

Admn-D-24012/2/2018-ADMIN

Government of India

Ministry of Coal

104-C Wing, Shastri Bhawan

New Delhi, 8th July 2020

Notice Inviting Tender

Sub: Repair and Maintenance of furniture and fixture installed in the Ministry with Labour charges – regarding.

Sir,

I am directed to invite sealed quotations for carrying out the work of repair/maintenance of various items of furniture (Annexure-B and Annexure-C) of this Ministry for one year on the following terms and conditions. In case you are interested in undertaking the work, you are requested to submit your rates in printed form for each *items* mentioned in the Annexure-‘B’ and Annexure ‘C’ in a sealed cover, the outer cover being addressed by name to the undersigned. The duly filled up form in Annexure –A, Annexure-B and Annexure-C should reach to the undersigned not later than **2.00 P.M. on 20.07.2020.** The outer cover should be superscribed **“QUOTATION FOR REPAIR OF FURNITURE ETC”.** **Each quotation should accompany a Demand Draft of Rs.20,000/- as Earnest Money Deposit (EMD) in favour of Pay & Accounts Officer, Ministry of Coal. In absence of the requisite Demand Draft the quotation will be rejected without information.**

2. The quotation will be *opened* at **3.00 PM on 20.07.2020** in Room No. 104 ‘C’ Shastri Bhawan, New Delhi. You or your representative may be present at the time of opening of quotations. It is made clear that if the services rendered by the firm are not found satisfactory during the period of contract, the contract is liable to be cancelled without any notice. The empannelment of firms is further subject to the following terms and conditions:

TERMS AND CONDITIONS

- i. Information in Annexure ‘A’ and rates for each items in **Annexure ‘B’ and Annexure ‘C’** should be quoted in **typed form on company’s letter head duly signed and having company’s stamp/seal** including details of taxes, if any. All items are compulsory. **There is no provision of complementary. The tender will be rejected if any items are found “complementary”.**
- ii. The firm should have at least five years’ experience in the field of maintenance & repairs contract/servicing of furniture items in the Government/ Ministries/ Department/ Public Undertaking Department and the firms are requested to enclose copy of the same.
- iii. **Period:** One year. This Ministry shall, however, reserve the

- right to terminate the contract at any time without assigning any reason thereof. As per the terms and conditions mentioned in this Ministry's letter inviting price estimates, the period of A.M.C., if required, may be extended for further period on the same rates and terms & conditions under Rule 150 of GFR, 2017 solely on the discretion of this Ministry.
- iv. The work is to be carried out in the office premises at Shastri Bhawan/Lok Nayak Bhawan, New Delhi.
 - v. Only such work as cannot be carried out in the office premises will be allowed to be done outside the office premises and no extra charge will be paid for that.
 - vi. At least one good skilled carpenter should be available in Shastri Bhawan from **9.30 AM to 5.30 PM** on working days to attend the complaints. The works should be undertaken on the same day or latest by the next day for reporting.
 - vii. No advance payment will be made in any case.
 - viii. It will be the responsibility of the successful tenderer to report to the Section Officer (Admn/Gen) on all working days for collecting orders for repair etc.
 - ix. It may be noted that if a single bidder, who has quoted L1 prices for all items, is not found, then the bidder who has quoted overall L1 rates for most number of items, will be given an opportunity to accept the contract at the L1 quoted rate by other bidders. The quoted rate in decimal value/paisa will not be acceptable.
 - x. The successful tenderer will be required to furnish "Security Deposit" of **Rs. 20,000/- (Rupees Twenty Thousand Only)** within 10 days from the date of acceptance of this tender. The security deposit shall be in the form of Fixed Deposit Receipt from any Nationalized Bank drawn in favour of Section Officer, Ministry of Coal, New Delhi. The security deposit will be refundable after the successful expiry of the contract. The Security money will be forfeited if during the period of the contract the services of the contractor are found to be unsatisfactory in any respect or in the event of breach of contract by the firm before the date of maturity of the contract.
 - xi. The tenderer should sign each page of the tender and all its Annexures.
 - xii. In the event of any disputes arising out of the execution of Rate Contract/Work Orders, the matter will be referred to Director (Admn). Appeal against the decision of Director (Admn) will lie to the Joint Secretary (LA), Ministry of Coal.
 - xiii. For judicial adjudication of the disputes, if any, arising out of the Contract/Work Orders against the contracts will be subject to the jurisdiction of the Courts in Delhi only.
 - xiv. Incomplete bids in any manner shall not be accepted and are liable to be rejected.
 - xv. If the work of the contractor is found unsatisfactory or his visits to the office are not regular, the contract can be terminated by this Ministry at any time without assigning any reasons thereof. The decision of the Ministry in this regard

shall be final and binding on the firm.

Sd/-
(Bijoy Samanta)
Under Secretary to the Government of India

Annexure-A

BIDDER'S DETAILS

1. NAME & ADDRESS of CONTRACTOR: _____
2. OWNERS NAME: _____
3. INCOME TAX/(PAN) NO.: _____
4. TELEPHONE NO.: _____
5. RESIDENTIAL ADDRESS: _____
6. BANKER'S NAME & ADD: _____
7. EXPERIENCE (In YEARS): _____
8. LIST OF MAJOR CLIENTS: (1) _____
ENCLOSE COPY OF CONTRACT (2) _____
ALONGWITH DETAILS (3) _____
9. PERFORMANCE REPORTS, _____
IF ANY:
10. REFERENCES: _____
11. ANY OTHER INFORMATIONS/ _____
IN ASSESSING TENDERS CAPABILITIES _____
FOR AWARD OF CONTRACT

BIDDERS SIGNATURE/ OFFICIAL SEAL/ STAMP

Annexure-B**LIST FOR REPAIR & MAINTENANCE OF FURNITURE ITEMS**

Sl. No	Name of Items	Unit	Rate (RS)
1	STEEL ALMIRAH	each	
a.	Providing & Fixing of Lock	each	
b.	Providing & Fixing of Handle	each	
c.	Repair of Locking system	each	
d.	Minor repair	each	
e.	Adjustment of shelves	each	
f.	Providing of keys	each	
g.	Opening of alimirah	each	
h.	Repair of Lock	each	
i.	Repairing of door	each	
2	STEEL REVOLVING CHAIR		
a.	Repair of Revolving chair	each	
b.	Overhauling of axle	each	
c.	Providing & Fixing of wheel (ISI) mark	each	
d.	Overhauling & Greasing	each	
e.	Providing & Fixing of spring	each	
f.	Providing of base	each	
g.	P/fixing of PU Plastic Arms	each	
h.	P/fixing of new revolving system	each	
i.	Providing & Fixing of Hydraulic cylinder	each	
3	DOOR LOCK		
a.	Providing & Fixing Door Lock	each	
b.	Providing & Fixing of Door Handle	each	
c.	Repair of Old Lock	each	
d.	Providing & Fixing of Brass Handle	each	
e.	Opening of Locked door	each	
f.	P/fixing of door stopper	each	
g.	Repairing of door	each	
h.	P/fixing of new Hinges	each	
i.	P/fixing of Aldrej (Sliding Bolt)	each	
j.	P/fixing of Locking Bolt	each	
k.	P/fixing of Tower Bolt	each	
4	DOOR CLOSER		
a.	Repair of Door closer	each	

b.	Oiling of Door closer	each	
c.	P/fixing of New door closer	each	
5	SECRET LOCK / NIGHT LATCH		
a.	Supply and Fixing of secret lock with three keys (Godrej Make)	each	
b.	Opening of Secret Lock	each	
c.	Repair of Secret Lock in all respect including Providing & Fixing of Lever , spring , button etc.	each	
d.	Supply of Duplicate Keys	each	
6	FOOT REST /STOOL		
a.	Supply of New foot rest of standard size	each	
b.	Repair of foot rest with screws and nails etc.	each	
c.	Supply of New stool standard size;	each	
d.	Repair of Stool with nails and screw	each	
7	REPAIR OF WOODEN FURNITURE (WITH SCREW & NAILS)		
a.	Minor repair of chairs	each	
b.	Minor repair of table	each	
c.	Minor repair of any other items	each	
d.	P/Fixing of new drawer	each	
e.	Major repair of chair	each	
f.	Major repair of Table	each	
g.	Major repair of Almirah	each	
h.	Major repair of wooden rack	each	
i.	P/fixing of Ply (commercial)	each	
j.	P/fixing of lock to wooden table	each	
k.	P/fixing of Kunda chapka	each	
l.	Repair of drawer of wooden table	each	
m.	P/fixing of wooden board (19mm commercial)	Per sq. ft.	
n.	P/fixing of wooden bracket	each	
o.	P/fixing of Set top box stand (Steel with glass)	each	
p.	P/fixing of 19mm board (Teak)	Per sq. ft	
q.	P/fixing of ply (teak)	Per sq. ft	
r.	P/fixing of Multipurpose Lock for wooden table&rack	each	
s.	P/fixing of Drawer Channel	each	
t.	P/fixing of Knobs / Handles	each	
u.	P/fixing of wooden bedding	each	
v.	P/fixing of 12mm Prelaminated board to wooden furniture	Per sq. ft	
w.	P/fixing of wooden paneling (various type)	Per sq. ft	
x.	P/fixing of wooden partition	Per sq. ft	
y.	p/fixing of aluminum partition	Per sq. ft	
z.	P/F of Vertical Blinds (per Sft)	Per sq. ft	
8	SPIRIT / LACQUER / MELAMINE POLISH (per Sft)		
a.	Wooden table (per Sft)	Per sq. ft	

b.	Wooden chair (per Pieces)	each	
c.	Side rack (per Sft)	Per sq. ft	
d.	Centre table (per Sft)	Per sq. ft	
e.	Stool (per Peaces)	each	
f.	Notice Board (Per sq. ft)	Per sq. ft	
g.	Partition (per Sqft)	Per sq. ft.	
h.	Painting of Partition (per Sft)	Per sq. ft	
i.	Polishing of wooden sofa set (Per seat)	Per Seat	
j.	Painting partition with DUCO paint (per Sft)	Per sq. ft	
k.	Painting of Partition with Plastic paint (per Sft)	Per sq. ft	
l.	Polishing of wooden furniture including paneling (per Sft)	Per sq. ft	
m.	Painting of Wall, ceiling with Oil bond distempering (Per sft.)	Per sq. ft	
n.	Painting of Wall, ceiling with Plastic paint (Per sft.)	Per sq. ft	
o.	Removing and Fixing of LED TV with Setup Box Stand		
p.	Wooden Coat Stand		

Annexure-C

1	Stamp & Name Plates		
a.	Supply & Fixing of plastic name plate (Per Sq Inch)	Per Sq Inch	
b.	Supply and Fixing of Brass name Plate (Per Sq Inch) with engraves letters in Hindi & English)	Per Sq Inch	
c.	Supply and Fixing of Steel name Plate (Per Sq Inch) with engraves letters in Hindi & English)	Per Sq Inch	
d.	Removing & Fixing of Name plate		
e.	Supply of Plastic sheet 5mm thickness (Per Sq Inch)	Per Sq Inch	
f.	Supply of One inch Brass letter (Hindi)	each	
g.	Supply of Two Inch Brass Letter (Hindi)	each	
h.	Supply of Two and Half Inch's Letter (Hindi)	each	
i.	Supply of One Inch 's Brass letter (English)	each	
j.	Supply of Two Inch's Brass letter (English)	each	
k.	Supply of Two and Half Inch's Letter (English)	each	
2	Rubber stamps		
	Self-inking stamps	each	
	Pre ink stamp	each	
	Date stamp	each	
3	Banners		
	Flax banner	Per sq. ft	
	Cloth banner	Per sq. ft	
4	Calculators		
	12 digit (Orpat) 14 digit Scientific calculator	each	
5	Supply of Wall clock (Ajanta)	each	

Sl. No	Name of Items	Rate (RS)	Unit
1	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	Per sq. ft	

	with fine polyurethane lacquer finish in desired shade (Per Sft)		
2	Supply of Wooden notice board / keyboard / Pinup board made of 19mm thick commercial board 1 st class teakwood frame , blazer cloth cover on 12mm thick soft cellotax board duly fine lacquer polished (per sft)	Per sq. ft	
3	Supply & installation of white Marker Board with all necessary accessories (Magnetic) (per Sqft)	Per sq. ft	
4	P/fixing of new wooden partition with both side teak ply / sunmica	Per sq. ft	
5	Storage Unit/Rack-Made , made of First class ISI mark commercial Board (Green Board /Duro/Laser or equivalent) of 19mm , 12mm , 6mm / Prelaminated board of 18mm ,12mm or 9mm with 1mm merino /green century or equivalent make, with Godrej / Harrison Locking system. Complete with melamine polish mat finish Depth. 18” (Per Sq. ft)	Per sq. ft	
6	P/fixing of Aluminum Glazed Low height / full height partition outer and vertical frame work Middle section and bottom section made of 2 ½” X1 ¾” respectively . All Section made in 14 Gauge thickness with 3mm joining angles . partition made of 12mm thick Prelaminated board both sides laminated up to a certain height (900 m or 1500mm) and 5mm thick (ISI) glass above upto a total height of 2.10Mtr / 3.10 Mtr . Glass fix with rubber gasket and aluminum beeding	Per sq. ft	
	a. Aluminum Partition (Anodized) (Per Sft)	Per sq. ft	
	b. Aluminum Partition (Powder coated) per Sft	Per sq. ft	
7	P/F of Normal Glass (per Sft) i. 6mm thick ii. 8mm thick iii. 10mm thick iv. 12mm thick	Per sq. ft	
8	P/F of Beveled Glass with Brown Colour (per Sft) 6mm thick 8mm thick 10mm thick 12mm thick	Per sq. ft	
9	Renovation/Reconditioning of Sofa Set , including providing of Tat, cotton, jute, Markin, Dori, spring and change of cloth / leather foam as per sample approved Per seat	Per Seat	
A	Cushioned office chairs	each	

B	Executive revolving chair	each	
C	Computer revolving chair	each	
D	Wooden cushioned settees	each	
E	Cushioned visitor chair	each	
10	P/F of rubber cushion(ISI mark) Per Seat i) Size:-21" x22" x 4" ii) Size:- 21" x 22" x3" iii) Size:- 21" x 22" x2" iv) Size:-18" x18" x2	Per seat	
11	P/F of foam sheet 25mm (HD) to sofa set (Per Seat)	Per seat	
12	P/F of foam sheet 50mm (HD) to sofa set (Per Seat)	Per seat	
13	Stitching of curtain(Plain)	Per sq. ft	
14	Stitching of Curtain Pleated	Per sq. ft	
15	Stitching of curtain with pleat & lining	Per sq. ft	
16	P/F of Hooks of Curtain		
17	Repair of wooden frame of set by providing of wood etc .(Per seat)	Per seat	
18	Supply of cloth for curtains as per sample, app	Per mtr.	
19	DRY CLEANING OF SOFA		
	Sofa set (Per Seat)	Per seat	
a.	Executive Revolving chair	each	
b.	Cushioned visitor chair / Computer chair	each	
c.	Carpet (Woolen)	Per sq. ft	
20	MISCELLANEOUS ITEMS		
a.	Ante terminate treatment of wooden partition , racks	Per sq. ft	
