

No. D-21014(2)/2016-GA
Government of India
Ministry of Micro, Small & Medium Enterprises

Udyog Bhavan,
New Delhi, the 22 July, 2016.

To

As per list

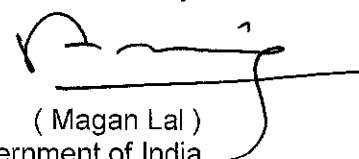
Subject: Invitation of Quotations for Award of annual contract for repair/maintenance of furniture items etc. in the Ministry of MSME during the year 2016 and 2017.

Sir,

I am directed to say that the Ministry of MSME invites quotations for repair/maintenance of furniture items etc. on annual contract basis in the Ministry during the year 2016 and 2017. The terms and conditions of the contract are annexed (Annexure-1). The items and the scope of the work to be covered in the contract are mentioned in the list enclosed (Annexure-II). Interested parties/ firms may submit their rate quotations for items/work 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. 429-D, Udyog Bhavan, New Delhi- 110 011 latest by 3.00 P.M. on 17/08/2016 along-with earnest money deposit of Rs. 10,000/- (Rupees Ten thousand only) in the form of a Demand Draft/ Pay Order only in favour of the DDO, M/o MSME payable at New Delhi. Quotations received without EMD will not be entertained. Taxes, if any, must be quoted separately failing which no amount towards any tax will be paid.

The quotations will be opened on the same day at 3.30 P.M. in Room No. 429-D, Udyog Bhavan, New Delhi in the presence of such tenderers who wish to be present.

Yours faithfully,



(Magan Lal)
Under Secretary to the Government of India
Tel. No. 23063293

Encl : As above.

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 2016 and 2017 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 successful contractor will have to deposit Rs. 20,000/- in advance as security deposit in the form of a DD in favour of DDO, Ministry of MSME. The security deposit of Rs. 20,000/- 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 or all offers without assigning any reason.
8. If the contract of the firm is found satisfactory, it may be extended for further period up to two years (on yearly basis).
9. The firm shall produce an undertaking that it has never been blacklisted by any Government Deptt./Office/ organization.

Financial BidAnnexure-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 (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	

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 strip)	
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-drawer in door	
73	Fixing of lock in slide glass	
74.	Fixing of knob in side rack	
75	Supply of Table Glass 8mm	
76	Supply of foot rest	
77	Supply of Cloth Banner 12'x4'	
78	Supply of Table Glass 8mm	
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	
	Canning of chair	

95	Supply of Brass door stopper	
96	Brass name plate 8"x12"	
97	Computer table keyboard channel	
98	Sliding glass for window AC	
99	Channel for modergage handle	
100	Supply of table glass 2' x 2'	
101	Supply of Chatkani 6"	
102.	Brasso/polish of brass planter	
103.	Repair of chair leg.	
104	Repair of vertical blind	
105	Repair of door	
106	Providing of pad lock	
107.	Providing of handle in chair	
108.	Fitting of LCD TV on wall with nuts, screws etc.	
109	P/F of Door Seal	
110	Providing of Ambron Back Rest Cushion	
111	P/F of Telescope Channel	
112	P/F of Fancy handle set	
113	Providing of Momentous for retiring officials	
114	Providing of Stool with teak polish Size 18'x18'x15'	
115	P/F Wooden shelve for wooden Almirah Size 30'x 24'	
116	P/F of Plywood 30'x 24'for window AC	
117	P/F of Glass for Photo frame	
118	F/F of Lal vihari Kabza 4" fancy for cupboard Almirah	
119	P/F of Wooden Frame 12'x 28' with teak polish	
120	P/F of Steel Handle for Table	
121	P/F of Brass handle Fancy	
122	Fixing of LED TV with Iron Screw	
123	P/F of Steel Leg for Sofa	
124	Providing of Pillow sets	

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