

No. D-14014/01/2010-Genl-II  
Government of India  
Ministry of Social Justice & Empowerment

Shastri Bhavan, New Delhi  
Dated the 24<sup>th</sup> June, 2011

To

As per lists.

**Subject: Rates/quotations for Annual Maintenance Contract for repairing of furniture and fixture installed in the Ministry with labour – regarding.**

Sir,

I am directed to refer to subject mentioned above and request you to forward the Rates/quotations **including labour** charge for repair and maintenance of furniture and fixture of the Ministry located in Shastri Bhawan, PREM Division, R.K. Puram, Jeevan Prakash Building, Trikoot Bhawan, and Residential office of MSJ&E and MOS(SJ&E). The envelope superscribed as “ **Rates for Repair and Maintenance of furniture and fixture**” should be addressed to the Under Secretary (Admn.) and dropped in the **Tender Box** at the Facilitation Centre of this Ministry on the Ground Floor near Gate No.3 Shastri Bhawan, New Delhi **by 3.00 p.m. on or before 07-07-2011**. The sealed quotations will be opened on the same day at 4.00 PM in Room No.240, A-Wing, Shastri Bhawan, New Delhi. Your or your firm’s representative is at liberty to be present at the time of opening of quotations. The tender document is also available on the website of the Ministry of Social Justice and Empowerment i.e. <http://socialjustice.nic.in>.

2. It is made clear that if the services rendered by the firm are not found satisfactory at any time during the period of contract, the contract is liable to be cancelled without any notice. The rates mentioned as "complimentary or free or nil" against the items in Annexure-II will not be accepted. This is further subject to the following terms and conditions:

- (i) Rates for repair and maintenance **with labour charges** of furniture and fixture installed are required to be submitted in the format given in Annexure I & II. The rates shall remain in force for the entire period of contract unless it is terminated. Further, the rates so approved may also be extended for another year subject to satisfactory performance. If any taxes are required to be charged, the same should be clearly mentioned, otherwise it will be presumed that the rates are inclusive of taxes.

- (ii) The payment of bills etc. shall be made after completion of work form time to time, subject to rendering of satisfactory report from the users. Bills for a month will have to be submitted by the 5<sup>th</sup> of the following month.
- (iii) At least one good skilled carpenter shall be made available by the firm and he is required to report to the **Section Officer (Genl) Room No. 623 A, Shastri Bhawan, New Delhi** on all working days from 9.00 a.m. to 6.00 p.m. In case of any delay in attending to the complaint, a sum of Rs 200/- per day will be deducted from the amount payable to you.
- (iv) If the visit of the skilled worker to the office is not regular, the contract can be terminated by this Ministry at any time. The decision of the Ministry in this regard shall be final and binding on the firm.
- (v) The Ministry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing the work of this Ministry. Neither the Contractor nor his workers shall have any claim on this Ministry for compensation or financial assistance on this account.
- (vi) The tenderer should have a well established workshop & possess minimum one year experience in a Govt. office or an organisation of repute.
- (vii) Dispute, if any, pertaining to the contract of the above work shall be settled through an arbitrator to be nominated by this Ministry with the approval of AS/Secretary. The contract shall be subject to the Indian laws and the jurisdiction of Delhi Courts.

3. The bidder shall submit a **Demand draft of Rs.10,000/-** in favour of **DDO, Ministry of Social Justice and Empowerment, New Delhi** as **earnest money** alongwith the tender application. The DD of unsuccessful bidder will be returned on the finalization of the contract. The successful bidder will have to deposit an FDR for an amount equal to 5% of the value of the contract as Performance Security in favour of DDO, Ministry of Social Justice & Empowerment. After receiving the FDR, the EMD will be returned to the contractor.

Yours faithfully,

(Vinod Kumar Sharma)  
Under Secretary to the Govt. of India

## Annexure-I

### Application Proforma for Rates for repair and maintenance of furniture and fixture installed in the Ministry.

Name of firm/contractor/supplier	
Complete Address & Telephone No.	
Name of Proprietor (s)	
Contact no. of Proprietor (s)	
Details of the offices for which the firm is working. Also give the details of work being done.	
Whether the firm is a registered firm  <b>Yes/No</b> (attach attested copy of certificate if the firm is registered)	
PAN No.  <b>(Enclose the attested copy of TAN/PAN Card)</b>	
Service Tax No.  <b>(Enclose the attested copy of Service Tax certificate)</b>	
TIN No.  <b>(Enclose the attested copy of VAT Certificate)</b>	
Whether the firm has enclosed the Demand Draft of Rs. 10000/- as Earnest Money/Security Deposit.	
Any other information, if necessary	

**ANNEXURE-II**

<b><i>S.No.</i></b>	<b><i>Items/Descriptions</i></b>	<b><i>Rate per Unit</i></b>
<b>A.</b>	<b><u>Steel Revolving Chairs</u></b>	
1.	Repair of revolving chair	
2.	Overhauling and greasing	
3.	Providing and fixing of wheel (ISI- Mark)	
4.	Providing and fixing of wheel (Godrej/Jenson)	
5.	Replacement of Axle	
6.	Overhauling of Axle	
7.	Replacement of spring	
8.	Providing of Steel Base	
9.	Welding per point	
10.	Providing and fixing P.U. Arms	
11.	Providing and fixing New Revolving system	
12.	Providing and fixing rubber flaps (any size)	
13.	Replacement of Hydraulic cylinder	
14.	Providing and fixing of Caster Bush with welding	
<b>B.</b>	<b><u>Steel Almirah</u></b>	
1.	Replacement of lock (Godrej)	
2.	Replacement of lock (Ordinary)	
3.	Replacement of Handle	
4.	Repair of locking system	
5.	Minor Repair	
6.	Providing of Duplicate Keys (two)	
7.	Opening Almirah	
8.	Repair of Lock	
9.	Providing and fixing of new locking system (without lock)	
<b>C.</b>	<b><u>Door Lock</u></b>	
1.	Replacement of Lock (Ord.)	
2.	Replacement of Door Handle <ul style="list-style-type: none"><li>- Brass</li><li>- Steel</li><li>- Aluminum</li></ul>	
3.	Repair of Old Lock	
4.	Providing of Keys (two)	
5.	Providing and fixing of Godrej Night Latch	
6.	Replacement of Door Lock (Godrej)	
7.	Providing and fixing of Door Stopper <ul style="list-style-type: none"><li>- Brass</li><li>- Aluminum</li></ul>	

8.	Providing and fixing of Tower Bolt - Brass - Aluminum		
9.	Providing and fixing of Locking Bolt		
10.	Providing and fixing of Aldrej (Sliding Bolt)		
11.	Providing and fixing New Hinges		
12.	Opening of Locked Door		
13.	Providing and fixing of Aldrej (Sliding Bolt) with lock (Remson/Links)		
14.	Repair of Door		
15.	Providing and fixing of Bush		
	<b>D. <u>Door Closer</u></b>		
1.	Repair of Door Closer		
2.	Oiling of Door Closer		
3.	Replacement of Spring		
4.	Replacement of Small Rod		
5.	Replacement of Big Rod		
6.	Providing and fixing of New Door Closer "ISI Mark"		
7.	Fixing of Door Closer		
	<b>E. <u>Repair of Wooden Furniture (with Screw and Nails)</u></b>		
1.	Providing and fixing of Aluminum Sheet		
2.	Providing and fixing of Arms to Chairs		
3.	Providing and fixing of Ply (Commercial)		
4.	Repair of Lock to wooden table		
5.	Providing and fixing of Lock to Wooden Table		
6.	Providing and fixing of Kunda Chapka - Brass - Aluminum		
7.	Providing and fixing of wooden beeding/ moulding		
8.	Providing and fixing of Fancy knobs/handles		
9.	Providing and fixing of Multipurpose Lock (Godrej)		
10.	Repair of Table Drawers		
11.	Providing and fixing of Wooden Bracket		
12.	Providing and fixing of Wooden Board (19 mm)		
13.	Providing and fixing of curtain rod/channel (aluminium)		
14.	Providing and fixing of Wall Catcher		
15.	Minor repair of chair		

16.	Minor repair of table		
17.	Providing and fixing of Ply (Teak)		
18.	Providing and fixing of Teak Board		
19.	Providing and fixing of Sunmica		
20.	Opening of drawer		
21.	Providing and fixing of New Drawer		
22.	Providing and fixing of Commercial Board		
23.	Providing and fixing Wooden Peices		
24.	Providing and fixing drawer channel		
<b>F.</b>	<b><u>Repair of Steel Furniture</u></b>		
1.	Providing and fixing of Lock to steel table		
2.	Opening of drawer		
3.	Repair of table drawer		
4.	Minor repair of table		
5.	Providing and fixing of Lock for Book Case		
6.	Providing and fixing of Handle for Book Case		
7.	Providing and fixing Glass panes (4 mm)		
<b>G.</b>	<b><u>Other and Misc Work</u></b>		
1.	Providing and fixing of Acrylic carpet/footmat		
2.	Providing and fixing of Sun film		
3.	Fixing of maps/photographs		
4.	Providing and fixing of curtain hook		
5.	Providing and fixing of Foot Rest		
6.	Painting of steel almirah (big/small size)		
7.	Polishing of wooden table		
8.	Polishing of wooden chairs		
9.	Polishing of foot rest		
10.	Polishing of central table		
11.	Polishing of wooden almirah		
12.	Providing and fixing of window glass (5 mm)		
13.	P/F of Normal Glass		
	i.    8mm thick	Per Sft.	
	ii.   12mm thick	Per Sft.	
14.	P/F of Bevalled Glass with Brown colour including grinding		
	i.    8mm thick	Per Sft.	
	ii.   12 mm thick	Per Sft.	