Start Date & Time	01/07/2025, 12:00 hrs
(iv) Bid Submission End Date & Time	21/07/2025, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	21/07/2025, 15:00 hrs
(vi) Bid Opening Date & Time	21/07/2025, 15:30 hrs
(vii) Cost of Tender	Free of cost

**Note : : Contractor may inspect the Campus & assess its requirement before bidding the tender. Corrigendum / addendum / modification to this tender, if any, will be notified through GeM and [www.idsa.in](http://www.idsa.in) only.**

  
Col. Chetan Gurbax (Retd.)  
Assistant Director (Admin)

**REPAIR/UPHOLSTERY WORK ON SOFA SET**  
**MEMORANDUM OF WORK IN BRIEF**

1	<b>Name of work</b>	<b>Repair/Upholstery work on Sofa Set</b>
2.	Cost of Document	Free of Cost
3	Estimated Cost	Rs.287235 /-including GST
4	Earnest Money	Rs.6,000/-
5.	Validity period	90 days
6.	Publish Date & Time	01.07.2025 by 1100 hrs
7.	Submission Start Date & Time	01.07.2025 by 1130 hrs
8.	Site visit	01.07.2025 on all working day between 1030 hrs to 1530 hrs till submission end date.
9.	Tender Submission End Date	21.07.2025 by 1500 hrs.
10.	Tender Opening Date	21.07.2025 by 1530 hrs.
11.	Mode of Sending	EMD and relevant documents of In sealed cover by Speed post/Hand Delivery in the tender box kept at reception.

  
Col. Chetan Gurbax (Retd.)  
Assistant Director (Admin)

**Signature of bidder**

**Name :**

**Company seal**

**Date**

## **SUBJECT: REPAIR/UPHOLSTERY WORK ON SOFA SET**

Online bids are invited for the work as mentioned above and scope of work and terms & Conditions of the order shall be as follows: -

**1. Time Schedule:** The work shall be completed within 30 days from the date of award. A sum of Rs 500 per day will be charged for delay in completion of work. Assistant Director, decision in this regard shall be final and binding.

**2. Execution of Work:** The work shall be executed in best workman like manner, to the entire satisfaction of the Institute.

**3. Unit Price:** Unit rates quoted for the work shall be deemed to include for all material, labour, tools and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of work but are required for proper completion of work shall be deemed to have been taken into account in the quoted rates. The rates shall also include for transportation including price escalations, contractor's overheads and profits including GST if any. Nothing extra shall be admissible on any such account.

**4. Approval of Material:** The Contractor has to get Approved the Sample of fabric and cushion before providing and fixing of these materials in the Sofa. The contractor may deliberate to provide such samples for Approval within 05 days of issue of LOI. It shall be the responsibility of the contractor to submit samples of raw material to be used in the execution of the awarded work and any other items as decided by the Institute. Any material rejected by the institute shall be removed from the site within 48 hours of issue of instructions to this effect by the institute. Failing this, the institute shall have to rights to get these removed at the cost of the contractor and the contractor shall have no claim whatsoever in this regard.

**5. Defect Liability:** The work completed shall have defect liability period of 12 months from the certified date of completion. The contractor shall re-do the work, wherein defects have developed during this period under the direction of the Estate cell, at no extra cost.

**6 Completion of Work:** On completion of the work, the contractor shall inform the Estate cell in writing with the date of physical completion of work for final approval for issue of completion certificate. Inspection of the finished work will be carried out by the representative of MP-IDSA.

**7.** No material will be issued by the department. All materials for the work as per scope of work if required will be procured/arranged by the contractor at his own cost.

**8. Submission of Bid:** Bid shall be uploaded on GeM and Annexure I to the tender duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be submitted in sealed covers duly

marked "Tender for **"Repair/Upholstery Work on Sofa Set"** addressed to Assistant Director, MP-IDSA, so as to reach on or before 1500 hrs on **21 Jul 2025**.

9. Upon acceptance of the quote, no subletting/transfer would be allowed by the Contractor.

10. **Earnest Money Deposit:** Bidders shall deposit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 6000/-** by demand draft **"MP-IDSA" payable at New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest latest on or before the 30th day after the award of the work. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. **EMD is not required to be deposited by those Bidders who are registered MSME, etc.** The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

11. **Security Deposit :** On receipt of the Letter of intent (LOI), the successful bidder shall furnish 10% of the contract value as security deposit in the form of Fixed Deposit Receipt from Nationalized Bank or Bank guarantee from Nationalised Bank. The Security deposit shall be valid for a period of 60 days beyond the defect liability period.

12. **Payment Terms:** 100% payment will be released after satisfactory completion of work. All statutory deductions like TDS, GST as applicable rules shall be made from the due payment of the bidder.

13. **Scope of work –** The scope of work for **Repair/Upholstery Work on Sofa Set** is tabulate below:-

Sno	Description of work	Unit	Qty
(a)	Repairing of sofa set by changing of fabric including removing of existing fabric as per existing quality of fabric D' Décor or equivalent and as per approved brand (Basic cost of superior quality fabric shall be in range of Rs. 400 / mtr to 500/ mtr of market rates) 1 seater=25 nos. 2 seater= 8 nos. 3 seater=8 nos.	Seat	65
(b)	Providing and fixing of 4" thick	Seat	65

	foam cushion of 40 Kg/m <sup>3</sup> density and above foam to give proper shape after that stitching of new fabric (Feather ,sleepwell or similar) brand as approved 1 seater=25 nos. 2 seater= 8 nos. 3 seater=8 nos.		
(c)	Providing and fixing of 1" thick foam cushion of 40 Kg/m <sup>3</sup> density and above foam to give proper shape after that stitching at back, front rest, sides etc. of new fabric (Feather ,sleepwell or similar) brand as approved 1 seater=25 nos. 2 seater= 8 nos. 3 seater=8 nos.	Seat	65
(d)	Polishing work on wooden part of sofa complete job in all respect. 1 seater=25 nos. 2 seater= 8 nos. 3 seater=8 nos.	Seat	65

**14. Eligibility and Prequalification Requirements:** The firm should have a minimum average turnover of Rs. 5 Lakhs per annum for the last three years. One similar nature of work where the agency is currently carrying out or completed between Mar 2022-Mar 2025 the said scope of services should not be less than Rs.5 Lakhs per annum.

i) Experience of having successfully completed similar works during last 3 financial year ending 31 Mar 2025 to the one in which applications are invited should be either of the following: -

a. Three similar completed annual works costing not less than the amount equal to 40% of the estimated cost.

Or

b. Two similar completed annual works costing not less than the amount equal to 75% of the estimated cost.

Or

c. One similar completed annual work costing not less than the amount equal to 100% of the estimated cost.

**Note:-Definition of Similar Work:** Experience of Repair of Furniture work in any Govt. office or large private sector company.



- (ii) **Firm registered office must be in Delhi NCR (Proof required as latest Electricity bill/water bill or lease agreement only) .**
- (iii) Copy of valid PAN
  - a) In case of limited/Pvt. Limited company- PAN should be in the name of company.
  - b) In case of partnership firm- PAN should be of firm only.
  - c) In case of sole proprietor firm- PAN should be either of sole proprietor or firm & in such case an affidavit is also to be submitted for sole proprietor of the firm.
- (vi) Declaration w.r.t. GST- A self-declaration that the bidder is not black listed by GST authorities.
- (iv) Clear track record /non blacklist undertaking as per Annexure I
- (v) For MSME Bidder:-
  - (a) If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
  - (b) Purchase preference to Micro and Small Enterprises (MSEs):  
Purchase preference to Micro and Small Enterprises (MSEs):  
Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/ Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller(s) has/ have quoted price within L-1+15% of margin of

purchase preference/ price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 25% of total. In this case tender may be cancel view nature of work not allow to perform the work.

Sno	Parameter	For MSME	Page No.	Document attached (Yes/NO)
(a)	Work order	Exempted		
(b)	Completion certificate	Exempted		
(c)	ITR/Turn Over last 3 years	Exempted		
(d)	PAN & GST Number	Required		
(e)	EMD	Exempted		
(f)	Office Location must have in Delhi NCR ( Proof Electrical bill/lease agreement)	Required		
(g)	Clear track record /non blacklist undertaking as per Annexure I	Required		

Note: All documents must signed and uploaded on GeM.

**15. Force Majeure.** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within (01 day) of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Work order.

**16. Dispute Resolution.**



(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director General ,MP-IDSA.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

17. **Jurisdiction of Court.** The courts at Delhi / New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**Non Blacklisted Certificate**

**(To be provided on (Rs.100/-) - A non-judicial stamp paper duly notarized)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.

Email ID:

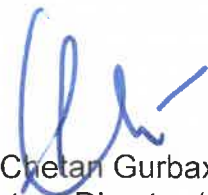
### Additional Conditions

- (A) All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account
- (B) The contractor shall make his own arrangement for making electric connections to equipment like drill machine etc. If any.
- (C) The Contractor shall be bound to follow the restrictions on the movement of labour, at IDSA campus due to security or any other reason(s). No Claim shall be entertained on this account.
- (D) The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority. No claim on this account shall be entertained.
- (E) TDS and WCT will be deducted as per applicable rules.
- (F) The contractor shall be fully responsible for safe custody of the material even if the materials are under double lock system.
- (G) Quantity can be increased or decreased depending upon the requirements.
- (H) Contractors are advised to Visit the site and condition of furniture before quoting. After opening the bids no excuse will be entertained with regards to site conditions, security restrictions, etc.

*Director General, IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.*

Please acknowledge.

Yours sincerely,



(Col Chetan Gurbax(Retd)  
Assistant Director (Admin)

**Form of Quotation**  
**(Note: the appendix forms the part of the Quotation )**

To,

**IDSA**  
**No 1, Development Enclave**  
**Rao Tularam Marg, New Delhi-110010.**

Sir,

**Name of work : Repair/Upholstery Work on Sofa Set**

1. Having visited the site condition of furniture and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.
2. We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated ..... Day of .....

Signature.....In the capacity of .....  
Duly authorized to sign for and on behalf of.....  
Name and address of the tenderer.  
(IN BLOCK CAPITALS)

Price Bid (Through online mode only)

SL No	Description	Qty/Seat	Rate (Rs)	Total Amount (Rs)
1	Repairing of sofa set by changing of fabric including removing of existing fabric as per existing quality of fabric D' Décor or equivalent and as per approved brand (Basic cost of superior quality fabric shall be in range of Rs. 400 / mtr to 500/ mtr of market rates)- <b>3 Seater -08 Nos</b>	24		
2	Providing and fixing of 4" thick foam cushion of 40 Kg/m3 density and above foam to give proper shape after that stitching of new fabric (Feather ,sleepwell or similar) brand as approved <b>(3 Seater -08 Nos)</b>	24		
3	Providing and fixing of 1" thick foam cushion of 40 Kg/m3 density and above foam to give proper shape after that stitching at back, front rest, sides etc. of new fabric (Feather ,sleepwell or similar) brand as approved <b>(3 Seater -08 Nos)</b>	24		
4	Repairing of sofa set by changing of fabric including removing of existing fabric as per existing quality of fabric D' Décor or equivalent and as per approved brand (Basic cost of superior quality fabric shall be in	16		

	range of Rs. 400 / mtr to 500/ mtr of market rates)- <b>(2 Seater -08 Nos</b>			
5	Providing and fixing of 4" thick foam cushion of 40 Kg/m3 density and above foam to give proper shape after that stitching of new fabric (Feather ,sleepwell or similar) brand as approved <b>(2 Seater -08 Nos)</b>	16		
6	Providing and fixing of 1" thick foam cushion of 40 Kg/m3 density and above foam to give proper shape after that stitching at back, front rest, sides etc. of new fabric (Feather ,sleepwell or similar) brand as approved <b>(2 Seater -08 Nos)</b>	16		
8	Repairing of sofa set by changing of fabric including removing of existing fabric as per existing quality of fabric D' Décor or equivalent and as per approved brand (Basic cost of superior quality fabric shall be in range of Rs. 400 / mtr to 500/ mtr of market rates)- <b>(1 Seater -25 Nos</b>	25		
9	Providing and fixing of 4" thick foam cushion of 40 Kg/m3 density and above foam to give proper shape after that stitching of new fabric (Feather ,sleepwell or similar) brand as approved	25		



	<b>(1 Seater -25 Nos)</b>			
10	Providing and fixing of 1" thick foam cushion of 40 Kg/m3 density and above foam to give proper shape after that stitching at back, front rest, sides etc. of new fabric (Feather ,sleepwell or similar) brand as approved <b>(1 Seater -25 Nos)</b>	25		
11	Repair/Polishing work on wooden part of Sofa ( 65 Seats)	65		
<b>Grand Total (Rs)</b>				

Signature of Bidder with stamp

Note: -

1. **The amount quoted should be inclusive of GST.** Conditional Tenders will be rejected.
2. No Wastage shall be considered for measurement. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site.
3. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
4. GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.