

No. 14014/03/2017-Ad.II
Government of India
Cabinet Secretariat

Dated: 01 February, 2018

To,
(THE INTERESTED BIDDER)

Subject: Annual contract for repair of Furniture items etc. in Cabinet Secretariat, Rashtrapati Bhavan-Notice inviting Tender.

I am directed to invite sealed Tenders for award of Annual Contract for the repair of various furniture items of Cabinet Secretariat. Interested firms may send their tender along with a Bid Security Deposit of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Account Payee Demand draft from any nationalized bank in favour of "D.D.O. Cabinet Secretariat, Rashtrapati Bhavan, New Delhi."

2. The tender document may be collected from Shri Anurag Tiwari, Section Officer (Ad-II) Room No. 6 Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-4 (Phone. 23015937 & 23015938). The tender details/document can also be downloaded from the website of Cabinet Secretariat i.e. www.cabsec.nic.in.

3. The firms should submit the quotations in a sealed cover super scribing '**Tender for annual repair of various Furniture items**' etc. and the same should be addressed to "**The Under Secretary (Ad-II), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi**" and should be deposited in the **Tender Box** kept for the purpose in the **Reception Office of the Cabinet Secretariat, Rashtrapati Bhawan, New Delhi**, latest by 3.00 PM on 22nd February, 2018. The quotation/ tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected.

4. The Tender Committee will open the envelops at 3.30 PM on 22nd February, 2018 in Room No. 9, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi in the presence of participating bidders, who may like to be present in person or through their duly authorized representative. The Committee/ competent authority will assess the ability of the agencies based on its record, profile and on such other criteria as per tender document.

Anurag Tiwari
1/2/2018

5. The Firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Department have not been banned.

6. The unrealistic rates viz. free of cost/complementary/fraction of rupee etc. shall not be entertained and reasonability of rates shall be ascertained according to the item of works.

7. The contract will be valid for a period of one year w.e.f. award of the Contract. However, the contract may be extended/renewed in favour of the firm by Cabinet Secretariat on the request of Agency/firm on the same rates, terms and conditions as in the present contract based on satisfactory services. The grant of extension of contract will be at the sole discretion of the Cabinet Secretariat.

8. This Secretariat reserves the right to cancel any or all of the Tenders without assigning any reason.

Anurag Tiwari
Anurag Tiwari
Section Officer (Admin. II)
Tele: 23015938

Enclosure: Terms & conditions (Annexure-1) and format for submitting quotation (Annexure-II) and list of furniture's to be repaired (Annexure-III).

Copy to,

1. Technical Director (NIC), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi. The aforesaid letter may kindly be uploaded in a non-editable version on this Secretariat's official website www.cabsec.nic.in

ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. The invitation is open to all registered/ well established service providing agencies who are having PAN/TAN/GST registration.
2. The firm should be in a position to provide effective service for on the spot repair and maintenance of various furniture items at short notice as well as on holidays/ Sundays.
3. The service providing agency / firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to enable this Department to call him in emergent cases.
4. The minimum time required for attending to the complaints should be specified.
5. Tenderers may please quote their unconditional rates / charge.
6. In case of any deficiency in service, a penalty of 5% of the bill for each occasion will be imposed on the firm. The decision of the Cabinet Secretariat in this regard shall be final and binding.
7. Cabinet Secretariat reserves the right to award the contract to more than one contractor on common lowest rates or split the same. The contract shall normally be awarded to the bidder who emerges L1 in majority of the items on common minimum rates i.e. the L1 bidder will have to match the L1 rates of other bidders for the items for which his rates are higher.
8. Cabinet Secretariat reserves the right to reject any or all the quotations in full or part without assigning any reason there for and without giving any compensation. The decision of the Cabinet Secretariat in this regard shall be final and binding on all.

*Anup Tiwari
12/12/2018*

Annexure-II

Details of Agency

S.No.	Particulars	To be filled in by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the Agency	
3.	Detailed office address of the Agency with Office Telephone Number, FAX Number and Mobile Number and the name of the contact person	
4.	Whether registered with all concerned Government authorities (Copies of all certificates of registration to be enclosed)	
5.	PAN/TAN/GST Number (Copy to be enclosed)	
6.	Length of experience in the field	
7.	Experience in dealing with Government Department (here, indicate the names of the Departments and attach copies of contracts/orders placed on the agency)	
8.	Whether a copy of the terms and conditions (Annexure-I) duly signed, in token of acceptance of the same is attached?	
9.	A certificate from the firm that it has got its own office or Workshop in Delhi to be supplemented by copy of valid Registration certificate from MCD / NDMC.	

*The documents should be properly indexed.

**Signature of the authorized signatory
Of the tenderer with seal of the firm**

Place:-

Date:-

*Anurag Tiwari
17/2/2018*

Repair of Furniture items

S. No.	Name of Item	Rate as per unit or per sq.ft. whichever is applicable (In Rs.) [inclusive of taxes]
	STEEL ALMIRAH	
1	Replacement of Locks Godrej	
2	Replacement of Locks Ordinary	
3	Replacement of Handle Godrej	
4	Replacement of handle Ordinary	
5	Repair of Locking System	
6	Minor Repair	
7	Adjustment of Shelves	
8	Opening of Almira	
9	Repair of Lock	
10	Providing & Fixing of Steel Base	
11	Providing & Fixing of New Shelves	
12	Providing & fixing of New Bush	
	STEEL FILING CABINET	
1	Replacement of Lock	
2	Replacement of Handle	
3	Repairing of Cabinet	
4	Overhauling & Greasing	
5	Repair of Locking System	
6	Opening of Filing Cabinet	
7	Repair of Lock	
8	Repair of Drawer	
	OFFICE CHAIRS	
1	Repair of Revolving chair	
2	Overhauling & Greasing	
3	Replacement of Wheel	
4	Revolving chair per welding point	
5	Replacement of Arms Revolving chair	
6	Replacement of Base	
7	Replacement of New Hydraulic System	
	OFFICE TABLE	
1	Replacement of New Lock	

2	Replacement of new Knob/Handle	
3	Opening of Table drawer	
4	Adjustment of Table drawer/shelf	
5	Replacement of Drawer Channel Set	
6	Providing of Key Board (Plastic)	
7	Providing of Key Board (Wooden)	
	RE-UPHOLSTERY OF SOFA SET & CHAIR	
1	Re-Upholstery of Sofa Set (including labour charges & providing of good quality cloth, Tat, Jute, Cottons, Markine etc. (i) Five Seater (ii) Three Seater (iii) Single Seater	
2	Re-Upholstery of Chair (including providing of good quality cloth etc. & Labour charges. (i) Executive Revolving chair (ii) Ordinary revolving Chair (iii) Visitor's chair (Revolving & Wooden)	
3	Providing of new cushion (i) Size 4"x21"x22" (ii) Size 3"x21"x22 (iii) Size 2"x18x18"	
4	TABLE GLASS (With Cutting, Grinding & Fixing) (i) Size 4mm (ii) Size 6mm (iii) Size 8mm (iv) Size 10mm (v) Size 12mm	
5	COLOUR/BLACK TABLE GLASS (With cutting, Grinding & Fixing) (i) Size 4mm (ii) Size 6mm (iii) Size 8mm (iv) Size 10mm (v) Size 12mm	

	WOODEN CUP-BOARD	
1	Minor Repair of wooden Cup-board	
2	Opening of Cup-board	
3	Replace of New Lock	
4	Providing & Fixing of New Knob	
5	Providing & Fixing of Hinges	
6	Dismantling/Shifting/Re-fixing of Cup-board	
	SPRAY PAINTING OF FURNITURE ITEMS	
1	Big Steel Almirah Out Side	
2	Big Steel Almirah In Side	
3	Small Steel Almirah Out Side	
4	Small Steel Almirah – In Side	
	POLISHING OF WOODEN FURNITURE	
1	Officer Table	
2	Table	
3	Round Table	
4	Bench	
5	Office Chair	
6	Central Table	
7	Stool	
8	Side Rack	
9	Sofa Set (Frame Only) <ul style="list-style-type: none"> (i) Three Seater (ii) Two Seater (iii) Single Seater 	
	MISCELLANEOUS	
1	Fixing of Photograph/Map	
2	Providing & Fixing of Secret Lock (Godrej)	
3	Repair of Secret Lock	
4	Providing charges of Footrest in Standard Size	
5	Providing & Fixing charges of Door Stopper	
6	Opening of Locked door	
7	Providing & Fixing of looking mirror in wooden frame	

Anurag Tiwari
17/12/18

8	Providing of Stool Teakwood Size 18"x18"	
9	Providing of Stool Teakwood Size 24"x24"	
10	Providing of Fixing of Name Plate (with Brass letters in English & Hindi on wooden base as per sample)	
11	Providing of Fixing of Name Plate (with Brass Letters in English & Hindi on black acrylic sheet as per sample)	
DRY CLEANING WORK		
1	Sofa 3-Seater	
2	Sofa 2- Seater	
3	Sofa 1- Seater	
4	Executive revolving Chair	
5	Office Chair Revolving / Ordinary	
6	Carpet woollen (per Sq. Ft)	
7	Curtains	
8	Venetian blinds	

I hereby certify that I have read all the term and conditions of the tender very carefully and agree to abide by the same

(Signature with Seal)
Date

Anuj Tiwari
1/2/18