

F. No. 19-13/2014-General  
Government of India  
Ministry of Women & Child Development  
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Shastri Bhavan, New Delhi -1.  
Dated : 8<sup>th</sup> August, 2014.

To

As per list attached.

Subject : Annual Contract for repair/ maintenance /polishing of various furniture items, of the Ministry of Women & Child Development – Notice inviting tender – reg.

Sir,

Sealed quotations are invited from reputed/ registered firms dealing with Maintenance Contract for the maintenance/ repairing/ polishing of various furniture items of the Ministry of Women & Child Development at its offices located in Shastri Bhavan, Jeevan Deep/ Jeevan Vihar Building and residential office of Minister (WCD) as per details mentioned at Annexure-I, on the terms & conditions enumerated in the following paragraphs.

2. Only reputed firms having adequate experience of 3 and more years, in the field, in the Government Ministries/Departments/Semi-Government Organizations, including Public Sector Undertaking are requested to submit their rates in the attached Annexure duly completed and signed. In this regard, the firms should furnish documentary proof from at least 3 (three) Ministries/ Departments etc. along with the quotation. The firm should have at least annual turnover of 10 lakhs (copy of proof should be enclosed).
3. The prospective firms should also furnish a copy of the PAN, Service Tax Registration, TIN number and "Experience Certificate" from the respective organizations, while submitting their quotations. The firm must indicate address of registered office and mobile/Telephone numbers.
4. A specific mention must be made in your quotation to the effect that the terms and conditions mentioned above are acceptable to your firm in full.
5. List of furniture items and anticipated works to be done is attached (Annexure – I).
6. The sealed cover containing the tenders and super-scribed as under and complete in all respect should be submitted and dropped in Tender Box mounted near the gate of Room No. 629, 'A' Wing, 6<sup>th</sup> Floor, Shastri Bhavan, New Delhi so as to reach the undersigned by 3.00 P.M. on 22.08.2014. Late quotation will be rejected forthwith.
7. The quotations should be accompanied by earnest money of Rs. 25,000/- (Rs. Twenty Five Thousand only) in the form of Demand Draft in favour of "Pay & Accounts Officer, Ministry of Women & Child Development, New Delhi". The quotation without Earnest Money will be rejected



outright from the consideration zone. The EMD will be refunded to unsuccessful bidder without any interest on completion of the tender process. The Ministry reserves the right to accept or to reject any quotation(s) in full or in part without assigning any reason therefore.

8. The quotations will be opened at 4.00 P.M. on the same day i.e. 22.08.2014 in Room No. 746 'A' Wing, Shastri Bhavan, New Delhi. The tenderers, if they so desire, may depute their representative to be present at the time of opening of tenders.

9. The terms and conditions of the contract will be as follows ; -

- (i) Performance security deposit to the tune of Rs. 50,000/- (Rupees Fifty Thousand only) will be submitted by the successful bidder in the form of Demand Draft in favour of P&AO, M/o WCD or Bank Guarantee along with the acceptance of contract which would be valid up to the contract period irrespective of its registration status etc. The performance security deposit will be forfeited, if any deviation by the contractor is found from the instructions given by Ministry. After expiring of the contract, the same will be returned after deduction of dues, if any, without any interest.
- (ii) The successful contractor will be required to start work immediately after award of the contract. The Ministry shall, however, has the right to terminate the contract at any time without assigning any reason thereof.
- (iii) The contractor will be required to depute one whole time expert carpenter on duty exclusively for this Ministry on all working days to attend expeditiously to the works and whenever defect arises therein any complaint to this effect is made.
- (iv) The job will be entrusted on the basis of all inclusive rate on "As is where is" on competitive rates basis. The work which is not possible to be done in the office premises will be allowed to be done outside and no extra charges would be payable towards transportation etc.
- (v) The firm shall have to attend all complaints on information/ direction received from the General Section. The services would be provided on regular basis during office hours and also in the case of emergency beyond office hours or holidays etc.
- (vi) The firm will be required to undertake maintenance/ repair of carpentry work at Shastri Bhavan and its offices located at Jeevan Deep/ Jeevan Vihar Building and residential offices of Hon'ble Minister (WCD) or any other location as decided by the competent authority in this Ministry in future.
- (vii) For payment purpose, payment of the work done and services rendered will be made to the Contractor after completion of the work. The bills should be submitted month-wise on the prescribed format by the 7<sup>th</sup> of each month along with the work completion report/ user certificate duly signed by SO/DO/US/Concerned officer with stamp and date.
- (viii) If there is unreasonable delay in repairing/service the furniture or delivering the repaired furniture items, in a time specified by the Ministry, a penalty of @ Rs. 500/- on each occasion will be imposed.
- (ix) If the assigned work is not completed to the satisfaction of the Ministry, no payment will be made for the work, and the decision of the Ministry shall be final in that regard.
- (x) In case of any damage caused to Ministry's property by the workers deputed by the contractor, the loss caused due to such damage would be recovered from the Contractor.



- (xi) In case conflict between the parties, it should be resolved through mutual discussion. If, it still persists, the decision of the Ministry will be final and binding.
- (xii) The period of Annual Maintenance Contract would be for one year from the date of award, which may be extended for further period with mutual consent, if the performance found satisfactory.
- (xiii) If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/ parts at the risk/expenses of the defaulting contractor.
- (xiv) The rates may be quoted as per annexure-I, Taxes (VAT, Service Tax etc.) if any, applicable, may be specifically and separately indicated in the quotation.; Under no circumstances, these should be included in the basic cost.
- (xv) Jurisdiction for legal disputes, if any, arising during the period of the contract will be in Delhi Courts only.
- (xvi) No increase in amount shall be considered at all during the full period of AMC. No any other charges will be payable like transportation, fare etc. for providing the services.

10. All the tenderers are requested to read and understand the terms and conditions of the contract as details out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by the Ministry.



( V.C. Choudhary )  
Under Secretary to the Govt. of India  
Tele : 23382676

Copy to :

1. TD (NIC) with the request to upload above tender on this Ministry's website immediately.
2. All Ministries/ Department of the Government of India, New Delhi with a request that a copy of the tender notice may kindly be provided to the venders, who have been awarded the contract by them for AMC of furniture and their performance is satisfactory.

Repair of furniture items

Sl.No	Description	Unit
1.	<b>STEEL CHAIRS</b> a).Replacement of New Wooden Seat b) Replacement of New wooden back ( duly canned & Polished ) c)Replacement of wooden Arms d)Replacement of Rubber Shoes e)Replacement of Rubber caps f)Minor Repair of Steel Chair g)Painting of steel chair h)P/F of steel strips for support with welding i) P/F of Nut /Bolts	One One One One One One One One One
2.	<b>STEEL TABLES</b> a) P/F of New Locking system b)Replacement of Lock c)Adjustment of Drawer d)Minor repair of table e)Providing of key f)Opening of Drawer g)Repair of Lock h)P/F of complete Drawer Box with 3 drawers i)P/ F of New Drawer j)P/F of Sun Mica Top( Per Sq Ft) K) Major Repair of Table including welding l)Replacement of Handle m)P/F of Prelaminated Novapan Tops 18.00mm thick with rubber beeding n)P/F of New Drawer Channel o)P/F of legs of 25mm square pipe p)P/F of rubber shoes q)Repair of locking system	One One One One One One Per sq.ft One One One One One Per Sq.ft One Per sq.ft One One
3.	<b>STEEL ALMIRAH</b> a) Replacement of Lock b) Replacement of Handle c) Repair of Locking system d) Steel Ball e) Minor Repair f) Adjustment of shelves	One One One One One One



	<ul style="list-style-type: none"> <li>g) Providing of key</li> <li>h) Opening of Almirah</li> <li>i) Repair of Lock</li> <li>j) P/F of New Legs( Base)</li> <li>k) P/F of New Bush</li> <li>l) Repairing of Door</li> <li>m) P/F of New Shelves</li> <li>n) P/F of New Locking System</li> <li>o) Repair of leg with welding etc.</li> <li>P) P/F of Glass in Glass Almirah</li> </ul>	<ul style="list-style-type: none"> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>Per sq.ft</li> </ul>	
4.	<p><b><u>STEEL FILLING CABINET</u></b></p> <ul style="list-style-type: none"> <li>a) Replacement of lock</li> <li>b) Replacement of Handle</li> <li>c) Repairing of cabinet</li> <li>d) Overhauling &amp; Greasing</li> <li>e) Steel Ball</li> <li>f) Repair of locking system</li> <li>g) Providing of Key</li> <li>h) Opening of Filing Cabinet</li> <li>i) Repair of Lock</li> <li>j) Adjustment of drawer</li> <li>k) P/F of New Channel</li> <li>l) P/F of Push Button</li> </ul>	<ul style="list-style-type: none"> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> </ul>	
5.	<p><b><u>STEEL REVOLVING CHAIR</u></b></p> <ul style="list-style-type: none"> <li>a) Repair of Revolving chair</li> <li>b) Overhauling of Axle</li> <li>c) Replacement of Wheel ( ISI Mark)</li> <li>d) Overhauling &amp; Greasing</li> <li>e) Replacement of Spring</li> <li>f) Providing of Steel Base</li> <li>g) Painting of Revolving Chair</li> <li>h) Welding Per Point</li> <li>i) P/F of Caster Bush with welding</li> <li>j) P/F of PU Plastic Arms</li> <li>k) Repair of Seat &amp; back</li> <li>l) P/F of New Revolving system</li> <li>m) P/F of rubber Flaps( any size)</li> <li>n) P/F of Wheel ( Godrej Type)</li> <li>o) Replacement of Hydraulic cylinder</li> </ul>	<ul style="list-style-type: none"> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> </ul>	
6.	<p><b><u>SPARY PAINTING OF STEEL FURNITURE.</u></b></p> <ul style="list-style-type: none"> <li>a) Steel Almirah ( Big Size)</li> <li>b) Steel Almirah ( small Size)</li> <li>c) Steel Table (Officer)</li> <li>d) Steel Table ( Assistant)</li> <li>e) Steel File Tray</li> <li>f) Steel Filing Cabinet</li> <li>g) Side Rack ( Big)</li> </ul>	<ul style="list-style-type: none"> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> <li>One</li> </ul>	

	h)Side Rack ( Small)	One	
	i)Steel Book Case	One	
	k)Steel Chest	one	
7.	<b><u>DOOR LOCK</u></b>		
	a) Replacement of Lock ( Ord)	One	
	b) Replacement of Handle( Ord)	One	
	c) Repair of old Lock	One	
	d) Providing of Key	One	
	v) Replacement of Door Lock( Godrej)	one	
	e) Replacement of Brass Handle	One	
	f) Replacement of Door Handle( Godrej)	One	
	g) Opening of locked door	One	
	h) P/F of Door Stopper	One	
	i) Repairing of Door,	One	
	j) P/F of New Hinges	One	
	k) P/F of Aldrej ( Sliding Bolt)	One	
	l) P/F of locking Bolt	One	
	m) P/F of Tower Bolt	One	
8.	<b><u>STEEL BOOK CASE</u></b>		
	a) P/F of Lock	One	
	b) P/F of Handle	One	
	c) P/f of Glass panes	Per sq.ft	
	d) Providing of Key	One	
	e) Opening of Book Case	One	
	f) Repair of lock	One	
	g) Repair of Locking System	One	
	h) P/F of Glass panes( Per Sq ft)	Per sq.ft	
9.	<b><u>DOOR CLOSER</u></b>		
	a)Repair of Door Closer	One	
	b) Oiling of Door Closer	One	
	c) Replacement of Spring	One	
	d) Replacement of small rod	One	
	e) Replacement of Big Rod	One	
	f) P/ F of New door Closer(ISI)	One	
	g) Fixing of Door Closer	One	
10	<b><u>MORTICE /PAD LOCK</u></b>		
	1. Supply and Fixing of New Mortice pad Lock with Handles	one	
	2 Supply and fixing of New Mortice pad Lock without Handles	one	
	3 Supply and Fixing of New Handles of Mortice	One	
	4 Oiling and Greasing of Mrtice Lock	One	
	5 Removing of Mortice Lock	One	
	6 Repair of Mortice Lock including oiling /Greasing	One	

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11	<b><u>FOOT REST /STOOL</u></b>		
1	Supply of New foot rest of standard size	One	
2	Repair of foot rest with screws and nails etc.	One	
3	Supply of New stool standard size;	One	
4	Repair of Stool with nails and screw	One	
12	<b><u>CHITKANI</u></b>		
1	Supply and fixing of new Iron chitkani 4"	One	
2	Supply and fixing of New Chitkani ( 6")	One	
3	Supply and fixing of new Iron chitkani Size: 9"	One	
4	Supply and fixing of new Aluminum Chitkani Size: 4"	One	
5	Supply and fixing of new Aluminum chitkani of Size 6"	One	
6	Supply and fixing of new Aluminum chitkani Size: 9"	One	
7	Repair / Fixing of Chitkani	One	
13	<b><u>PHOTO FRAME</u></b>		
1.	Supply and fixing of Ordinary Photo frame complete in all respect including Glass ( per Sft)	one	
2.	Supply and fixing of good quality photo frame complete in all respect including Glass ( Per Sft)	one	
3.	Mountaining / laminating photos , posters etc. on board ( per Sft)	one	
14	<b><u>SECRET LOCK / NIGHT LATCH</u></b>		
1.	Supply and Fixing of secret lock with three keys ( Godrej Make)	one	
2.	Opening of Secret Lock	one	
3.	Removing of Secret Lock	one	
4.	Refixing of Secret Lock	one	
5.	Repair of Secret Lock in all respect including replacement of Lever , spring , button etc.	one	
6.	Supply of Duplicate Keys	one	
7.	Supply and Fixing of Different parts of secret lock	one	

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15	<b><u>SLIDING BOLT</u></b>		
1.	Supply and fixing of New Iron Sliding Bolt 12" Size)	one	
2.	Supply and Fixing of New Iron Sliding Bolt 6" Size:	one	
3	Removing of Sliding Bolt	one	
4.	Refixing of Sliding Bolt	one	
16	Providing & Fixing of Wooden Rack made of 19mm thick commercial board /Teak Board /18mm thick Pre-laminated board finished with decorative teak ply Sunmica of appropriate colour and Brand having shelves , sliding glass shutters , drawers , doors etc. as per requirement with all necessary exclusive hardware fitting of standard make finished with fine polyurethane lacquer finish in desired shade ( Per Sft)	Per Sft	

17	Supply of Wooden notice board / keyboard / Pinup board made of 19mm thick commercial board 1 <sup>st</sup> class teakwood frame , blazer cloth cover on 12mm thick soft cellotax board duly line lacquer polished (per sft )	Per Sft	
18.	<b><u>REPAIR OF WOODEN FURNITURE (WITH SCREW &amp; NAILS)</u></b>	Unit	
	1) Minor repair of Chairs	One	
	2) Minor Repair of table	One	
	3) Minor Repair of Screen	One	
	4) Minor repair of Almirah	One	
	5) P/F ply in table Drawers	One	
	6) P/F Arm to chairs	One	
	7) P/F of Legs of chairs	One	
	8) P/F of Sunmica on Wooden table	Per sq.ft	
	9) Minor repair of any other items.	One	
	10) P/F of New drawer	One	
	11) Major Repair of Chair	One	
	vi) Major Repair of Table	One	
	12) Major repair of Almirah	One	
	13) Major Repair of Rack	One	
	14) Major Repair of screen	One	
	15) P/F of Legs table	One	
	16) Repairing of Wooden bench	One	
	17) P/F of Ply ( Commercial)	Per sq.ft	
	18) P/F of lock to wooden table	One	
	19) P/F of kunda Chapka	One	
	20) Repair Drawer of Wooden table	One	
	21) P/F of wooden Board(19mm commercial)	Per sq.ft	
	22) P/F of Aluminum Sheet		
	23) P/ F of wooden bracket	Per sq.ft	
	24) P/F of curtain rod / chanel( Aluminum)	One	
	25) P/F of 19mm board ( Teak)	Per sq.ft	

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	26) P/F of Ply ( teak)		
	27) P/ F of wood pieces of suitable sizes for repair work	Per sq.ft	
	28) P/F of Multipurpose Lock ( God Rej)	Per sq.ft	
	29) P/F of Wall Catcher	Per sq.ft	
	30) P/F of Knobs / handles(ord)	One	
	31) P/F of Knobs / Handles (Brass)	One	
	32) P/F of Wooden beeding / moulding	One	
	33) P/f of Piano Hinges	one	
	34)P/F of Legs to sofa	Per sq.ft	
	35) P/F of 12mm prelamated board to wooden Furniture.	One	
	vii) P/F of Acrylic Sheet	Per sq.ft	
	36) P/F of Ruggs Carpet( Freelance)		
	37) P/F of Armstrong frame ( Various Types)	Per.sq.ft	
	38) P/F of wooden wall Armstrong( Various type)	Per sq.ft	
	39) P/F of Wooden/gypusum/Armstrong/ false ceiling	Per.sq.ft	
	40) P/F of Wooden partition/ modular furniture.		
	41) P/F of Wooden computer table	Per.sq.ft	
	42) P/F of Vertical Blinds	Per.sq.ft	
		per.sq.ft	
		Per sq.ft	
		Per sq.ft	
19	Renovation/Reconditioning of Sofa Set , including providing of Tat, cotton, jute, Markin, Dori, spring and change of cloth / leather foam as per sample approved Rs. 100/-Per mtr.		
	a) Five seater	One	
	b) Four Seater	One	
	c) Three seater	One	
	d) Single seater	One	
	e) Cushioned Office Chair	One	
	f) Executive revolving chair	One	
	g) Computer Revolving chair	One	
	h) Wooden Cushioned Satties	One	
	i) Cushioned Visitor Chair	One	
	j) <b>P/F of rubber cushion(ISI mark)</b>	One	
	i)Size:-21" x22" x 4"	One	
	ii) Size:- 21" x 22" x3"	One	
	iii) Size:- 21" x 22" x2"	One	
	iv) Size:-18" x18" x2"	One	
		one	
20	P/F of foam sheet 25mm (HD) to sofa set	One	
21	P/F of foam sheet 50mm (HD) to sofa set	One	
22	Stitching of curtain(Plain)	One	
23	Stitching of Curtain Pleated	One	
24	Stitching of curtain with pleat & lining	One	

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25	P/F of Hooks of Curtain	One	
26	Repair of wooden frame of set by providing of wood etc.(Per seat)	Per seat	
27	Supply of cloth for curtains as per sample, app	Per Mtr	
28	Supply of Lining as per sample app	Per Mtr	
29	Window pane	Per Sq.Ft.	
30	Table Glass		
31	Mirror	One	
32	<b>Sprit Pollishing of wooden Furniture</b>	One	
	(a) Table Officer's	One	
	(b) Table Assistant/Clerk's		
	(c) Centre Table		
	(d) Corner Table/stool		
	(e) Sofa (Three Seater)		
	(f) Sofa (Two Seater)		
	(g) Sofa (Single Seater)		
	(h) Office Chair		
	(i) Almirah (Per Sq.ft.)		
	(j) Side Rack (small)		
	(j) Mirror stand		
	(k) Partition etc. (Per Sq. Ft.)		

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