

F.No. 14014(1)/2010-G.A
Government of India
Ministry of Micro, Small and Medium Enterprises

Udyog Bhavan, New Delhi
Dated the 11th March,2010

Subject: Award of contract for repair/maintenance of furniture items etc. in the Ministry of MSME for 2010-2011- regd.

Sir,

I am directed to say that the Ministry of MSME invites quotations for repair/maintenance of furniture items etc in the Ministry for 2010-2011 (w.e.f 1st April,2010 to 31st March,2011).The terms and conditions of the contract is annexed (Annexure-I). The items/work covered in the contract is mentioned in the list enclosed (Annexure-II). Interested parties may submit their rate quotation for items/work covered in the list (Annexure-II) in a sealed envelope super-scribing "Quotations for repair/ maintenance of furniture items etc in the Ministry" addressed to the Under Secretary (GA), Ministry of MSME, Room No.356 A, Udyog Bhavan, New Delhi-17 immediately, latest by 4.00 P.M. on 23rd March,2010 along with earnest money deposit of Rs.5,000/- (Rupees Five thousand only) in the form of Demand Draft in favour of DDO, Ministry of Micro, Small and Medium Enterprises. Taxes, if any, must be quoted separately failing which no amount towards any tax will be paid.

Quotations without earnest money deposit of Rs.5,000/- (Rupees Five thousand only) will not be considered. The quotations will be opened on the same day at 4.30 P.M. in Room No. 356 A, Udyog Bhavan in the presence of such tenderers who wish to be present.

Yours faithfully,

S/d-

(P.S Verma)

Under Secretary to the Government of India

Encl: as above.

Copy to: NIC for placing the tender on web site of the Ministry.

DETAILED TERMS/CONDITIONS FOR THE QUOTATIONS INVITED FOR
AWARD OF CONTRACT FOR REPAIR/MAINTENANCE OF FURNITURE ITEMS
IN THE MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES

Quotations are invited from interested firms for award of annual contract for repair/ maintenance of furniture items in the Ministry of MSME, Udyog Bhawan, New Delhi as given in enclosed sheet (Annexure-II). The terms and conditions of the contract are as under:-

1. The contract is proposed to be awarded for 2010-11 (w.e.f 1st April, 2010 to 31st March,2011), but can be terminated at any time without assigning any reason.
2. The Contractor will be required to contact the General Administration of this Ministry every day to take orders for maintenance of furniture and fixtures.
3. The Contractor will ensure the quality of items for repair/ maintenance of furniture items. No payment will be made if work assigned is not done satisfactorily in time.
4. All work will be carried out on the basis of orders from this Ministry from time to time.
5. The successful contractor will have to deposit Rs. 30,000/- in advance as security deposit in the form of a DD in favour of DDO, Ministry of MSME. The security deposit of Rs. 30,000/- will be retained during the currency of the contract and would be released after expiry of contract period.
6. In case of violation of the above terms of the contract, the security deposit would be forfeited.
7. The Ministry is not bound to accept the lowest rate and reserves the right to reject any/all offers without assigning any reasons.

(Anneure-II)

S.No	Name of Items/work	Rate(Rs.)
	Steel/ Wooden Tables	
1	a) Opening of lock	
2	b) Supply/fixing of lock	
3	c) Supply of key	
4	d) Repair of drawers	
5	e) Change of table top (per Sq. Ft.)	
6	f) Supply of table top glass (per sq. ft)	
7	g) Paint(per Sq. Ft.)	
8	h) polishing(per Sq. Ft.)	
9	i) Fixing of 8 mm brown glass on Table	
10	Steel/Wooden chairs	
11	a) Replacement of seat	
12	b) Replacement of back	
13	c) Replacement of handle	
14	d) Minor Repair	
15	e) Renovation of chair(with material)	
14	f) Paint	
16	g)Polishing	
	Visitor Chairs	
17	a) Replacement of seat	
18	b) Replacement of back	
19	c) Polishing	
20	d) Minor repair	
21	e) Renovation of chair(with material)	
	Revolving Chairs	
22.	Fixing of hydraulic system in steel chair	
23	Fixing of steel base in revolving chair	
24	a) Change of wheel	
25	b) Adjustment of seat	
26	c) Replacement of spring	
27	d) Minor Repair	
28	e) Renovation of chair(with material)	
29	f) Fixing of hydraulic system in revolving chair	
30	g) Fixing of lose cover in revolving chair with white cloth	
	Sofa Sets	
31	a) Charges for upholstery (with cloth) per seat	
32	b) Replacement of cushions (per seat)	
33	c) Polishing(per sq. ft)	
34	d) Minor repair	
35	e) Fixing of wheel in sofa	
	Steel Almirahs	

36	a) Repair of lock	
37	b) Replacement of lock	
38	c) Supply of key (per key)	
39	d) Force opening of locked almirah	
40	e) Painting	
41	f) Minor repair	
42	Supply/fixing of link lock	
43	Opening of link lock	
44	Supply of keys of link lock	
45	Supply and Fixing of Security lock	
46	Opening of Security lock	
47	Supply of Key of Security lock	
48	Supply and Fixing of door closure	
49	Repair of Door Closure	
50	Fixing of desert cooler (with material)	
51	Repair of Cup Board Almirah	
52	Fixing of door closer in Cup Board Almirah	
53	Change of lock of cup board	
54	Supply of key of cup board	
55	Fixing of desert cooler (without) material	
56	Removal of desert cooler	
57	Proving/Fixing of curtain (with material)	
58	Proving/Fixing of loose sofa cover (with material)	
59	Polishing of door/window (per sq. ft)	
60	Fixing of chatkani in window	
61	Fixing of wall fan	
62	Preparation of notice Board (per sq. ft)	
63	Supply /fixing of ventilation/vertical blinds (per strip)	
64	Supply of book shelf (per sq. ft.)	
65	Supply/fixing of kunda chapka	
66	Fixing of glasses in the window (with material)	
67	Fixing of glasses in the window (without material)	
68	Fixing of sliding channel (per mtr)	
69	Supply of acrylic sheet (per sq. ft.)	
70	Supply of acrylic writing desk	
71	Supply of coat stand	
72	Supply of looking mirror	
73	Fixing of handle in Steel Almirah	
74.	Fixing of slide glass in window with aluminium channel	
75	Fixing of moderez lock in door with handle	
76	Polishing of side doors(per sq. ft)	
77	Fixing of door stopper	
78	Fixing of hal-drawer in door	
79	Fixing of lock in slide glass	
80	Fixing of knob in side rack	

81	Supply of Table Glass 8mm	
82	Supply of foot rest	
83	Supply of Cloth Banner 12'x4'	
84	Supply of Silk banner 12'x4'	
85	Supply of Self ink stamp	
86	Supply of Pre-ink special stamp	
87	Supply of Rubber stamp (per line)	
88	Supply of Plastic Name plate 4"x12"	
89	Supply of Steel Name plate 4"x12"	
90	Supply of Brass Name plate 4"x12"	
91	Supply of Modrej lock	
92	Supply of Multi-purpose lock	
93	Canning of chair	
94	Supply of Brass door stopper	
95	Brass name plate 8"x12"	
96	Computer table keyboard channel	
97	Sliding glass for window AC	
98	Channel for modergage handle	
99	Supply of table glass 2' x 2'	
100	Supply of Chatkani 6"	