

No. 9/10/2011-Adm.III  
Government of India  
Ministry of Power  
Shram Shakti Bhawan, Rafi Marg, New Delhi-110001  
Telephone No. 23715507; FAX No. 23717519

Dated: 12.12.2011

To,

As per list attached,

**Sub:-** Quotation for repair of furniture items in the Ministry of Power for the year 2012-2013 maintenance on annual contract basis –reg.

Sir,

Sealed quotations are invited from registered/ reputed firms for award of annual maintenance contract for repair/ maintenance of furniture items in the Office of Ministry of Power located at Shram Shakti Bhawan, Nirman Bhawan, Residence Office of Hon'ble Minister of Power and Minister of State for Power for one year i.e. from 01.04.2012 to 31.03.2013 on the terms and conditions mentioned at Annexure-I. Firms interested to undertake the above mentioned work, may please submit sealed quotations in the enclosed proforma (Annexure-II) addressed to the Under Secretary (GA), Ministry of Power, Government of India, Shram Shakti Bhawan, New Delhi. The quotations should be dropped in the "Tender Box" of the Ministry of Power located at Gate No. 5 of Shram Shakti Bhawan up to 03.00 P.M. on 26<sup>th</sup> December, 2011. The quotation dropped after 3.00 P.M. on 26.12.2011 will not be entertained. The quotations should be accompanied with 'Earnest Money' of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft of any nationalized bank drawn in favour of the "Pay & Accounts Officer", Ministry of Power, Government of India, New Delhi. The quotations which are not accompanied with the 'Earnest Money' will be summarily rejected. The envelop should be **subscribed "QUOTATIONS FRO REPAIR/ MAINTENANCE OF FURNITURE ITEMS IN THE MINISTRY OF POWER"**.

2. The quotations will be opened at 4.30 P.M. on the same day i.e. 26<sup>th</sup> December, 2011 in Room No. 22, Ministry of Power Shram Shakti Bhawan, New Delhi.

Yours faithfully,

  
(P.K.SINGH)

Section Officer (Adm.III)

Tel: 23766463

Copy to:

**TERMS AND CONDITIONS:-**

1. The period of contract will be one year i.e. from 01.04.2012 to 31.03.2013. The Ministry may extend the contract on the existing rates and Terms & Conditions if the services of the firm are found satisfactory. This Ministry, however, reserve the right to terminate the contract at any time without assigning any reasons therefore.
2. The firms should have sufficient experience of the work in government/State Government Departments.
3. The firm/Contractor should be registered with Delhi Sales Tax Department.
4. The work is to be carried out in the Office premises at Shram Shakti Bhawan, Nirman Bhawan and Residence Office of Hon'ble Minister of Power and Minister of State for Power.
5. Only such work which 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 on such account.
6. No advance payment will be made in any case.
7. One exclusive Carpenter /technician will have to be deployed in the Ministry of Power on all working days during Office hours and in the urgency on holidays also, by the successful bidder for repair /maintenance of furniture items.
8. The successful tenderer will be required to deposit "Performance Security Deposit" of Rs. 25,000/- (Rupees Twenty Five Thousand only) which will be refundable after 60 days on successful completion of contract. The performance Security Deposit will be forfeited if during the period of contract, the services of the contractor are found unsatisfactory in any respect or in the event of breach of contract by him before the date of maturity of the contract.
9. The bidder will indicate the complete address of their firm/office and residence along with telephone numbers and other related information strictly as per enclosed proforma (Annexure-III).

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10. During the entire period of contract, no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time. In case, the contractor fails to cope with the workload or does not render satisfactory service, the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason and his security deposit and payment due to the firm, if any, shall be forfeited. In such circumstances, the work will be got done from any firm in the field at the risk and cost of the firm awarded the contract and payment made for repair/maintenance on this account will be deducted from the pending bills or "performance Security Deposit" of the firm. In this connection, the decision of the Ministry of Power shall be final and binding on the contractor.

11. If the work of the contractor is found unsatisfactory or 'Carpenter/Technician deployed by the successful firm is not punctual and regular, penalty amounting to Rs. 500/- (Rupees five Hundred) per day will be imposed on the firm and the same will be deducted from the pending bills/"Performance Security Deposit" of the firm and the contract can be terminated by this Ministry at any time without assigning any reasons therefore. The decision of the Ministry shall be final and binding on the contractor.

12. This Ministry also reserves the right to reject any quotations (s) in full or in part without assigning any reasons thereto.

**While submitting the quotation for this work, the bidder will be deemed to have read, understood and accepted all the terms and condition**

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**Annexure-II**

Sl.No.	Item	Rates
	<b>(1) Wooden Chair</b>	
1.	Repair of wooden chair	
	<b>( 2) Steel Revolving Chair</b>	
1.	Repair of Revolving Chair	
2.	Overhauling and greasing	
3.	Replacement of wheels (per wheel)	
4.	Providing of Steel Base	
5.	P/F of Hydraulic System (Godrej)	
	<b>(3) Office Table</b>	
1.	Replacement of Handle	
2.	Replacement of Lock	
3.	Minor repair of Table	
4.	Providing of duplicate keys (two)	
5.	Opening of Drawers.	
6.	Providing & fixing of Sunmica top(p.s.f.)	
7.	Providing & fixing of Top (Teak Board).	
8.	Providing & fixing of new locking system	
	<b>(4)Steel Almirah</b>	
1.	Replacement of Lock (Godrej)	
2.	Replacement of Handle	
3.	Minor repairs	
4.	Providing of duplicate keys (two)	
5.	Opening of Almirah	
6.	P/F of new locking system	
	<b>(5) Steel Compactors</b>	
1.	Minor Repair of Compactor	
2.	Providing & Fixing of Steel Handle	
	<b>(6) Door Closer</b>	
1.	Repair of Door Closer	
2.	Providing & fixing of New Door Closer (ISI mark)	
	<b>(7) Steel Book Case</b>	
1.	Providing & fixing of locks	
2.	Providing & fixing handle (one)	
3.	Providing & fixing of glass pane [psqf]	
4.	Providing of duplicate keys(two)	
5.	Opening of Book Case	
	<b>(8) Wooden furniture with screw &amp; nails</b>	
1.	Minor repair of Chair	
2.	Minor repair of Table	
3.	Minor repair of Almirah	
4.	Providing & fixing of new drawers(one)	
5.	Providing & fixing of ply (per Sq.Ft.)	
6.	Providing & fixing of Kunda Chapka	



	<b>(9) Misc. repair with material</b>	
1.	Fixing of maps/photographs/name plates/ wall clock etc.	
2.	Repair of Door handle lock	
3.	Providing & fixing of Secret/Night Lock (ISI mark)	
4.	Repair of Vertical Blinds	
5.	Installation of Desert/Room Coolers.	
6.	Installation of Window Air-Conditioner	
	<b>(10) Upholstry of Sofa Set/Chair</b>	
1.	Labour charges for Sofa Set (Per Seat)	
2.	Labour charges for Revolving Chair (High back)	
3.	Labour charges for Revolving Chair (Low back)	
4.	Cost of Cloth per meter (Cotton)	
5.	Change of Cushion[ 21"x22" – 4"} (ISI mark)	
6.	Change of Cushion[ 18"x18" – 2"} (ISI mark)	
7.	Change/Cost of Cloth per meter (Cottarise)	
8.	Change/Cost of 'Leatherite' per meter (Good Qualtiy)	
9.	Cost of Cloth per meter (Handloom)	
	<b>(11) Other items</b>	
1.	Window polish (psqf)	
2.	Sunmica Top (Table) – psqf	
3.	Door Polish – psqf	
4.	Removal of old polish – psqf	
5.	New liquor polish - psqf	
6.	Oil bound distemper -psqf	
7.	New handle for Door/Window	
8.	Change/ Providing new handle lock (Fancy)	
9.	Door Stopper	
10.	Providing of new Al drawer	
11.	Erection of New Partition [Wooden/Teak]-psqf	
12.	Erection of New Partition [Aluminium]-psqf	
13.	Dismantling of old partition	
14.	Repair of Sofa Set (Per Seat)	
15.	Providing of Display Board (with blazer cloth)	
16.	Providing of White Megnatic Board – psqf	
17.	Padlock Harrison (60 mm)	
18.	Padlock Harrison (50 mm)	
19.	Padlock Harrison (45 mm)	
20.	Padlock Harrison (40 mm)	
21.	New Tower Bolt (Fancy)	
22.	Table Drawer channel fitting	
23.	Table Glass – 6mm {psqf}	

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Sl.No.	Item	Rates
24.	Table Glass – 8mm {psqf}	
25.	Table Glass – 10mm – with grinding polish {psqf}	
26.	Table Glass – 12mm - with grinding polish {psqf}	
27.	Special Kabja	
28.	Minor Door Repair	
29.	Change of Nobe (Door, Table etc.)	
30.	PVC Arm for revolving chair	
31.	Locking Bolt.	
32.	Fancy Door Handle	
33.	Fancy Security Lock (Harrison)	
34.	Providing & fixing of 19 mm Board [psqf]	
35.	Providing & fixing of 6 mm commercial ply [psqf]	
36.	Providing & fixing of Teak margin – running feet	
37.	Providing & fixing of Teak ply (4 mm) - psqft	
38.	Providing & fixing of computer key board	

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### ANNEXURE-III

1.	Name of the Firm	
2.	Name of the Proprietor	
3.	Complete address for communication	
4.	Pan No.	
5.	TIN No.	
6.	Telephone No. (Land line)	
7.	Mobile	
<b>Details of EMD Deposit</b>		
1.	Name of the Bank	
2.	DD/Pay Order No. and Date	
3.	EMD Amount	

*Per/In*