

No. D-14016/02/2009-Gen.II
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 3rd September, 2009

TENDER NOTICE

1. Sealed tenders are invited from reputed, experience and financially sound Companies/Firms/Agencies for carrying out the work of repair and maintenance of furniture in the Planning Commission for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm.
2. Sealed quotations dully filled in the specified proforma and addressed to the Under Secretary (Gen.-II), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach latest by 2.00 PM on Friday, 18th September, 2009. The quotations may also be sent by post at the above mentioned address or dropped in the Tender Box placed in Reception Area of Yojana Bhavan, New Delhi by the stipulated date and time.
3. Tender Document may be downloaded from the official website of Planning Commission (<http://www.planningcommission.nic.in>). The bids shall be opened at 3.00 (Noon) on 18th September, 2009 in Room No. 412, Yojana Bhavan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present.
4. Bids received after the closing date and time shall not be considered.

(Mahender Chaudhary)
Under Secretary to the Govt. of India

Copy to C & I, Yojana Bhavan with the request to upload this tender notice on the Planning Commission official website.

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Terms & Conditions

1. The period of the contract shall be effective from the date it would be awarded and formalities completed and shall normally remain in force till 31.3.2010 or until further orders, whichever is earlier. The contract can be extended solely at the discretion of the Planning Commission.
2. The tenderer should have sufficient experience and expertise in maintenance of various type of furniture and related work and also having sound financial standing. Copies of certificate providing Firm's registration, tax registration, previous experience etc. should be enclosed with the quotation.
3. The Firm participating in the tender will be required to deposit a bank draft/pay Order of Rs. 45,000/- (refundable) being earnest money, in the name of Pay & Accounts Officer, Planning Commission along with the quotation in the prescribed form. Earnest money in any other form shall not be accepted and quotation would be summarily rejected.
4. The successful tenderers will be required to do the work at the approved rates during the financial year and as such extended period as may be mutually agreed upon if considered necessary. In case, the successful bidder shows their inability at any stage after the contract is finalized, for whatsoever reason(s), for taking up the contract, their earnest money would be forfeited.
5. The successful bidder shall be required to deposit a sum of Rs. 75,000/- (Rupees Twenty Five thousand only) as performance security deposit in the form of Demand Draft or fixed deposit receipt made in favour of Pay & Accounts Officer, Planning Commission. The same would be refunded after the successful completion of the contract.
6. It will be the responsibility of the contractor to depute a good skilled carpenter for doing day-to-day repairing job.
7. Mere quoting lowest rates will not amount to commitment for award of contract. The rates may be clearly quoted against each items. Overwriting/corrections or incomplete quoting of rate would result in rejection of quotation and shall not be considered under any circumstances.
8. A firm will be decided L-1 on the basis of the lowest annual value/Expenditure calculated on the basis of the quoted price for all the items conclusively requested.

9. At any stage if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice and loss, if any, that may occur on this account will be recoverable from security money deposited by the firm.
10. No advance payment will be made. The approved contractor should submitted the bill in triplicate. Government tax, namely, Sale Tax/VAT will be payable wherever applicable and the bill to be submitted by the firm should bear valid tax registration number. Validity of the tax registration during the period of contract shall be the sole responsibility of the firm.
11. The quotations should be dropped in the tender box kept at the reception, Yojana Bhavan, Sansad Marg, New Delhi on or before Friday, 18th September, 2009 at 2.00 PM. The sealed envelope containing the quotation should be super-scribed "Tender/quotation for Annual Contract for repair and maintenance of furniture for Planning Commission for the year 2009-10". The quotations shall be opened on the same day at 3.00 (Noon) Room No. 412, Yojana Bhavan, Sansad Marg, New Delhi in the presence of the committee and the representative(s) of the firm (s) who may wish to be present.
12. In case of any dispute, the decision of the Head of the Department of the Planning Commission shall be final.
13. Planning Commission reserves the right to accept or reject any or all quotation (s) without assigning any reason(s) thereof.
14. These terms and conditions are not exhaustive but general in nature. Planning Commission shall have the right to clarify any clause or part thereof of the terms and conditions and that will be final & binding.

(Mahender Chaudhary)
Under Secretary to the Govt. of India

(Authorized signatory)

(Name of the Authorized signatory)
Seal containing name of the Firm/Agency
With full postal Address & Contract Number

Dated:-

PROFORMA

S. No.	Particulars	Tentative Unit Rquired	Rate/Unit
A	STEEL ALMIRAH		
1.	Replacement of Lock	50	
2.	Replacement of Handle	50	
3.	Repairing of locking system	15	
4.	Minor repair	10	
5.	Adjustment of shelves	10	
6.	Providing of key	30	
7.	Opening of Almirah	20	
8.	Repair of door	20	
9.	Repair of Lock	50	
10.	P/F of new bush	10	
11.	P/F of shelve	20	
12.	P/F of new locking system	15	
B.	STEEL TABLE		
1.	Replacement of lock	20	
2.	Replacement of handle	15	
3.	Adjustment of drawer	25	
4.	Minor repair	15	
5.	Providing of key	30	
6.	Opening of drawer	10	
7.	Repair of Lock	20	
8.	Repair of Locking system	15	
9.	Major repair including welding	10	
10.	P/F of complete drawer box	10	
11.	P/F of new drawer	15	
12.	P/F sunmica top	15	
13.	P/F of new locking system	15	
C	STEEL CHAIR		
1.	Replacement of new wooden seat	20	
2.	Replacement of new wooden back	25	
3.	Replacement of new wooden arms	20	
4.	Replacement of rubber shoes	30	
5.	Replacement of new rubber cap	30	
6.	Minor repair	25	
7.	Painting of steel frame	10	
8.	P/F of steel strips for support with welding	10	

S. No.	Particulars	Tentative Unit Required	Rate/Unit
D.	STEEL FILING CABINET		
1.	Replacement of Lock	20	
2.	Replacement of Handle	15	
3.	Adjustment of drawer	10	
4.	Steel boll	30	
5.	Providing of key	30	
6.	Overhauling and greasing	10	
7.	Repair Lock	20	
8.	Repair of locking system	20	
9.	Repair of cabinet	15	
10.	Opening of cabinet	20	
11.	P/F of new channel	20	
12.	P/F of push button	30	
E.	STEEL REVOLVING CHAIR		
1.	Repair of Chair	10	
2.	Overhauling & greasing	10	
3.	Replacement of wheel	10	
4.	Replacement of axel	10	
5.	Replacement of spring	15	
6.	Painting of Chair	20	
7.	Welding (per point)	25	
F.	STEEL BOOK CASE		
1.	Replacement of Lock	30	
2.	Replacement of Handle	15	
3.	Replacement of glass panes	15	
4.	P/F of Keys	20	
5.	Opening of Book Case	10	
6.	Repair of Lock	20	
7.	Repair of locking system	25	
G.	DOOR LOCK		
1.	Replacement of Lock	15	
2.	Replacement of handle	15	
3.	Opening of Lock	20	
4.	Repair of Lock	20	
5.	P/F Keys	25	
6.	P/F of Godrej Night Latch	20	

S. No.	Particulars	Tentative Unit Required	Rate/Unit
H.	PAINING OF FURNITURE		
1.	Steel Almirah (big size) out portion only	05	
2.	Steel Almirah (small size) outer portion only	05	
3.	Steel Table (Officer)	05	
4.	Steel Table (Clerk)	05	
5.	Steel Filing Cabinet	05	
6.	Slide Rack (big)	05	
7.	Slide Rack (small)	05	
8.	Steel Book Case	05	
I.	REPAIR OF WOODEND FURNITURE		
1.	Repair of Chair (minor) w/o any replacement	05	
2.	Repair of Table -do-	05	
3.	Repair of Almirah -do-	05	
4.	Repair of Screen	05	
5.	Repair of back chair	05	
6.	Replacement of Chair Arm	05	
7.	Replacement of Chair Leg	05	
8.	Replacement of Table leg	05	
9.	P/F of rings to curtains (per 100)	05	
10.	Providing of curtains cloth (per mtr.)	05	
11.	Providing of imported velvet for officer sofa set (per mtr.)	05	
12.	Replacement of looking mirror	05	
	(a) Ordinary (b) Wooden (c) Wooden with towel rod/stand	05 each	
13.	Replacement of curtain rod (fancy) (per feet)	500 sq. ft.	
14.	Adjustment of Table drawer	10	
15.	Replacement of Workstation	10	

S. No.	Particulars	Tentative Unit Rquired	Rate/Unit
J.	POLISH OF FURNITURE		
1.	Office Table	10	
2.	Clerk Table	10	
3.	Assistant Table	10	
4.	Officer Chair	10	
5.	Partition Screen	10	
6.	Side Rack	10	
7.	Centre Table	10	
8.	Almirah	05	
9.	Mirror stand	05	
10.	Stool	05	
11.	Conference Table	05	
12.	Book Shelf	05	
13.	Notice Board	05	
14.	Partition etc.	05	
15.	Sofa (per seat)	05	
16.	Lacquer polish on any surface (per Sqr. Ft.)	50 sq. ft.	
17.	Deco polish with wax finish (per sqr. Ft.)	50 sq.ft	
K.	Complete renovation including tapestry cloth (ranging between Rs. 180/- to 200/- per mtr.) Cushion, Markeen, Dory, Spring, Jute, Tat, Canvas U-Foam, Labour Charge, (Labour + Material)		
a.	Sofa Seat	10	
b.	Revolving Chair	05	
c.	Visitor Chair	05	
d.	Computer Chair	10	
e.	Arm of Chair	10	
L.	Providing & Fixing of rubber Cushion (ISI mark) for the seat of sofa seats and chairs		
a.	21"x22"x4" (sofa seat)	10	
b.	18"x18"x2" (Chair)	10	

S. No.	Particulars	Tentative Unit Rquired	Rate/Unit
M.	Providing & Fixing of loose covers along with material i.e. cloth (Bombay dyeing), along with material i.e. cloth (Bombay dyeing), stitching threads, labour charges.		
a)	Sofa Set	10	
b)	Revolving Chair	10	
c)	Visitor Chair	10	
d)	Computer Chair	10	
N.	Stitching of curtains (labour charges)		
a)	Plain curtains	10	
b)	Pleated curtain	10	
c)	Pleated curtain with lining	10	
O.	Renovation of furniture items (labour charges)		
a)	Sofa (per seat)	10	
b)	Revolving Chair	10	
c)	Visitor Chair	10	
d)	Computer Chair	10	
P	Stitching of loose covers (labour charges)		
a)	Sofa (per seat)	10	
b)	Revolving Chair	10	
c)	Visitor Chair	10	
d)	Computer Chair	10	
e)	Fabrication of wooden storage (per Sqr.ft.)	05	