

By Speed Post

No.14014/1/2008-GA
Government of India
Ministry of Heavy Industries and Public Enterprises
Department of Heavy Industry
(GA Section)

Udyog Bhavan, New Delhi-110011
Dated 11th February, 2010.

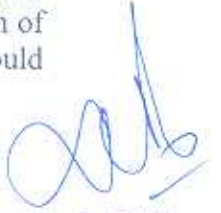
To

Subject: Contract for repair/maintenance and supply of furniture items in the Department of Heavy Industry.

Sir,

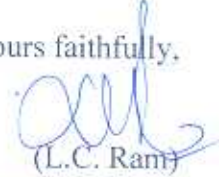
I am directed to invite sealed quotations for the repair/maintenance of furniture items for one year (extendable upto three years at the sole discretion of the competent authority in this Department) as per details enclosed (Annexure). The tender offers in sealed covers should reach the undersigned upto 3.00 P.M. on 25.02.2010 alongwith earnest money deposit of Rs.10,000/- (Rupees ten thousand only) in the form of a Demand Draft/FDR in favour of DDO, Department of Heavy Industry. The tenders would be opened on the same day i.e. on 25.02.2010 at 4.00 PM in Room No.15, Udyog Bhavan, New Delhi. The representative of the firm(s) may remain present at the time of opening of tenders, if they so desire. The terms and conditions are as under:-

1. Bids must be valid for a period of at least forty five (45) days from the date of submission. Withdrawal of bids before this period shall not be permitted.
2. The contract will be initially for a period of one year which can be extended annually upto three years if the services provided by the firm are found satisfactory. However, the contract can be terminated by the competent authority in this Department at any time without assigning any reason.
3. Taxes, if any, may be quoted separately, failing which no amount towards any tax will be paid.
4. The repair work of furniture items will be carried out on the basis of only written orders from this Department from time to time.
5. All payments by this Department shall be subject to TDS as applicable.
6. The firm will be required to depute atleast one carpenter to this Department on regular basis on all working days including Saturday from 9.00 AM to 6.00 PM who will report to General Administration Section daily.
7. The job(s) should be carried out on the same day to the satisfaction of the concerned officer(s). In case the jobs are not carried out to the satisfaction of the Department the contract will be terminated and the Security deposit would be forfeited.


लाल चन्द राम/L. C. RAM
अवर सचिव/Under Secretary
भारी उद्योग एवं लोक उद्यम मंत्रालय
Ministry of Heavy Industries & Public Enterprises
प्रयोग भवन, 11th दिल्ली/Udyog Bhawan, New Delhi

8. Earnest money deposit of Rs.10,000/- by unsuccessful bidders shall be refunded/returned to them at the earliest after expiry of the final bid validity and latest before the 30th days after the award of contract to successful bidder.
9. The successful contractor will have to deposit Rs.20,000/- (Rupees Twenty Thousand only) in advance as security deposit in the form of a DD/FDR for a period of not less than one and half years in favour of DDO, DHI to be retained during the currency of the contract.
10. The tenders without Earnest Money will not be entertained.

Yours faithfully,



(L.C. Ram)

Under Secretary to the Government of India

लाल चण्ड राय (L.C. Ram)
अवर सचिव/Under Secretary
भारतीय उद्योग एवं सार्वजनिक उपकरण विभाग
Ministry of Industries & Public Enterprises
कक्षा 100, ई. अस्सी रोड, नई दिल्ली-110002 New Delhi

Encl: as above.

Copy to:

1. NIC for pasting the tender on the Government tender portal and official website of DHI.

Statement enclosed with letter No. 14014/1/2008/GA) Dated 11.02.2010
**LIST OF JOBS OF MAINTENANCE/REPAIR OF FURNITURE ITEMS IN THE
 DEPARTMENT OF HEAVY INDUSTRY**

Name of Jobs	Rate quoted
1. Steel /Wooden Tables	
a) Supply & fixing of tray channel in computer table	
b) Supply & fixing of ordinary lock (Godrej)	
c) supply & fixing of multipurpose lock (Godrej)	
d) Supply of key	
e) Repair of drawers	
f) Change of table top with sun mica (per sq. ft.) 6 mm	
g) Supply & fixing of table top glass (per sq ft) 12 mm	
h) Painting of steel table	
i) Polishing of wooden table	
j) Supply & fixing of bras nob	
k) Supply & fixing of slide channel.	
2. Steel/Wooden chairs	
a) Replacement of seat	
b) Replacement of back	
c) Replacement of handle	
d) Minor Repair	
e) Painting of steel chair	
f) Polishing of wooden chair	
3. a) Supply/fixing of link lock	
b) Opening of link lock	
c) Supply of keys of link lock	
d) Change of lock of cup board	
e) Supply of key of cup board	
f) Supply/fixing of security lock(Godrej)	
g) Supply of keys of security lock (Godrej)	
h) Opening of security lock	
i) Supply of medium size pad lock	

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 Ministry of Heavy Industries & Public Enterprises
 प्रयोग भवन, भाई विहारी/Udyog Bhawan, New Delhi

4. a) Supply /fixing of door closer –ISI Mark	
b) Repair of door closer	
5. Fixing of wall fan	
6.a) Supply of name plate(Plastic)-size 12" X 4"	
b) Supply of name plate (steel) size 12" X 4"	
7. Preparation of notice Board (per sq. ft)	
8. a) Supply of rubber stamp (Ordinary)	
b) Supply of rubber stamp (Self inking)	
c) Supply of rubber stamp (special quality –prink)	
9. Supply/ fixing of venitation/vertical blinds (per strip)	
10. a) Supply of book shelf with drawers and locks (per sq. ft.)	
b) Supply/fixing of kunda chapka	
11. (a) Stitching of curtains (without cloth)	
(b) Supply & fixing of curtain rod (per ft)	
12. Fixing of glasses in the window (with material)	
13. Suppl of acrylic sheet (per sq. ft.)	
14. Supply of acrylic writing desk	
15. Supply & fixing of coat stand	
16. Supply of looking mirror	
Supply & fixing of wooden rack (per sq. ft)	
17. Supply & fixing of wooden partition of teak board with polish (per sq. ft.)	
18. Polishing of brass name plate with braso	
19. Refixing of Grill in the window	
20. Supply & fixing of net Jally in the window (size 6' X 4')	
Supply & fixing of door stoper (bras)	
21. Visitor Chairs	
a) Charges for upholstery (without cloth)	
b) Replacement cushions	
c) Polishing	
d) Minor repair	
22. Revolving Chairs	
a) Change of wheel	
b) Adjustment of seat	
c) Replacement of spring	
d) Minor Repair	
23. Sofa Sets	
a) Charges for upholstery (without cloth) per seat	

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b) Replacement of cushions (per seat)	
c) Polishing	
d) Minor repair	
24. <u>Steel Almirahs</u>	
a) Repair of lock	
b) Replacement of lock Godrej)	
c) Supply of key (per key)	
d) Force opening of locked almirah	
e) Painting	
f) Minor repair	
25. <u>Wooden Almirahs</u>	
a) Supply & fixing of new lock Godrej)	
b) Supply of key	
c) Minor repair	
d) Polishing	



लाल चंद राम/L.C. RAM
 (L.C. Ram) Under Secretary
 Under Secretary to the Government of India
 Ministry of Public Enterprises
 जलान नगर, नई दिल्ली/Ministry of Public Enterprises, New Delhi