

F.No. 14014(1)/07-G.A
Government of India
Ministry of Small Scale Industries and
Agro & Rural Industries

Udyog Bhavan, New Delhi
Dated the 15th May,2007

Subject : Annual contract for repair/maintenance of furniture items in Ministry of SSI & ARI.

Sir,

I am directed to say that the Ministry of SSI & ARI invites sealed quotations for repair/ maintenance of furniture items. The contract is proposed to be awarded for one year. The rates for one year may therefore be quoted. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid.

According, you may, if interested, send your quotations for the repair/ maintenance of [furniture items](#) as per list enclosed. The tender offer in sealed cover should be submitted to the undersigned on or before 28.5.2007 along with earnest money deposit of Rs. 15,000/- in the form of DD in the favour of DDO Ministry of SSI & ARI.

Yours faithfully,

S/d-

(P.S Verma)

Under Secretary to the Government of India

Encl : 1. [Detailed Terms/Conditions](#)

2. [List of Furniture Items](#)

Copy to: NIC for placing the tender on web site of the Ministry.

**DETAILED TERMS/CONDITIONS FOR THE SEALED TENDERS INVITED
FOR AWARD OF CONTRACT FOR REPAIR/MAINTENANCE OF
FURNITURE ITEMS IN THE MINISTRY OF SMALL SCALE INDUSTRIES**

Sealed tenders are invited from interested firms for award of annual contract for repair/ maintenance of furniture items in the Ministry of SSI & ARI , Udyog Bhawan, New Delhi as given in enclosed sheet. The terms and conditions are as under:-

1. The contract is proposed to be awarded for one year, but can be terminated at any time without assigning any reason. The rates for contract for one year may therefore be quoted. Taxes, if any may be quoted separately failing which no amount towards any tax will be paid.
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 written orders from this Ministry from time to time.
5. The contractor will have to deposit Rs. 30,000/- in advance as security deposit in the form of a DD in favour of DDO, Ministry of SSI. The security deposit of Rs. 30,000/- will be retained during the currency of the contract. The earnest money of Rs. 15,000/- would get converted into part security deposit and therefore the awardee will be required to deposit balance amount of Rs. 15,000/- as security deposit.
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/all offers without assigning any reasons.

Statement of furniture items

| S.No. | Items | Rate |
|------------|--------------------------------------|------|
| I | Spray panting of furniture | |
| 1. | Steel almirah | |
| 2. | Steel rack (big) | |
| 3. | Steel rack (small) | |
| 4. | Steel table | |
| 5. | Steel chair | |
| 6. | Steel chair(revolving) | |
| II | Steel almirah | |
| 1. | Replacement of lock/handle | |
| 2. | Repair of locking system | |
| 3. | Minor repair | |
| 4. | Adjustment of shelve | |
| 5. | Opening of almirah | |
| 6. | Providing of key | |
| 7. | Repair of lock | |
| 8. | New self support | |
| III | Steel/wooden table | |
| 1. | Replacement of lock | |
| 2. | Adjustment of drawer | |
| 3. | Minor repair of table | |
| 4. | Providing of key | |
| 5. | Opening of drawer | |
| 6. | Repair of lock | |
| 7. | P/f of sun-mica with top | |
| IV | Steel filing cabinet | |
| 1. | Replacement of lock/handle | |
| 2. | Repair of Cabinet | |
| 3. | Overhauling and greasing | |
| 4. | Replacement of steel ball | |
| 5. | Repairing of locking system | |
| 6. | Providing of key | |
| 7. | Repair of lock | |
| V | Steel chair | |
| 1. | Replacement of new wooden steel/back | |
| 2. | Replacement of wooden arms | |
| 3. | Replacement of rubber shoe/cap | |
| 4. | P/f of steel strip for support | |
| VI | Steel revolving chair | |
| 1. | Repair of chair | |
| 2. | Overhauling and greasing | |
| 3. | Replacement of wheel | |
| 4. | Welding per point | |
| VII | Polishing of furniture | |
| 1. | Table committee room(5pc) | |
| 2. | Table committee room(4pc) | |

| | | |
|-------------|---|--|
| 3. | Chair committee room | |
| 4. | Telephone rack | |
| 5. | Book shelf(big) | |
| 6. | Book shelf(small) | |
| 7. | Wall mirror with wooden frame | |
| 8. | Pelmet | |
| 9. | Door(one side) | |
| 10. | Door(both side) | |
| 11. | Officer table | |
| 12. | Asstt. Table | |
| 13. | Polishing (per sq. ft) | |
| 14. | Scraping & polishing(per sq. ft.) | |
| 15. | Polishing (lacquer) per sq. ft. | |
| VIII | Misc. items | |
| 1. | P/f of sofa leg | |
| 2. | Hanging of photo frame | |
| 3. | P/f of security lock(Godrej) | |
| 4. | P/f of Link lock | |
| 5. | Providing of key | |
| 6. | Opening of security lock | |
| 7. | Repairing of security lock | |
| 8. | Opening of Link lock | |
| 9. | Repairing of Link lock | |
| 10. | P/f of door closer | |
| 11. | Repairing of door closer | |
| 12. | Removing of door closer | |
| 13. | Fixing of desert cooler(without material) | |
| 14. | Fixing of desert cooler(with material) | |
| 15. | Removing of desert cooler | |
| 16. | Opening/fixing of window grill | |
| 17. | A/c fitting with material(lower side) | |
| 18. | A/c fitting with material(upper side) with glass window | |
| 19. | Providing of vertical blind | |
| 20. | Repairing of vertical blind | |
| 21. | Supply of coat stand with brass fitting | |
| 22. | Supply of acrylic sheet(per sq. ft.) | |
| 23. | Supply of acrylic writing desk | |
| 24. | Providing of fancy looking glass | |
| 25. | Cup-board almirah-comm. Board (per sq. ft.) | |
| 26. | Cup-board almirha-teak board(per sq. ft) | |
| 27. | Providing of multipurpose lock | |
| 28. | Providing of brass lock | |
| 29. | P/f of carpet(acrylic) 1000 gm. | |
| 30. | Supply of Thormacol U foam | |
| 31. | P/f of partition both side ply-comm | |
| 32. | P/f of partition both side ply-teak | |
| 33. | Supply of table glass(12mm) per sq. ft.(with beveled) | |
| 34. | Supply of table glass(6mm) per sq.ft. | |
| 35. | Supply of notice board per sq. ft. | |

| IX | Upholstery | |
|-----------|--|--|
| 1. | Sofa (per seat) | |
| 2. | Visitor chair | |
| 3. | Executive chair | |
| 4. | Computer chair | |
| 5. | P/f of sofa cushion | |
| 6. | P/f of cushion for visitor chair | |
| 7. | Stitching charge of loose cover for sofa with cloth (per seat) | |
| 8. | Stitching charge of loose cover for v/chair with cloth | |
| 9. | P/f of curtain (with cloth) per m. | |
| 10. | Renovation of sofa with material (per seat) | |
| 11. | Renovation of visitor chair with material | |
| 12. | Renovation of executive chair with material | |
| 13. | Renovation of computer chair with material | |