

No.13011/3/2008-Admn
Government of India
Ministry of Chemicals & Fertilizers
(Admn. Section)

Room No. 203-D, Shastri bhavan,
New Delhi-110001.

Dated: the 2 July 2008.

To

As per list attached.

Sub: Awarding of work contract for repair / polishing and maintenance etc. of furniture items.

Dear Sir,

I am directed to invite sealed quotations from interested firms / parties dealing with maintenance/ repair etc. of various office furniture items / articles , polishing, upholstery of sofa sets, visitor chairs as per list attached (Annexure-I) in the Department of Fertilizers initially for a period of one year on the terms and conditions enumerated in the enclosed Annexure-II. The prospective firms should have at least 5-6 years experience in the field of repair and maintenance of furniture articles in Government Departments and should furnish the copy of Service Tax Registration and 'Experience' certificate from their respective organizations, along with their quotation. The firm should have yearly turn over of minimum of Rs. 30 lakh. The interested parties may send quotations to the undersigned in Room No. 205-D, Shastri Bhawan, New Delhi **on or Before 10th July, 2008 by 3.00 PM.** Tenderers are requested to **deposit earnest money of Rs. 5000/- (Rupees Five thousand only) through a crossed demand draft of any scheduled bank in Delhi / New Delhi drawn in favour of the PAO, Department of Fertilizers. The earnest money of the unsuccessful firms will be returned after completion of the process of awarding of contract . Any quotation received without earnest money as stated above, will be summarily rejected.** No interest will be paid on the earnest money. These quotations will be opened on the same day at 4.00 PM in the room of the undersigned. The quotations may be submitted in a sealed cover superscribed "**QUOTATION FOR REPAIR / MAINTENANCE OF FURNITURE ITEMS.**" Quotations can also be dropped in the Tender Box placed at the Information Facilitation Centre of this Department in Garage No. 12, Shastri Bhawan, New Delhi . Tendering Party or their authorized representatives who wish to be present at the time of opening of tenders, are welcome.

Yours faithfully,



(Raghunath Rai)

Under Secretary to the Govt. of India.

Tel. 23389364.

Copy to: NIC with request to put the above tender enquiry on the Web-site of DOF.

S.No.	Description of Job / works.	Rate Per Unit (Rs.)
1.	<u>Steel Almirah</u>	
(i)	Providing & Fixing of New Locks	
(ii)	Replacement of Handle	
(iii)	Providing of key to almirah	
(iv)	Opening of locked almirah	
(v)	Repair of almirah locking system	
(vi)	Repair of almirah with Chapki	
2.	<u>Office Chairs</u>	
(i)	Replacement of New Wooden Seat (duly caned)	
(ii)	Replacement of New wooden back(duly caned)	
(iii)	Replacement of New wooden arm	
(iv)	Minor repair of steel chair	
(v)	Providing and fitting of wheel to Revolving chair	
(vi)	Providing and fitting of wheel to Godrej chair	
(vii)	Welding of Chair (Per Point)	
3.	<u>Office Table</u>	
(i)	Replacement of handle of drawer	
(ii)	Replacement of Locks	
(iii)	Adjustment of drawer	
(iv)	Providing of keys	
(v)	Opening of Locked drawer	
(vi)	Providing and fitting of Ply in Table drawer (Per Sq.Ft)	
(vii)	Providing and fitting of complete drawer of office Table (each)	
(viii)	Providing and fitting of Sunmica in office Table(Per Sq.Ft)	
(ix)	Providing and fitting Chapka kunda	
4.	<u>Working Table /wall Cup-board</u>	
(i)	Providing of drawer to side unit (Made of Pre-Laminated ISI Mark Particle Board 18mm)	
(ii)	Providing of key board tray (Made of Pre-Laminated ISI Mark Particle Board of 18 mm)	
(iii)	P/F New Handle (Powder coated)	
(iv)	P/F Channel set to drawer/key board tray	
(v)	P/F Multipurpose lock to drawer with keys	
(vi)	P/F Shelf to Cup-board (Made of Pre-laminated ISI Mark Particle Board 18 mm thick) (Per Sq.Ft)	
(vii)	Minor repair of Cup-board (Per Sq.Ft)	
(viii)	P/F Tower-bolt	

5. <u>Painting of Steel Furniture</u>	
(i)	Steel Almurah (big Size)
(ii)	Steel Almurah (Small)
(iii)	Filing Cabinet
(iv)	Steel Chair
6. <u>Sprit Polishing of Wooden Furniture</u>	
(i)	Table Officer
(ii)	Table Assistant / Clerk
(iii)	Centre Table
(iv)	Corner Table / Stool
(v)	Sofa (Per Seat)
(vi)	Office Chair
(vii)	Side Reck (small)
(viii)	Mirror Stand
(ix)	Partition etc. (Per Sq.Ft)
7. <u>Miscellaneous</u>	
1.	Fixing of Photograph / Map
2.	P/F New Secret Lock (Only Godrej)
3.	P/F New Door Closer (i) Godrej (ii) Prabhat
4.	Repair of Secret lock / door Closer
5.	Providing of key to secret lock
6.	Removal / fixing of name plate
7.	P/F Footrest in standard size
8.	P/F Teakwood window Palmet with Rod (Per Ft.)
9.	Fixing charges of window Palmet
10.	Removal / fixing of Curtain
11.	P/F Ring / hook
12.	Cutting & Grinding of glass (Per Sq.Ft.)
13.	P/F Door Stopper
14.	Opening locked door
15.	P/F Looking mirror in wooden frame (Per Sq.Ft)
16.	P/F Knob
17.	P/F Plywood 6 mm thick (Per Sq.Ft)
18.	P/F Eldrej
19.	Providing of Stool Teakwood Size 18" x 12"

Furniture:

20.	Providing of Stool Teakwood Size 18" x 18"	
21.	Providing of Stool Teakwood Size 24" x 24"	
22.	Wooden frame window etc. (Per Sq.Ft)	
23.	Providing of New P.U. Arm to Revolving Chair	
24.	P/F New finger plate (in PVC material 6 mm thick)	
25.	Brasso Polishing of name plate	
26.	Providing of cooler stand in Kailwood frame (Rft.)	
27.	Providing of Table Glass 5.5. mm thick (Per Sq.Ft)	
28.	-do- 8 mm and 10 mm	
8.	<u>Upholstery of Sofa Set, Visitor Chair (cushioned)</u>	
1.	Complete change of upholstery of Sofa-Set (including providing Tat, June, Cotton, markin etc.) (Five Seater)	
2.	-do- Three Seater	
3.	-do- Single Seater	
4.	Complete upholstery of Revolving executive chair	
5.	Complete upholstery of Visitor chair	
6.	Providing of ISI mark seat cushion for Sofa Set	
7.	Providing of ISI mark seat cushion for chair	
8.	H.D. Foam for back cushion of Sofa chair	
9.	H.D. foam for back cushion of chair	
10.	Providing of cloth for Sofa Set (Jaicard or Polyester) Per Mtr.	
11.	Providing of cloth for Sofa Set (Mocked) Per Mtr.	
12.	Stitching charges for plate curtain	

Terms and Conditons

1. The successful tender/firm will be required to do the work for a period of one year from the date of award of the contract with option to extend the same for further period of one year on the same terms and conditions on mutual consent basis. This Department shall, however, have the right to terminate the contract at any time without any reason thereof.
2. The work is to be carried out in the premises of Shastri Bhavan and only in exceptional cases where the work cannot be done in the office premises, the contractor will be allowed to do it outside office premises. No extra charges for transportation etc. will be payable on this account.
3. The contractor will be required to depute skilled carpenters to attend to day to day repairs and workmen-like manner and to the satisfaction of the Department. All repair calls may be attended to on the same day in case of minor works like fixing of table drawer lock etc. and in case of major works like change of upholstery of sofa sets etc., the time frame is within three working days from the call. If the carpenter does not come for attending to the work timely or his work found to be unsatisfactory, the work will be got done through other sources at the risk and cost of the contractor. The Department reserves the right to terminate the contract at any time without assigning any reason thereof. The contract can also be terminated summarily by this Department at any time if the work of the contractor / firm is found unsatisfactory. In this connection, the decision of this Department shall be final and binding on the contractor.
4. The firm should enclose the copies of Service Tax Registration, TIN number and experience certificate with the quotation. Quotation found incomplete in any respect, shall not be entertained.
5. The contractor shall be required to do the work at the approved rates. If, for any reason, the firm is not able to do so, the work shall be got done from some other firm or from the open market at the cost of the contractor and the expenditure so incurred thereon, shall be recovered from him. This may even entail the termination of the contract and forfeiture of the security deposit.
6. Department of Fertilizers reserves the right to reject or to accept any quotation, in whole or in part, without assigning any reason therefore. It also reserves the right to reject the quotation without assigning any reason thereof.
7. The quotation should be given on firm's letter head, giving full address, telephone number and e-mail address etc.
8. The competent authority reserves the right to conduct performance review of the contracting firm any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported.
9. Each page of the tender documents including this tender notice and quotations in Annexures, should be rubber-stamped, signed and submitted by the tenderer.