

No. D-14014/4/2009-10/GA
OFFICE OF THE DEVELOPMENT COMMISSIONER
(MICRO, SMALL AND MEDIUM ENTERPRISES)
GA SECTION

Nirman Bhawan, New Delhi

Dated:19/05/2011

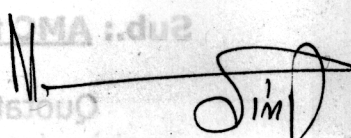
Sub.: AMC for Repairing/Maintenance of Furniture and other misc. items.

Quotations in the sealed cover are hereby invited for awarding AMC for repairing/maintenance of furniture and other misc. store items as per the list at **Annexure-I**. In case your firm is interested to undertake the job, may send their quotation on the following terms & conditions:

1. The contract is initially for a period of one year. However it may be extended further on the satisfactory performance on the same rates, terms & conditions.
2. The quotation should be quoted on the firm's letter head giving full address.
3. The work is mainly to be carried out in the premises of this office. Only the work which can not be done in the office premises would be done at the contractor's workshop. No extra charges will be paid for cartage.
4. It will be contractor's responsibility to depute a good skilled carpenter/technician/attendant.
5. The complaints will have to be attended within two hours on same day. The complaints received at late office hours will be attended at early hours of the next working day.
6. No advance payment will be made at any circumstance. The payment shall be made monthly basis only on satisfactory service and on submission of bill(s) with Job Report given by the user.
7. This office reserves right to reject any or all the quotations without assigning any reason.
8. The sealed quotation in the enclosed Performa marked "QUOTATION FOR REPAIRING OF FURNITURE ITEMS" and addressed to the undersigned along with a demand draft of Rs. 2000/- as earnest money in favour of PAO(SS), New Delhi is to be dropped in the Tender Box available at

9. The earnest money will be returned to unsuccessful firms after the finalization of the contract.
10. Last date of the submission of the quotations will be **03/06/2011** upto 3:00 PM. The quotation will be opened on the same day at 3:30 PM. The tenderers or their representatives may be remain present at the time of opening of the tender, if they so desire.
11. For clarification, if any, contact undersigned.
12. Tender Notice is also available on our official website i.e. **www.dcmsme.gov.in.**

Encl.: List of repairing work.


(N.S. BAIRWA)
Deputy Director(GA)
Tele. No.: 23061198
: 23062183

**LIST OF REPAIRING WORK
(ANNEXURE-I)**

S.No.	Name of Work	UNIT	Rate per Unit
A	STEEL REVOLVING CHAIRS WITH CANNING		
1	Minor repairing	Each	
2	Replacement of wooden arms	Each	
3	Replacement of wheel (ISI mark)	Each	
4	Replacement of Spring	Each	
5	Replacement of Steel Base	Each	
6	Overhauling of Axle	Each	
7	Major Repairing	Each	
8	Canning of Seat	Each	
9	Canning of Back	Each	
10.	Greasing & Oiling	Each	
B.	REVOLVING CHAIRS WITH CUSHION		
1	Minor Repairing	Each	
2	Replacement of Wooden Arms	Each	
3	Replacement of Steel Arms	Each	
4	Replacement of wheel (ISI mark)	Each	
5	Replacement of Hydraulic Cylinder	Each	
6	Replacement of Steel Base	Each	
7	Replacement of Wooden Base	Each	
8	Replacement of Seat Cushion	Each	
9	Replacement of Back Cushion	Each	
10.	Replacement of Centre Rod	Each	
11	Greasing & Oiling	Each	
C.	STEEL TABLES		
1	Minor Repairing of Table	Each	
2	Opening of Drawer	Each	
3	Adjustment of Drawer	Each	

4	Repairing of Lock	Each	
5	Replacement of Lock	Each	
6	Repairing of Locking System	Each	
7	P/F new Locking System	Each	
8	Providing of Keys	Two	
9	Major Repairing of Table	Each	
10	P/F Sunmica on Top	Sq.ft.	
D.	WOODEN TABLES		
1	Minor Repairing of Table	Each	
2	Opening of Drawer	Each	
3	Adjustment of Drawer	Each	
4	Repairing of Lock	Each	
5	Replacement of ordinary Lock	Each	
6	Repairing of Locking System	Each	
7	P/F new Locking System	Each	
8	Providing of Keys	Two	
9	Major Repairing of Table	Each	
E.	COMPUTER TABLES		
1	Minor Repairing of Table	Each	
2	Replacement of Wheels	Each	
3	Replacement of Key board Channel	Each	
F.	STEEL ALMIRAH		
1	Minor Repairing	Each	
2	Opening of Almirah	Each	
3	Repairing of Lock	Each	
4	Replacement of Lock (Godrej)	Each	
5	Providing of Keys	Two	
6	Replacement of Handle	Each	
7	Adjustment of Shelves	Each	
8	P/F new Shelves	Each	

9	P/F big size Rod	Each	
10	Major Repairing	Each	
G.	STEEL FILING CABINET		
1	Minor Repairing	Each	
2	Opening of Filing Cabinet	Each	
3	Repairing of Lock	Each	
4	Replacement of Lock (Godrej)	Each	
5	Providing of Keys	Two	
6	Repairing of Locking System	Each	
7	Adjustment of Shelves	Each	
8	P/F new Shelves	Each	
9	Repairing of Drawer Channel	Each	
10	Replacement of Drawer Handle	Each	
11	Replacement of Drawer Channel	Each	
12	Greasing of Drawers	Each	
H.	STEEL BOOK CASE		
1	Minor Repairing	Each	
2	Opening of Filing Cabinet	Each	
3	Repairing of Lock	Each	
4	Replacement of Lock (Godrej)	Each	
5	Providing of Keys	Two	
6	Repairing of Locking System	Each	
7	Adjustment of Shelves	Each	
8	P/F new Shelves	Each	
9	P/F of Glass Pane, (4 mm)	Sq. ft	
10	Replacement of Drawer Handle	Each	
11	Greasing of Drawers	Each	
I.	DOOR LOCKS		
1	Minor Repairing	Each	
2	Replacement of Handle	Each	

3	Repairing of Security Lock	Each	
4	P/F of Security Lock (Godrej)	Each	
5	Providing Keys	Two	
6	Opening of Locked Door	Each	
7	P/F of ordinary Door Stopper	Each	
8	P/F of Brass Door Stopper	Each	
9	P/F of Aldraj	Each	
10	P/F of Chitkani	Each	
11.	P/F of Kabza	Each	
J	DOOR CLOSURE		
1	Minor repairing of Door Closure	Each	
2	Oiling of Door Closure	Each	
3	Replacement of Spring	Each	
4	Replacement of Small Rod	Each	
5	Replacement of Big Rod	Each	
6	P/F new Door Closure	Each	
K	MISCELLANEOUS ITEMS		
1	Painting of Small Steel Almirah	Sq ft	
2	Painting of Big Steel Almirah	Sq ft	
3	Painting of Revolving Chair	Each	
4	P/F Acrylic Sheet	Sq ft	
5	P/F Looking Mirror (Fancy Moulding)	Each	
6	P/F of Looking Glass with Board	Each	
7	Providing Table Glass (5 mm)	Sq ft	
8	Providing Wooden Stool, 18"x12"	Each	
9	Providing Wooden Stool, 18"x15"	Each	
10	Providing Wooden Stool, 18"x18"	Each	
11	Providing Wooden Stool, 24"x24"	Each	
12	Providing Wooden Foot Rest, 12"x18"	Each	
13	Providing Wooden Foot Rest, 18"x24"	Each	

14	Fixing of Name Plates	Each	
15	Repairing of Vertical Blinds	Each Strip	
16	P/F of Vertical Blinds Bottom Chain	Full Chain	
17	P/F of Vertical Blinds Bottom Weight	Each Strip	
18	Washing/Cleaning of Vertical Blinds	Each Strip	
19	Fixing of Wall Fan	Each Strip	
20	Fixing of Exhaust Fan	Each	
21	Fixing of Ceiling Fan	Each	
22	Polishing of Centre Table	Sq ft	

Note: Please mentioned the taxes, if any

Signature

Name/Stamp of the Firm_____