

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

Nirman Bhawan, New Delhi

Dated: 12/03/2010

Sub.: Sealed Quotations for Annual Maintenance Contract for Repairing/maintenance Furniture and other items.

Sir,

Sealed quotations for the repair of furniture and other items as per the proforma enclosed are invited on the following terms & conditions:

- i) One experienced carpenter is to be deputed for the said work for full day.
- ii) The complaints for the repair of furniture etc. will have to be attended within two hours.
- iii) The complaints received at late hours of the day will be attended at the early hours of the next working day.
- iv) No advance payment will be made under any circumstances. The payment shall be made only on satisfactory service and on submission of Bill(s) with the job report on monthly basis.
- v) If you are carrying out or have done similar job in other Govt. Offices the same may also be mentioned.
- vi) The contract shall be for a period of one year which can be extended if the services are satisfactory.
- vii)** The rates at which the contract is awarded remain valid throughout the period of the contract.
- viii) This office reserves right to reject any or all the tenders without assigning any reason.
- ix) The quotation may be sent in enclosed proforma and the sealed quotation marked 'QUOTATION FOR REPAIR OF FURNITURE ITEMS' and addressed to the undersigned along with a Demand Draft for Rs. 5000/- in favour of PAO(SSSI), New Delhi or dropped in the tender box, available at Information Facility Centre (Near gate No. 4), O/o DC(MSME), Nirman Bhawan, New Delhi.

- x) Last date of the submission of the quotations will be **30/03/2010** up to 3:00 PM and the quotations will be opened on the same day at 3:30 PM. The tenderers or their representatives may be present at the opening of the tender, if they so desire.
- xi) For clarification, if any, contact undersigned or Shri Gopal Jha, Section Officer(GA).

Encl.: List of furniture repairing work.

Sd/-
(N.S. BAIRWA)
Deputy Director (GA)
Tele. No. 23061198
23062183

LIST OF FURNITURE REPAIRS WORK

S.No.	Name of the Work	Rate
1.	Revolving chair	
i)	Repairing of Revolving chair	
ii)	Overhauling and greasing	
iii)	Replacement of Wheel (One)	
iv)	Replacement of Axle	
v)	Replacement of Spring	
vi)	Providing of Steel Base	
vii)	Welding per point	
2.	Wooden table	
i)	Replacement of Handle	
ii)	Repairing of lock	
iii)	Providing and fixing of new locking system (without lock)	
iv)	Replacement of Lock	
v)	Minor repair of table	
vi)	Providing duplicating key (two)	
vii)	Opening of drawers	
3.	Computer Table	
i)	Repairing of computer table	
ii)	Key board channel	
4.	Steel Almirah	
i)	Minor repairing	
ii)	Repairing of lock	
iii)	Replacement of lock (Godrej)	
iv)	Replacement of lock (Ordinary)	
v)	Repairing of locking system	
vi)	Opening of almirah	
vii)	Providing of duplicate key (two)	
viii)	Providing and fixing of new locking system (without lock)	
5.	Door closure	
i)	Repair of door closure	
ii)	Replacement of spring	

iii)	Oiling and greasing	
iv)	Replacement of small rod	
v)	Replacement of big rod	
vi)	Providing and fixing new door closure	
6.	Steel Book Case	
i)	Opening of book case	
ii)	Providing and fixing of lock	
iii)	Providing and fixing of handle	
iv)	Providing and fixing of pane	
v)	Providing duplicate key (two)	
7.	Other repairs with material	
i)	Table glass per sq. ft., 8mm	
ii)	Looking glass per sq ft	
iii)	Providing and fixing of Door handle lock (New)	
iv)	Providing and fixing of Secret/night latch looks of doors	
v)	Repairing of handle	
vi)	Providing and fixing stopper	
vii)	Fixing of Maps/Photographs/Name Plates/Wall Clocks etc.	
viii)	Providing of foot rest	
ix)	Replacement of curtain hooks, rings etc.	
x)	Providing and fixing of pane to window/doors etc. per sq ft.	
8.	Polishing of Brass Items	
i)	Flower pot container a) Size diameter 14 b) Size diameter 12	
ii)	Brass Plates a) Size 3.0 x 1.6 ft b) Size 2.0 x 1.0 ft	

Signature

Name of the Firm _____