

F.No. 13011/3/2017-Admn
Government of India
Ministry of Chemicals & Fertilizers
(Admn. Section)

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

Dated: the 8th December, 2017

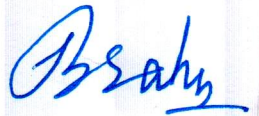
TENDER NOTICE

Sub: Award of Annual work contract for repair, upholstery, polishing etc. and supply and fitting of petty articles pertaining to furniture items. Of DOF.

Sealed quotations are invited from only Delhi based interested firms / parties dealing with maintenance/ repair etc. of furniture articles and 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. A declaration certificate that the company has not been black listed by any Ministry / Department, PSU etc. need to be furnished as per Annexure-III. The firm should have sufficient experience in the field of repair and maintenance of furniture articles etc.

2. While submitting the tender, the intending tendering firm **should furnish copies of PAN Number, GST number etc.** The interested parties may send quotations to the undersigned in Room No. 205-D, Shastri Bhawan, New Delhi **on or before 28.12.2017 by 3.00 PM.** Tenderers are requested **to deposit earnest money of Rs. 10,000/- (Rupees Ten thousand only) through a crossed demand draft of any scheduled bank in Delhi / New Delhi drawn in favour of the Pay & Accounts Officer, Department of Fertilizers.** The bid security to be furnished by the bidders need to remain valid for a period of forty-five days beyond the final bid validity period. The EMD of the unsuccessful tenders will be released after the finalization of the contract. To ensure due performance of the contract, the successful bidder will have to deposit **Performance Security of Rs. 30,000/-** in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank. **Any quotation received without earnest money as stated above, will be summarily rejected.** No interest will be paid on the earnest money. The quotations will be opened on the same day at 3.30PM in the room of the undersigned in the presence of the representatives of the firms, if any. The quotations may be submitted in a sealed cover super-scribed **"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.

Yours faithfully,



(P.B. Sahu)

Under Secretary to the Govt. of India.

1. NIC with the request to put the above tender enquiry on the Web-site of DOF.
2. As per the list attached.

S.No.	Description of Job / works.	Rate Per Unit (Rs.)	Warranty
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		
(iii)	Repair of Table (Minor)		
(iv)	Providing of keys		
(v)	Cutting and re-design/ Re-size of Table front area (Per Sq.Ft)		
(vi)	Opening of Locked drawer		
(vii)	Providing and fitting of Ply in Table drawer (Per Sq.Ft)		
(viii)	Providing and fitting of complete drawer of office Table (each)		
(ix)	Providing and fitting of Sunmica in office Table (Per Sq.Ft)		
(x)	Providing and fitting Chapka kunda		

4. Working Table / Wall Cup-board

(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		
(ix)	P/F Auto Hinges		
(x)	P/F Wooden Door to Storage Unit (Per Sq.Ft)		

5.

Painting of Steel Furniture

(i)	Steel Almirah (big Size)		
(ii)	Steel Almirah (Small)		
(iii)	Filing Cabinet		
(iv)	Steel Chair		

6.

Sprit Polishing of Wooden Furniture

(i)	Table (Officer) (Per Sq.Ft)		
	Table (Assistant / Clerk) (Per Sq.Ft)		
	Centre Table (Per Sq.Ft)		
	Corner Table / Stool (Per Sq.Ft)		
(ii)	Sofa (Per Seat)		
	Office Chair (Per Seat)		
	Side Rack /Storage Rack (Per Sq.Ft)		
	Mirror Stand (each)		
	Partition etc. (Per Sq.Ft)		
	Miscellaneous furniture other than above (Per Sq.Ft)		
	Wooden Flooring		
	Polishing of Furniture items with change of colour		

7.

Miscellaneous

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.	Oiling of Door		
16.	P/F Looking mirror in wooden frame (Per Sq.Ft)		
17.	P/F Knob		
18.	P/F Plywood 6 mm thick (Per Sq.Ft)		
19.	P/F Eldrej		
20.	Providing of Stool Teakwood Size 18" x 12"		
21.	Providing of Stool Teakwood Size 18" x 18"		
22.	Providing of Stool Teakwood Size 24" x 24"		

23.	Wooden frame window etc. (Per Sq.Ft)		
24.	Providing of New P.U. Arm to Revolving Chair		
25.	P/F New finger plate (in PVC material 6 mm thick)		
26.	Brasso Polishing of name plate		
27.	Providing of cooler stand in Kailwood frame (Rft.)		
28.	Providing of Table Glass 5.5. mm thick (Per Sq.Ft)		
29.	-do- 8 mm (Plane)		
30.	-do- 10 mm		
31.	-do- 10 mm (Smoke)		
32.	Providing of Table Glass 12 MM veveled.		
33.	-do- 10 mm (veveled)		
34.	Repair of door (Minor)		
35.	Repair of door with Hinges & Cutting & Repair of Door. (each)		
36.	Repair of Vertical blinds		
37.	Shortening of vertical blinds (per piece)		
38.	Providing and fixing of hydraulic system of revolving chair		
39.	Providing and fixing of handle set of door lock		
40.	- do - complete with Lock		
41..	Providing and fixing of Door Handle lock Set (Brass)		
42..	Providing and fixing of steel base, complete with wheel of Revolving chair		

43.	Removal of storage unit (Per Sq.Ft)		
44..	Re-fixing of storage unit (Per Sq.Ft)		
45.	Removal of Partition (Per Sq.Ft)		
46.	Re-fixing of partition (Per Sq.Ft)		
47.	Brasso polish of Planter		
48.	Provide Sun-control film to glass pans (Per Sq.Ft)		
49.	Door Stopper Brass		
50.	Bracket for Set Top Box		
51.	Door Mat (coir) (Per Sq.Ft)		
52.	Door Mat (Plastic) (Per Sq.Ft)		
53.	Vertical Blinds (Per square meter)		
54.	P/f Wooden Bracket Size - 12" x 18" (Each)		
55.	P/f Wooden Bracket Size - 22" x 14" (Each)		
56.	P/f Window Glass with Rubber Beading & Aluminium Clips (Per Sq.Ft)		
57.	P/f Aluminium Beading to window Glass (Rft)		
58.	Rubber Beading to window Glass (Rft)		
59.	Removal of Window Glass (Per Sq.Ft)		
60.	Cleaning & Re-fixing of Window Glass (Per Sq.Ft)		
61.	Fixing of Display Board/ White Board		
8 Upholstery of Sofa Set, Visitor Chair (cushioned)			
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 (both seat & back)		
5.	Complete upholstery of Visitor chair (both seat & back)		
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		
13.	Sofa Back Pillow cushion (12" × 12") with covers		
14.	Sofa Back Pillow cushion (16" × 16") with covers		

Terms and Conditions

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 Bhawan 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 GST Registration, GST 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 quotations 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 Annexure, should be rubber-stamped, signed and submitted by the tenderer.**

DECLARATION

1. I, _____ son / daughter of
Sh. _____ Proprietor /
Partner/Director / Authorized signatory of _____
_____ am competent to sign this declaration
and execute this Tender document.
2. I have carefully read and understood all the terms and conditions of
the Tender and are fully acceptable to me.
3. I hereby certify that our company has not been black listed by any Government Ministry /
Department /PSU.
4. The information / documents furnished along with the above document are true and
authentic to the best of my knowledge and belief. I / We am / are well aware of the fact
that furnishing of any false information / fabricated document would lead to rejection of
Tender at any stage besides liable to prosecution under appropriate law.

Date: _____ Signature of owner / Managing Partner/Director

Place: _____ Full Name:

Company Seal

N.B: The above declaration, duly signed in token of the acceptance, should be enclosed
with the bid.