

GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES
(GENERAL SECTION)
UDYOG BHAWAN, NEW DELHI-110 011

OPEN TENDER NOTICE

**ANNUAL CONTRACT FOR REPAIR/MAINTENANCE OF FURNITURE ITEMS ETC. IN THE
MINISTRY OF MSME – REG.**

Dated 22nd July, 2020

No. A-14014/1/2019-GA

The bids are+ hereby invited under **Two-Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced Companies/Firms/Agencies for award of Annual Contract for repair/maintenance of Furniture items in this Ministry.

2. The bid will be accepted as e-tender only and intending bidders must be registered with the Central Public Procurement (CPP) Portal i.e <https://eprocure.gov.in/eprocure/app>

3. The tender document contain the following:
Annexure-I -- "Instructions for Bid Submission"
Annexure-II -- "Scope of Work and General Instructions to Bidders"
Annexure-III -- "Proforma for Financial Bid-I (for repair/maintenance of furniture items)"

4. Important Dates for the activities of the Bidders:

- | | |
|--|-------------------------|
| i) Start date and time for view/downloading of tender document | 22.07.2020 at 17:00 hrs |
| ii) Start date and time for submission of bid | 22.07.2020 at 17:00 hrs |
| iii) Last date and time for downloading tender document | 07.08.2020 at 15:00 hrs |
| iv) Last date and time for submission of bid & submission of EMD in original | 10.08.2020 at 15:00 hrs |
| v) Date & time for opening of Technical Bid and Financial Bid | 11.03.2020 at 15:30 hrs |

5. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any or all the tenders without assigning any reason thereof.


(S.C. Kashyap)

Under Secretary to the Govt. of India
Tel. No. 23063293

Copy to:-

Technical Director(NIC), for uploading the NIT on the website of the Ministry for wide publicity

Annexure-1

DETAILED TERMS AND CONDITIONS FOR THE QUOTATIONS INVITED FOR AWARD OF ANNUAL 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 and the related work in the Ministry of MSME, Udyog Bhavan, 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 one year during 2020 and 2021 from the effective date, 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 interested Firms are required to deposit an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand only) in the form of Demand Draft/Pay Order from any of the Commercial Bank in favour of **DDO, Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, New Delhi** valid for a period of 90 days superscribing the envelope "Annual contract for repair/maintenance of furniture items etc. in Ministry of Micro, Small and Medium Enterprises".
6. 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.
7. In case of violation of the above terms of the contract, the security deposit would be forfeited.
8. The Ministry is not bound to accept the lowest rate and reserves the right to reject any or all offers without assigning any reason.
9. If the contract of the firm is found satisfactory, it may be extended for further period up two year (on yearly basis).
10. *The firm shall produce an undertaking that it has never been blacklisted by any Government Deptt./Office/ organization.*

Annexure-II

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



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

for

75	Supply of Table Glass 10 mm	
76	Supply of foot rest	
77	Supply of Cloth Banner 12'x4'	
78	Supply of Table Glass 12 mm	
79	Supply of foot rest	
80	Supply of Cloth Banner 12'x4'	
81	Supply of Silk banner 12'x4'	
86	Supply of Self ink stamp	
87	Supply of Pre-ink special stamp	
88	Supply of Rubber stamp (per line)	
89	Supply of Plastic Name plate 4"x12"	
90	Supply of Steel Name plate 4"x12"	
91	Supply of Brass Name plate 4"x12"	
92	Supply of Brass Name Plate 20"x10"	
93	Supply of Modrej lock	
94	Supply of Multi-purpose lock	
95	Supply of Brass door stopper	
	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"	
101	Brasso/polish of brass planter	
102.	Repair of chair leg.	
103.	Repair of vertical blind	
104	Repair of door	
105	Providing of pad lock	
106	Providing of handle in chair	
107.	Fitting of LCD TV on wall with nuts, screws etc.	
108.	P/F of Door Seal	
109	Providing of Ambron Back Rest Cushion	
110	P/F of Telescope Channel	
111	P/F of Fancy handle set	
112	Providing of Momentous for retiring officials	
113	Supply of Chaktani	
114	Minor repair of Cylindrical Lock	
115	Minor repair of Almirah Palle	
116	Minor repair of Vertical Roller	
117	Supply/ Fixing of Looking Glass	
118	Supply of Cylindrical Lock	
119	Supply of Almirah Palle	
120	Supply of Vertical Roller	
121	Supply of Looking Glass	
122	Re-Canning of chair	

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