

Time bound

No.D-14014/07/2011-Gen.
Government of India
Ministry of Corporate Affairs

5th floor, 'A' Wing, Shastri Bhavan,
Dr. R.P.Road, New Delhi
Dated January, 2012
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To

(As per list attached)

Sub:- Annual Maintenance Contract for repair/ maintenance/polishing & upholstery of furniture items (wooden as well as steel) and other related miscellaneous items of furniture and other Carpentry work in the Ministry of Corporate Affairs- Reg.

Sir,

I am directed to say that the Ministry of Corporate Affairs has decided to invite sealed quotations for repair/ maintenance/polishing & upholstery of furniture items (wooden as well as steel) and other related miscellaneous items of furniture and other carpentry work in the Ministry of Corporate Affairs. The details are as per Annexure-I attached with this tender.

2. You are requested to submit your quotation along with rates, terms and conditions to the undersigned. The quotations may be submitted in a sealed cover superscribing with the words "Annual Maintenance Contract for repair/ maintenance/ polishing & upholstery of Furniture items" (Wooden as well as Steel) and other related miscellaneous items of furniture and other Carpentry work in the Ministry of Corporate Affairs and addressed to the Under Secretary (General Branch), Ministry of Corporate Affairs, Room No. 526, 'A' Wing, Dr. Rajendra Prasad Road, Shastri Bhavan, New Delhi-110001 by 3.00 P.M. on or before 23.01.2012. The quotations will be opened on the same day at 3.30 P.M. in Room No. 538, 'A' Wing, 5th floor, Shastri Bhavan, New Delhi. Interested parties who wish to be present at the time of opening of quotations may do so.

3. The company/ firm quoting against this tender would produce certificates for the previous financial year from the authorities concerned relating to the payment of Service Tax, Income Tax and any other tax applicable.

4. Earnest money by means of Demand Draft/ Pay Order for Rs. 5,000/- in favour of the Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi should be enclosed with the quotation. It is also clarified that the quotations received without earnest money will be summarily rejected. They should also furnish all certificates mentioned in the Annexure.

5. The Ministry of Corporate Affairs reserves its right to accept or reject the tender without assigning any reason.

Yours faithfully,

Encl: As above.

(G.P.Sarkar)

Under Secretary to the Government of India.

Copy to : Webmaster, MCA with the request to place the Tender Notice on the website of the Ministry of Corporate Affairs

**LIST OF ITEMS FOR REPAIR / MAINTENANCE OF OFFICE FURNITURE
ETC. FOR THE PERIOD**

S. No.	Items of work	Rate Per Unit	Remarks
I.	Steel Almirah		
1.	Providing & fixing of new locks.		
2.	Replacement of handle		
3.	Providing of key to almirah		
4.	Opening of locked almirah		
5.	Repair of almirah locking system		
6.	Repair of almirah with chapkia		
II.	Office chair		
1.	Replacement of new wooden seat (duly caned)		
2.	Replacement of new wooden back (duly caned)		
3.	Replacement of new wooden arm		
4.	Minor repair of steel chair		
5.	P/F Wheel to revolving chair		
6.	Welding of chair (Per Point)		
III.	Office table		
1.	Replacement of handle		
2.	Replacement of locks		
3.	Adjustment of drawer		
4.	Providing of keys		
5.	Opening of locked drawer		
6.	P/F Ply in Table drawer (Per Sq. Ft.)		
7.	P/F Completed drawer of office table (each)		
8.	P/F Sunmica in office table (Per Sq. Ft.)		
9.	P/F Chapka kunda		
IV.	Working Table/wall cup-board		
1.	Providing of drawer full side unit (made of pre-laminated ISI Mark particle board 18mm thick)		
2.	Providing of key board tray (made of Pre-laminated ISI Mark particle board 18mm thick)		
3.	P/F New handle (Powder coated)		
4.	P/F Channel set to drawer/key board keys		
5.	P/F Multipurpose lock to drawer with keys		
6.	P/F Self to cup-board (made of Pre-laminated ISI mark Board 18mm thick (Per Sq. Ft.)		
7.	Minor repair of cup-board (Per Sq. Ft.)		
8.	P/F tower bolt		

V.	Painting of steel furniture		
1.	Steel almirah (big size)		
2.	Steel almirah (Small size)		
3.	Filling cabinet		
4.	Steel rack (big size) (Per Sq. Ft.)		
5.	Steel rack (small size) (Per Sq. Ft.)		
6.	Steel chair		
7.	Steel table office SO/US		
8.	Table Assistant/Clerk's		
VI.	Sprit polishing of wooden furniture		
1.	Table Office (Per Sq. Ft.)		
2.	Table Assistant/Clerk's (Per Sq. Ft.)		
3.	Centre table		
4.	Corner table/stool		
5.	Sofa (three seater)		
6.	Sofa (two seater)		
7.	Sofa (Single Seater)		
8.	Office chair		
9.	Almirah (Per Sq. Ft.)		
10.	Side rack (small)		
11.	Mirror stand		
12.	Partition etc. (Per Sq. Ft.)		
VII.	Miscellaneous		
1.	Fixing of photograph/map		
2.	P/F new Secret lock (Harrison/Godrej)		
3.	P/F new door closer		
4.	Repair of secret lock/door closer		
5.	Fixing of secret lock/door closer		
6.	Providing of key to secret lock		
7.	Removal/Fixing name plate		
8.	P/F Footrest in standard size		
9.	P/f Teakwood window palmet with rod (Per Rft.)		
10.	Fixing charges of window palmet		
11.	Removal/fixing of curtain		
12.	P/F Ring/hook (Per Doz)		
13.	Cutting & grinding of glass (Per Sq. Ft.)		
14.	P/F door stopper		
15.	Opening of locked door		
16.	P/F looking mirror in wooden frame (Per Sq. Ft.)		

17.	Knob		
18.	P/F Window glass (Per Sq. Ft.)		
19.	P/F Plywood 6mm thick (Per Sq. Ft.)		
20.	Repair of door with wood		
21.	P/F Eldrej		
22.	Providing of stool Size-18"x12"		
23.	Providing of stool Size-18"x18"		
24.	Providing of stool Size-24"x24"		
25.	P/F Pipe for palmet rod (Per Rft.)		
26.	P/F Wooden frame to window etc. (Per Sq. Ft.)		
27.	Repair of secret lock with kunda		
28.	Providing of new P.U. arm to revolving chair		
29.	P/F new dinger plate (in PVC material 6mm thick)		
30.	Brasso polishing name plate		
31.	Providing of cooler stand in kailwood 6mm thick)		
32.	Providing of table glass 5.5 mm thick (Per Sq. Ft.)		
33.	P/F looking mirror in PVC frame		
34.	Removal of cup-board/partition etc. (Per Sq. Ft.)		
35.	Re-fixing of wall cup-board (Per Sq. Ft.)		
36.	Re-fixing of aluminium partition (Per Sq. Ft.)		
37.	Repair of vertical blinds		
38.	Fixing of vertical blinds		
39.	Doormat (coir) Per Sq. Ft.		
40.	Doormat (wondermat) (Per Sq. Ft.)		
41.	Brasso polishing of planter		
42.	Repair of secret lock with new back machine		
43.	P/F wooden name plate		
44.	P/F writing pad		
45.	P/F Handle lock set to door		
46.	P/F Seat/back cushion with clover Size-18"x18"x3"		
47.	Providing of table glass 8 mm thick (plane) (Per Sq. Ft.)		
48.	Providing of table glass 10mm thick (smoke/brown) (Per Sq. Ft.)		

VIII.	Up-holistry of Sofa Set, Visitor Chair (cushioned)		
1.	Complete renovation of Sofa-Set (Incl. Providing jute, cotton, Markine, nail etc.) Five		
2.	Complete renovation of Sofa –Set (Incl. Providing jute, cotton, Markine, nail etc.) Three Seater		
3.	Complete renovation of Sofa –Set (Incl. Providing jute, cotton, Markine, nail etc.) Single Seater		
4.	Complete renovation of Revolving Executive Chair		
5.	Complete renovation of Visitor Chair		
6.	Providing of ISI mark seat cushion for Sofa Set		
7.	Providing of ISI mark seat cushion for chair		
8.	H.D. foam for back cushion of Sofa Set		
9.	H.D. foam for back cushion of chair		
10.	Providing of cloth for Sofa Set (Jaicard or Polyster) Per Mtr.		
11.	Providing of cloth for Sofa Set (mocked) Per Mtr.		
12.	Stitching charges for plate curtain.		

Special Instructions

1. Tenderer is advised to quote rates per Unit of the work both in figures and words.
2. Tenderer should clearly and explicitly state the taxes and duties applicable, if any. Taxes and duties if not stated specifically shall not be admissible at a later date.
3. The offer shall be valid for **60 days** from the date of opening of quotations.
4. Acceptance of quotation by the Ministry of Corporate Affairs shall be duly communicated to the successful tenderer by letter of formal acceptance. Instructions contained therein must be acted upon immediately.
5. Tenderer should sign/submit an Integrity Pact as per CVC guidelines.
6. Terms of Payment:
 - (a) 100% payment shall be made by the Ministry of Corporate Affairs after successful completion of the work assigned, on monthly basis, as per the terms and conditions of the resultant Contract.
 - (b) The final release of **Earnest Money Deposit** payment in respect of the contract shall be made only after the contractor submits a "No Claims Certificate" from the Ministry of Corporate Affairs.
7. In the event of failure to comply with any of the terms and conditions of the resultant Contract, the Ministry of Corporate Affairs reserves its rights to cancel the **Annual Maintenance Contract (AMC)** without any liability, whatsoever, on the part of the Government.

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