

TENDER DOCUMENT

NAME OF WORK

QUOTATION FOR 'ANNUAL MAINTENANCE SERVICE CONTRACT FOR REPAIR OF VARIOUS FURNITURE ITEMS' IN THE OFFICES OF MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION AT SARDAR PATEL BHAWAN, JEEVAN PRAKASH BUILDING, WEST BLOCK R.K. PURAM, NEW DELHI.

MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION
SARDAR PATEL BHAWAN, SANSAD MARG
NEW DELHI-110001

cmtr
(V.Talwar)

Under Secretary to the Govt. of India.
Phone-011-23747929.

To,
Computer Centre, ~~West~~ ^{East} Block-10, R.K.Puram, N. Delhi for
reuploading the tender document on the website of this
Ministry.

INFORMATION & INSTRUCTIONS FOR BIDDERS

Name of Work	Annual Maintenance Service Contract for Repair of various furniture items in the Ministry of Statistics and Programme Implementation.
Earnest Money Deposit	Rs. 1,00,000/- (Rs. One Lakh Only) In favour of " Pay and Accounts Officer, Ministry of Statistics and Programme Implementation, New Delhi
Issue of tender Document	14.10.2013, the tender document may be downloaded from the website of this Ministry (www.mospi.nic.in) and Central Public Procurement Portal.
Last date and time of submission of Tender	Latest by 04.11.2013 upto 3.00 P.M.
Validity of Tender	120 days from the last date of submission of tender.
Opening technical Bid in presence of the authorized representatives of bidders, if they so desire.	On 04.11.2013 at 3:30pm in the room of Under Secretary(G), Room No.-201, Sardar Patel Bhavan, Sansad Marg, New Delhi. Ph.-011-23747929.

1.0 Introduction

- The sealed item rate tenders are invited in two Bid System – (Technical & Financial Bid) on behalf of the Under Secretary, Ministry of Statistics and Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi from reputed & eligible agencies.
- Repair & Maintenance of Steel & wooden chair, tables, almirah, filing cabinet, steel revolving chair, spray painting of steel furniture, Door lock, steel book case, door closer, chitkani, wooden furniture etc.
- Time Allowed: Initially for one year extendable on year to year for a maximum period of three years subject to satisfactorily performance of the contractor.

2.0 Definitions:

- Bidder/Supplier means the individual, proprietary firm, partnership firm, limited company private or public or corporation
- "Year" means "Financial Year" unless stated otherwise.

3.0 Eligibility Criteria:

3.1 The Bidder should have Shop and Establishment Certificate issued by Competent Authority and should have business in Delhi region mentioning the type of business as **"Quotation for Repair/Maintenance of furniture items to Ministry of Statistics and Programme Implementation , Sardar Patel Bhavan, Sansad Marg, New Delhi."**

Yours Faithfully,
For Name & Signature with Stamp of Agency

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3.2 The bidder is eligible to submit the bid provided that he has definite proof of experience of 05 years from the appropriate authority, which shall be to the satisfaction of the Competent Authority, of having satisfactory completed similar works of Repair & Maintenance of Furniture items/ Sofa etc. of magnitude in Central Govt/ State Govt/PSU/ Autonomous bodies/Local Bodies/Govt. Establishment/Higher Education/Institution. List of works completed and actual date of completion of the requisite magnitude along with attested copies of certificate, testimonials of their satisfactory completion from the department concerned obtained from a gazetted officer.

3.3 Should have minimum average annual financial turn over of Rs. 01 Crore during the last three years ending March, 2013 along with Balance Sheet duly certified by Chartered Accountant.

3.4 Undertaking from the Agency that

- a. It should not have been barred or blacklisted by any of the Central/State Government/Departments/Organizations/Central PSU
- b. It will ensure fair trade practice

3.5 Should not have incurred loss in preceding two years ending March, 2013.

3.6 Joint ventures shall not be accepted.

3.7 Following documents are to be enclosed with **Annexure- B &C:-**

- i) Self attested copy of PAN Card No.;
- ii) Self attested copy of Service Tax Registration Number;
- iii) Self attested copy of Valid Registration No. of the Agency/Firm;
- iv) Proof of Average Annual turnover as stated in **Clause 3.3** duly supported by audited Balance Sheet by chartered accountant (**Annexure-A**);
- v) Proof of Experience as stated in **Clause 3.2** duly supported by documents from the concerned organizations;
- vi) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
- vii) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

3.8 a) Tender document can be downloaded from the website of this Ministry,(www.mospi.nic.in)

b) EMD of Rs. 1,00,000/- in the form of DD to be kept with technical bid in separate envelop;

4.0 Who can apply?

4.1 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.

4.2 If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

4.3 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

4.4 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Article of Association duly attested by a Public Notary.

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4.5 Joint Venture/Consortiums are not accepted.

5.0 Sealing and Marking of Bids.

5.1 The bidder shall place the three separate envelopes (called inner envelopes) marked "Technical Bid", "Financial Bid" and "Earnest Money Deposit" in one outer envelope. The inner envelopes will have marking as follows:-

- A) Earnest Money Deposit (EMD)
- B) Technical Bid
- C) Financial Bid

5.2 The sealed inner and outer envelopes containing the technical and financial bid shall be addressed to "The Under Secretary, Ministry of Statistics and Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi.

5.3 The sealed tender shall bear the name and identification number of the Tender on the cover of the Envelope.

5.4 In addition to the identification required as above, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.

6.0 Bid Submission:

6.1 The envelope named "Technical Bid" shall comprise of enclosure required in the Para 3.7 & Para 3.8 separately.

6.2 The envelope named Financial Bid and shall comprise of the price bids of the items

6.3 Each page of the Technical Bid & Financial Bid must be sealed and signed by the authorized signatory of the bidder.

6.4 Duly signed tender document along with all corrigenda, addendum issued, if any, should also be sealed as part of technical bid.

7.0 Opening of Financial bid and evaluation:

7.1 The financial bids of only those firms who qualify in the Technical bid will be opened after duly informing the eligible firms. Enquiry or suggestion, if any, may be made from Under Secretary(General), Room No.-201, Sardar Patel Bhavan, Sansad Marg, New Delhi.

8.0 Earnest Money Deposit (Bid Security):

8.1 The Earnest Money Deposit (EMD) of Rs. 1,00,000 only must be attached. The Earnest money shall be accepted with a minimum of 6 month in the following forms and shall be in favour of "Pay and Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi".

(ii) Fixed deposit receipt (FDR)

8.2 Tenders with no earnest money deposit will be summarily rejected. In case of successful bidder of the financial bids, the earnest money may be retained and adjusted towards a part of the Performance Guarantee.

8.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest.

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9.0 Financial Bid:

9.1 The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in the Schedule quantities only Annexure-E. The rate should be inclusive of VAT. No alternations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed.

9.2 The work Contract Tax/Turnover Tax /Income Tax shall be deducted at source at the rate that will be in force from time to time.

10.0 General:

10.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.

10.2 The bid document should be legibly written. The bidder should sign each page of the bid.

10.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting, Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by bidder, should also be numbered.

10.4 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization.

10.5 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the Department.

10.6 Any information furnished by bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in the Ministry of Statistics & Programme Implementation. The Contractor shall indemnify the Ministry against all other damages/charges for which the Ministry may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work of otherwise and against all claims and demand thereof. The Ministry shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.

10.7.1 This Ministry will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Ministry recognizes no employer-employee relationship between the Ministry and the personnel deployed by the contractor.

11.7.2 Person who is in Government services or an employee of this Ministry should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.

11.8 The successful bidder shall furnish a list of Ministry employees related to him, if any. If the bidder shall obtain a contract with Ministry of Statistics and Programme Implementation as a result of wrong tendering or other non-bonafide methods of competitive tendering, the Ministry reserves the right to terminate the contract without any liability to the successful bidder.

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11.0 Agreement & Validity of Rates:

- (i) The bidder will have to enter into regular agreement on the day of receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein. The rates of successful bidder will be valid for one year from the date of award of work.
- (ii) During the period of contract, the rates will not be revised on any pretext. The prospective contractor may quote the rates accordingly taking into consideration of this aspect.
- (iii) The Successful bidder will have to sign an agreement on a Non-Judicial Stamp Paper worth Rs. 100/- along with the Performance Security at the rate of 10% of the tendered/contract value within 10 days of the award of Contract. The Necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.
- (iv) Income tax, Works Contract Tax and any other Tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered/deducted from the released payment.

12.0 Performance Security:

13.1 The Performance Security of 10% of the total tendered value will be deposited by the tendered within the 10 days of the award of Contract. The Performance Guarantee shall be accepted in the following form and shall be in favour of "Pay and Account Officer, Ministry of Statistics & P.I., Sardar Patel Bhawan, New Delhi payable at Delhi with a validity of months as under:-

- i. Fixed deposit receipt (FDR) of a nationalized bank (3 months beyond the time period of contract),
- ii. Bank Guarantee (As per Annexure-D) (3 months beyond the term of contract),

13.2 In case of non submission of Performance Guarantee along with the Agreement within specified time, the earnest money will be forfeited and the department may consider to debar/black list the successful bidder.

13.3 In case a fixed deposit receipt/Bank Guarantee of any bank is furnished by the successful bidder to the Ministry as part of the Performance Guarantee and the bank is unable to make payment against the said instrument, the loss caused thereby shall fall on the successful bidder and shall forthwith on demand furnish additional security to the Ministry to make good the deficit.

13.4 Validity of Rates: The rates of successful bidder will be valid for 24 months from the date of award of work.

13.0 Terms & Condition

1. Supply work execution completion time will be 48 hours after receipt of the work (linen etc.).
2. Damage to any material/items shall be recoverable from the Vendor.
3. The vendor shall use good quality washing powder/detergent/chemicals and will not use banned chemicals for Washing/Dry Clearing.
4. No other terms & Conditions will be accepted.
5. In event of any dispute related to above, The decision of Under Secretary shall be final and will be binding on all Vendors.

Yours Faithfully
For name & Signature with stamp of Agency

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FINANCIAL INFORMATION

- 1) Financial Analysis – Details to be furnished duly supported by figures in sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)
- 2)

Item	2010-2011	2011-2012	2012-2013
Gross Annual turnover on works			
Profit/Loss			

- 3) Proposed financial arrangement for carrying out the proposed work.

Signature of Chartered Accountant with seal

Signature of
Bidder(s) with seal

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BIDDER'S DETAILS

1. NAME & ADDRESS OF CONTRACTOR : _____
2. OWNERS NAME: : _____
3. INCOME TAX (PAN NO.) : _____
4. TELEPHONE NO : _____
5. RESIDENTIAL ADDRESS : _____
6. BANKER'S NAME & ADD : _____
7. EXPERIENCE (IN YEARS) : _____
8. LIST OF MAJOR CLIENTS: (I) : _____
ENCLOSE COPY OF CONTRACT (ii) : _____
ALONG WITH DETAILS (III) : _____
9. PERFORMANCE REPORTS IF ANY : _____
10. REFERENCES : _____
11. ANY OTHER INFORMATIONS/ DOCUMENTS, WHICH MAY HELP IN ASSESSING TENDERS CAPABILITIES FOR AWARD OF CONTRACT : _____

BIDDERS SIGNATURE/OFFICIAL SEAL/STAMP

NOTE: DETAILS IN BRIEF BUT NOT IN MORE THAN ONE PAGE MAY BE ENCLOSED

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**Format for TECHNICAL BID for RATE CONTRACT OF REPAIR & MAINTENANCE OF
FURNITURE ITEMS**

- 1) Name of Firm/Person/Organization : _____
- 2) Details of Registration with Labour Department (Central/State) : _____
- 3) Full Address with Phone No. & FAX No : _____
- 4) Name of the Proprietor/Partners/Dir : _____
Together with Technical Qualification & Experience in the Field: _____
- 5) Past Experience: The Tenderer should have sufficient experience of providing Repair & Maintenance of furniture items/sofa etc. services in 5 years (2008-09, 2009-10,2010-11,2011-12,2012-13 etc. Full details to be given as under. Please enclose certified copies of experience.
- 6) Copy of latest Balance Sheet, P & L A/C (Audited) of the Firm:
- 7) Whether an Income Tax assessee, if so, indicate PAN No.
- 8) Details of license issued to him under the provision of Contact labour (Regulation & Abolition) Act, 1970:
(Copy to be attached)
- 9) Infrastructure, which is available with the Tenderer for the purpose of agreement:
 - a) Total Strength Employed as on _____ :
 - b) Qualification and Experience of Your to Managerial/Supervisory Personnel. (Attach a list PI)
 - c) Experience of the managerial and supervisory Staff available for deployment of Department _____
- 10) Is the firm registered with Labour Authorities Under relevant Labour Laws, if so, give:
 - (i) Registration No. : _____
(Copy to be attached)
 - (ii) P.F Code No. : _____
(Copy to be attached)

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- 11) Have you ever been penalized by any legal authority : _____
 Concerning the job as required under the contract?
 If so give details State Reasons, if you answer is
 Affirmative
- 12) Please confirm that wages paid to your employees : _____
 Shall under no circumstances to less than that
 Provided under the relevant laws of the Country.
- 13) Indicate any other benefit provided to your employees : _____
 Like Bonus, HRA, Leave, Medical reimbursement,
 Provident Fund etc.
- 14) Can you start the services within a week what is the : _____
 Time required
- 15) Name and address of Bankers and Type of facility enjoyed : _____
- 16) References (From two respectable persons)

1.
2.

17) Details of Bank Draft

DD No. Dated

Amount Bank

Branch

Signature of Tenderer
 (Name & Address with date)
 Office Seal

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**FORM OF PERFORMANCE SECURITY (GUARANTEE)
BANK GUARANTEE BOND
(Refer clause 13 of the NIT)**

(to be stamped in accordance with stamps Act of India)

In consideration of the Under Secretary, Ministry of Statistics & P.I., Sardar Patel Bhawan, Sansad Marg, New Delhi. (herewith called "The Department") having offered to accept the terms and conditions of the proposed agreement between The Department and (hereinafter called "The said contractor(s)") for the work hereinafter called "The said agreement") having agreed to production of and irrevocable Bank Guarantee For Rs. (Rupees only) as a security/guarantee from the contractor(s) for compliance of his obligation in accordance with the terms and condition in the said agreement.

1. We, (hereinafter referred to as "the Bank") hereby undertake to pay to the Department an amount not exceeding Rs. (Rupees Only) on demand by the Department.
2. We, (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under the guarantee without any demure, merely on a demand from the Department stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be rusticated to an amount not exceeding the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be rusticated to an amount not exceeding Rs. (Rupees only)
3. We, the said bank further undertake to pay the Department any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.
4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Department under or by virtue of the said agreement have been fully paid and its claims satisfied or discharge or till Department on behalf of the this Department certified that the terms and condition of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee.
5. We, (Indicate the same of the Bank) Further agree with the Ministry, that the Department shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and condition of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Department against the said

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contractor(s) and to forbear of enforce any of the terms and conditions relating to the said agreement and we

Shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor (s) or for any forbearance, act of mission on the part of the Department or any indulgence by the Department to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this

Provision, have effect of so relieving us.

7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Department in writing.

8. This guarantee shall be valid up to Unless extended on demand by the Government. Notwithstanding anything anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees Only) and unless a claim in writing is lodged with us within us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the Day of Or (indicate the name of the Bank)

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LIST FOR REPAIR & MAINTENANCE OR FURNITURE ITEMS

Sl. No.	Name of Items	Rate (in Rs.) with tax.	Unit
1	STEEL TABLE		
a)	P/Fixing of new locking system		
b)	Replacement of Lock		
C)	Adjustment of drawer		
d)	Minor repair of table		
e)	Providing of key		
f)	Opening of drawer		
g)	Repair of Lock		
h)	P/fixing of complete drawer Box with three drawers		
i)	P/fixing of new drawer		
J)	P/fixing of sunmica top		
k)	Major repair of table including welding		
l)	Replacement of Handle		
m)	P/fixing of Nova pan Top 18,00 mm with rubber beeding		
n)	P/Fixing of new drawer channel		
o)	P/F of Legs of 25mm Square pipe		
p)	P/F of rubber shoes		
q)	Repair of Locking System		
2	STEEL ALMIRAH		
a)	Replacement of Lock		
b)	Replacement of Handle		
C)	Repair of Locking System		
d)	Stell Ball		
e)	Minor Repair		
f)	Adjustment of ehsleve		
g)	Providing of keys		
h)	Opening of alimirah		
i)	Repair of Lock		
J)	P/fixing of New legs (Base)		
k)	P/fixing of New Bush		
l)	Repairing of door		
m)	P/fixing of new shelves		
n)	Repairing of door		
o)	P/fixing of New locking system		
p)	Repair of leg with welding		
q)	P/fixing of Glass in Almirah		
r)	Supply of steel Almirah (Big)		
s)	Supply of steel Almirah (Small)		
3	STEEL FILING CABINET		
a)	Replacement of Lock		
b)	Replacement of Handle		
C)	Repairing of cabinet		
d)	Overhauling & Greasing		
e)	Steel Ball		
f)	Repair of Locking system		
g)	Providing of key		

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h)	Opening of filing cabinet		
i)	Repair of Lock		
j)	Adjustment of drawer		
k)	P/fixing of new channel		
l)	P/fixing of Push button		
m)	Supply of steel filing cabinet (Three drawer unit)		
4	STEEL REVOLVING CHAIR		
a)	Repair of Revolving chair		
b)	Overhauling of axle		
C)	Replacement of wheel (ISI) mark		
d)	Overhauling & Greasing		
e)	Replacement of spring		
f)	Providing of steel base		
g)	Painting of Revolving chair		
h)	Welding per point		
i)	P/fixing of caster bush with welding		
J)	P/fixing of PU Plastic Arms		
k)	Repair of seat & Back		
l)	P/fixing of new revolving system		
m)	P/fixing of rubber flaps		
n)	P/fixing Wheel (Godrej Type)		
o)	Replacement of Hydraulic cylinder		
p)	Supply of Executive High Back Chair (Standard Make)		
q)	Supply of Medium Back Chair		
r)	Supply of Computer revolving chair		
s)	Supply of visitor chairs		
5.	SPRAY PAINTING OF STEEL FURNITURE		
a)	Steel Almirah (Big Size)		
b)	Steel Almirah (Small Size)		
C)	Steel Table (Officer)		
d)	Steel Table Assistant		
e)	Steel Filing Cabinet		
f)	Steel Book Case		
6.	DOOR LOCK		
a)	Replacement of Lock (Harrison)		
b)	Replacement of Handle (Harrison)		
C)	Repair of Old Lock		
d)	Replacement of Door Lock (Godrej)		
e)	Replacement of Brass Handle		
f)	Replacement of door Handle (Godrej)		
g)	Opening of Locked door		
h)	P/fixing of door stopper		
i)	Repairing of door		
j)	P/fixing of new Hinges (4") SS finish		
k)	P/fixing of Aldrej (Sliding Bolt-10")		
l)	P/fixing of Locking Bolt		
m)	P/fixing of Tower Bolt- 6"		
7	STEEL BOOK CASE		
a)	P/fixing of Lock		
b)	P/fixing of Handle		

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C)	Providing of key		
d)	Opening of Book case		
e)	Repair of Lock		
f)	Repair of Locking System		
8	DOOR CLOSER		
a)	Repair of Door Closer		
b)	Oiling of Door Closer		
C)	Replacement of Spring		
d)	Replacement of Small Rod		
e)	Replacement of Big Rod		
f)	Fixing of door closer		
g)	P/fixing of New door closer		
9	MORTICE/PAD LOCK		
a)	Supply and Fixing of New Mortice pad and Lock with Handles		
b)	Supply and fixing of New Mortice Pad Lock without Handles		
C)	Supply and Fixing of New Handles of Mortice		
d)	Oiling and Greasing of Mortise Lock		
e)	Removing of Mortice Lock		
f)	Repair of Mortice Lock including oiling/Greasing		
10	FOOT REST/STOOL		
a)	Supply of New foot rest of standard size		
b)	Repair of foot rest with screws and nails etc.		
C)	Supply of New stool standard size.		
d)	Repair of Stool with nails and screw		
11	CHITKANI		
a)	Supply and fixing of new iron Chitkani 4"		
b)	Supply and fixing of New Iron Chitkani (6")		
C)	Supply and fixing of new iron Chitkani Size: 9"		
d)	Supply and fixing of new Aluminum Chitkani Size: 4"		
e)	Supply and fixing of new Aluminum Chitkani of Size 6"		
f)	Supply and fixing of new Aluminum Chitkani Size: 9"		
g)	Repair/Fixing of Chitkani		
12	PHOTO FRAME		
a)	Supply and fixing of Ordinary photo frame complete in All respect including Glass (Per Sft)		
b)	Supply and fixing of good quality photo frame complete in all respect including Glass (Per Sft)		
C)	Maintaining/laminating photos, posters etc. on board (Pr Sft)		
13	SECRET LOCK/NIGHT LATCH		
a)	Supply and Fixing of secret lock with three keys (Godrej Make)		
b)	Opening of Secret Lock		
C)	Removing of Secret Lock		
d)	Refixing of Secret Lock		
e)	Repair of Secret Lock in all respect including replacement of Lever, spring, button, etc.		
f)	Supply of Duplicate Keys		
g)	Supply and Fixing of Different parts of secret lock		

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14	SLIDING BOLT		
a)	Supply and fixing of New Iron Sliding Bolt 12"		
b)	Supply and Fixing of New Iron Sliding Bolt 10' Size:		
c)	Removing of Sliding Bolt		
d)	Re fixing of Sliding Bolt		
15	Providing & Fixing of Wooden Rack made of 19mm thick commercial board/Teak Board/18 mm thick Pre-laminated board finished with decorative teak ply Sunmica of appropriate colour and Brand having shelves, sliding glass shutters, drawers, doors etc. as per requirement with all necessary exclusive hardware fitting of standard make finished with fine polyurethane lacquer finish in desired shade (Per Sft)		
16	Supply of Wooden notice board/keyboard/Pinup board made of 19mm thick commercial board 1st class teakwood frame, blazer cloth cover on 12mm thick soft cellotax board duly fine lacquer polished (Per Sft)		
17	Supply & installation of white Marker Board with all necessary accessories (Magnetic) (Per Sqft)		
18	Acrylic Elevator/Writing stand- Made of acrylic sheet 10mm thick, adjustable height with Brass fittings. Size; 22"*16"		
19	Storage Unit/Rack-Made, made of First Class ISI mark commercial Board (Green Board/Duro/Laser or equivalent) of 19mm, 12mm, 6mm/Prelaminated board of 18mm, 12mm or 9mm with 1mm merino/green century or equivalent make, with Godrej/Harrison Locking system. Complete with melamine polish mat finish Depth. 18" (Per Sq. ft)		
20	P/fixing of Aluminum Glazed Low height/full height partition outer and vertical frame work Middle section and bottom section made of 2 ½ * 1 ¾" respectively. All Section made in 14 Gauge thickness with 3mm joining angles, partition made of 12mm thick Prelaminated board both sides laminated up to a certain height (900mm or 1500 mm) and 5mm thick (ISI) glass above upto a total height of 2.10Mt/3.10 Mtr. Glass fix with rubber gasket and aluminum beeding		
	a. Aluminum Partition (Anodized) (Per Sft)		
	b. Aluminum Partition (Powered coated) Per Sft		
21	SPIRIT/LACQUER/MELAMINE POLISH		
a)	Office table/Secct table		
b)	Clerk table		
C)	Asstt. Table		
d)	Office Chair		
e)	Easy Chair		
f)	Partition Screen		
g)	Side rack		
h)	Centre Table		
i)	Almirah Big		
j)	Almirah Stand		

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k)	Stool		
l)	Conference Table		
m)	Book Shelf		
n)	Notice Board		
o)	Card Cabinet/Display Rack		
p)	Wooden Bed/ Dining Table		
q)	Polishing of wooden Partition (Per Sqft)		
r)	Polishing of pelmet		
s)	Painting of wooden Partition (Per Sqft)		
t)	Spirit Polishing of Wooden Sofa Set		
u)	Painting partition with DUCO paint		
v)	Painting of Wall, ceiling with Oil bond distempering		
w)	Painting/polishing of wooden planters		
x)	Painting of Partition with Plastic Paint		
y)	Spirit Polishing of wooden frame & Cleaning of PVC/Laminated Partition		
z)	Lacquer polishing of wooden furniture including paneling		
22	REPAIR OF WOODEN FURNITURE (WITH SCREW & NAILS)		
a)	Minor repair of chairs		
b)	Minor repair of table		
C)	Minor repair of screen		
d)	Minor repair of Almirah		
e)	P/Fixing of Ply in table drawers		
f)	P/fixing of Arms to chairs		
g)	P/fixing of Legs of chairs		
h)	P/fixing of Sunmica on wooden table.		
i)	Minor repair of any other items		
j)	Fixing of Exhaust Fan Wood, Screw, Nut Bolt etc.		
k)	P/Fixing of Chair		
l)	Major repair of Chair		
m)	Major repair of Table		
n)	Major repair of Almirah		
o)	Major repair of Wooden rack		
p)	Major repair of screen		
q)	P/Fixing of legs of table		
r)	Repairing of wooden bench		
s)	P/Fixing of Ply (Commercial)		
t)	P/Fixing of lock to wooden table		
u)	P/Fixing of Kunda Chapka		
v)	Repair of drawer of wooden table		
w)	P/Fixing of wooden board (19mm Commercial)		
x)	P/Fixing of aluminum sheet		
y)	P/Fixing of wooden sheet		
z)	P/Fixing of curtain rod/channel (Aluminum)		
aa)	P/Fixing of 19mm board (Teak)		
bb)	F/Fixing of ply (Teak)		
cc)	P/Fixing of wood pieces of suitable pieces for repair work		
dd)	P/Fixing of Multipurpose Lock (Godrej)		
ee)	P/Fixing of wall catcher		
ff)	P/Fixing of knobs/Handles (Ord)		

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gg)	P/Fixing of Knobs/Handles (Brass)		
hh)	P/Fixing of FM Lock		
ii)	P/Fixing of Telescopic channel i) 14" ii) 16" iii) 18"		
jj)	P/Fixing of wooden beeding		
kk)	P/Fixing of legs to sofa		
ii)	P/Fixing of 12mm Prelaminated board of wooden		
mm)	P/Fixing of acrylic sheet		
nn)	P/Fixing of Rugs carpet (Freelance)		
oo)	P/Fixing of Aluminum frame		
pp)	P/Fixing of wooden paneling (various type)		
qq)	P/Fixing of Gypsum/Armstrong/False ceiling		
rr)	P/Fixing of Wooden Mudular furniture		
ss)	P/Fixing of wooden partition		
tt)	P/Fixing of wooden Computer Table		
uu)	Supply of wooden stool of Standard size 15" * 18"		
vv)	Supply of wooden Stool of Standard size 24"* 24"		
ww)	Supply of wooden Foot rest of Standard size 24" *18"		
23	P/F of Vertical Blinds		
24	P/F of Plain Glass i) 6mm Thick ii) 8mm thick iii) 10mm thick iv) 12mm thick		
25	P/F of Brown/Black Glass i) 6mm thick ii) 8mm thick iii) 10mm thick iv) 12mm thick		
26	Beveling charges		
27	Cutting charges		
28	Grinding Charges		
29	Providing & Fixing of Rubber Beeding		
30	Providing & Fixing of Aluminum Beeding		
31	Changes of upholstery at Sofa Set, including providing of Tat, Cotton, Jute, Markin, Dori, Bostic, nail, Thread, spring and labour charges		
	a.) Five seater b.) Four seater c.) Three seater d.) Single seater e.) Cushioned office chairs f.) Executive revolving chair g.) Computer revolving chair		

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	h.) Wooden cushioned settees		
	i.) Cushioned visitor chair		
32	Supply of Sofa cloth (As per sample approved)		
33	P/F of rubber/ Foam cushion (Feather foam)		
	i) Size:- 21"*22"*4"		
	ii) Size:- 21" *22"*3"		
	iii) Size:- 21"*22"*2"		
	iv) Size:- 18"*18"*2"		
34	P/F of Foam sheet 25mm (HD) to sofa set		
35	P/F of foam sheet 50mm (HD) to sofa set		
36	Stitching of curtain (Plain)		
37	Stitching of Curtain Pleated		
38	Stitching of Curtain with Pleat & Lining		
39	P/F of Hooks of Curtain		
40	Repair of Wooden frame of set by providing of wood etc. (Per seat)		
41	Supply of curtain cloth (As per sample approved)		
42	Supply of Lining (As per sample approved)		
43	DRY CLEANING OF SOFA		
	a) Three Seater		
	b) Two Seater		
	c) Single Seater		
	d) Executive Revolving Chair		
	e) Wooden Cushioned Chair		
	f) Steel Visitor Chair		
	g) Computer Chair		
44	MISCELLANEOUS ITEMS		
a)	P/Fixing of acrylic carpet		
b)	Ante terminate treatment of wooden partition, racks		
c)	P/Fixing of new wooden partition with both side teak ply/sunmica		
d)	Supply of Ceiling Lights (600mm*600mm) Philips Make		

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