

**F.No.D-14016.02.2008-GII**  
**Government of India**  
**Planning Commission**

**Yojana Bhavan, Sansad Marg,**  
**New Delhi, the July, 2008.**

M/s.

**SUBJECT: - Annual contract for repair and maintenance of furniture in this department for the year 2008-2009**

Dear Sir,

Sealed quotations are invited for carrying out the work of repair and maintenance of furniture in the Planning Commission for the year 2008-09 on the terms and conditions mentioned below. In case you are interested in undertaking the work, please submit your quotations to the undersigned in the enclosed proforma on or before 29-07-2008 till 3.00 PM in the Tender Box placed at the Reception Office, Yojana Bhavan. The quotations will be opened on the same day at 3.30 PM room No. 344, Planning Commission. The sealed cover should be subscribed **Annual contract for repair and maintenance of furniture for Planning Commission for the year 2008-2009**

**TERMS AND CONDITIONS**

1. The quotation without these documents will be rejected out rightly.
  - a) Proof of Registration with the Delhi Sales Tax/Delhi Value Added Tax (DVAT) Act, 2004 & its no dues Certificates.
  - b) Proof of Service Tax Registration Certificates and its no dues Certificates.
  - c) Proof of Income Tax Assessment/Return for the last three Years.
  - d) Proof of average Annual Turn Over which should not less than 80 lakhs for the last three years.
  - e) Proof of Establishment/Workshop with Valid Govt./MCD/NDMC License.
  - f) Proof of their Clients (Should Enclosed with the proper proof).
  - g) The firms should have the experience of 7 years in the filed including 5 years experience in maintenance of various types of furniture and related work in minimum 10 Govt. Departments (proof for these documents should be enclosed attested by the Gazetted Officer.
  - h) Proof of completion certificates worth rupees 10 lakh from three different Department in the last three years for the similar works.
2. The successful tenderers will be required to do the work at the approved rates during the financial year and such extended period as may be mutually agreed upon if considered necessary.
3. The department reserves the right to terminate contract at any time without assigning any reason therefore. If the work is found unsatisfactory or visits to the office/sections are not regular by you or your staff, the contract is liable to be terminated. The decision of the Department shall be final and binding on you.
4. It will be the responsibility of the contractor to depute a good skilled carpenter for doing the day-to-day repairing jobs. If carpenter does not turn up for whatsoever reason , the department will get the work done and concerned firm will pay the cost. The earnest money of Rs.25,000/- will be treated as performance security shall remain with Planning Commission till the conclusion of the contract.
5. No advance payment will be made. The approved contractor shall submit his bill (in triplicate) on completion of repairs and payment will be made on the receipt thereof subject to availability of funds at the relevant time.

Yours faithful

R. K Hansda  
(Section officer (GII))

	<b>Rate</b>	<b>Unit</b>
<b>A. Steel Almirah</b>		
1. Replacement of Lock		
2. Replacement of Handle		
3. Repair of Locking System		
4. Minor Repair		
5. Adjustment of Shelve		
6. Providing of key		
7. Opening of Almirah		
8. Repair of Door		
9. Repair of Lock		
10. P/F of new bush		
11. P/F of new shelves		
12. P/F of new locking System		
<b>B. Steel Table</b>		
1. Replacement of lock		
2. Replacement of handle		
3. Adjustment of drawer		
4. Minor repair		
5. Providing of key		
6. Opening of drawer		
7. Repair of lock		
8. Repair of locking system		
9. Major repair including welding		
10. P/F of complete drawer box		
11. P/F of new drawer		
12. P/F of sunmica top		
13. P/F of new locking system		
<b>C. STEEL CHAIR</b>		
1.) Replacement of new wooden seat		
2.) Replacement of new wooden back		
3.) Replacement of new wooden arms		
4.) Replacement of new rubber shoes		
5.) Replacement of new rubber cap		
6.) Minor repair		
7.) Painting of steel frame		
8.) P/F of steel strips for support with welding		

<b>D. STEEL FILING CABINET</b>		
1.) Replacement of lock		
2.) Replacement of handle		
3.) Adjustment of drawer		
4.) Steel boll		
5.) Providing of key		
6.) Overhauling and greasing		
7.) Repair of lock		
8.) Repair of locking system		
9.) Repairing of cabinet		
10.) Opening of cabinet		
11.) P/F of new channel		
12.) P/F of push button		
<b>E. STEEL REVOLVING CHAIR</b>		
1.) Repair of chair		
2.) Overhauling and greasing		
3.) Replacement of wheel		
4.) Replacement of axel		
5.) Replacement of spring		
6.) Painting of chair		
7.) Welding (per point)		
<b>F. STEEL BOOK CASE</b>		
1.) Replacement of lock		
2.) Replacement of handle		
3.) Replacement of glass panes		
4.) P/F of keys		
5.) Opening of book case		
6.) Repair of lock		
7.) Repair of locking system		
<b>G. DOOR LOCK</b>		
1.) Replacement of lock		
2.) Replacement of handle		
3.) Opening of lock		
4.) Repair of lock		
5.) P/F of keys		
6.) P/F of godrej night latch(Yale Lock) per piece.		

<b>H. PAINTING OF FURNITURE</b>		
1.) Steel almirah (big size) (outer portion only)		
2.) Steel almirah (small size) (outer portion only)		
3.) Steel table (officer)		
4.) Steel table (clerk)		
5.) Steel filing cabinet		
6.) Side rack (big)		
7.) Side rack (small)		
8.) Steel book case		
<b>I. REPAIR OF WOODEN FURNITURE</b>		
1.) Repair of chair(Minor) w/o any replacement		
2.) Repair or table(-do-)		
3.) Repair of almirah(-do-)		
4.) Repair of screen		
5.) Repair of back of Chair		
6.) Replacement of chair arm		
7.) Replacement of chair leg		
8.) Replacement of table leg		
9.) P/F of rings to curtains(per 100)		
10.) Providing of curtain cloth (per mtr)		
11.) Providing of imported velvet for officer sofa set(per mtr)		
12.) Replacement of looking mirror		
a) Ordinary b) wooden c) Wooden with towel rod/stand		
13.) Replacement of curtain rod (fancy) (per feet)		
14.) Adjustment of table drawer		
15.) Replacement of workstation		
<b>J. POLISH OF FURNITURE</b>		
1.) Office table		
2.) Clerk table		
3.) Assistant table		
4.) Office chair		
5.) Partition screen		
6.) Side rack		
7.) Center table		
8.) Almirah		
9.) Mirror stand		
10.) Stool		
11.) Conference table		
12.) Book shelf		
13.) Notice board		

14.) Partition etc.		
15.) Sofa (per seat)		
16.) Lacquer polish on any surface (per sq. feet)		
17.) Deco polish with wax finish (per sq. feet)		
<b>K. Complete renovation including tapestry</b>		
<b>Cloth (ranging between Rs. 180-200/- per mtr),</b>		
<b>Cotton, mar keen, dory, spring, jute, tat,</b>		
<b>Canvas, U –foam labour etc.(Labour + Material)</b>		
a) Sofa seat		
b) Revolving Chair		
c) Visitor Chair		
d) Computer Chair		
e) Arm of Chair		
<b>L. Providing &amp; fixing of rubber cushion</b>		
<b>(ISI mark) for the seat of sofa seats and chairs.</b>		
a) 21”X22”X4”(sofa seat)		
b) 18”X18”X2”(chair)		
<b>M. Providing &amp; fixing of loose covers along with material i.e. cloth (Bombay dyeing), along with material i.e. cloth (Bombay dyeing), stitching threads, labour etc.</b>		
a.) Sofa Seat		
b.) Revolving Chair		
c.) Visitor Chair		
d.) Computer Chair		
<b>N. Stitching of curtains (labour charges)</b>		
a) Plain Curtain		
b) Pleated Curtain		
c) Pleated Curtain With Lining		
<b>O. Renovation of furniture articles (Labour Charges only)</b>		
a) Sofa (per Seat)		
b) Revolving Chair		
c) Visitor Chair		
d) Computer Chair		
<b>P. Stitching of Loose Covers (Labour Charges only)</b>		
a) Sofa (per seat)		
b) Revolving Chair		
c) visitor’ Chair		
d) Computer Chair		