

**Immediate**

No. 14014/06/2016-Ad.II  
Government of India  
Cabinet Secretariat

Dated: 1/8/2016

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 [www.cabsec.nic.in](http://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 3.00PM on 23<sup>rd</sup> August 2016 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 envelopes at 3.30 PM on 23<sup>rd</sup> August 2016 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 tenders.

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

Anurag Tiwari  
1/8/2016

(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 up-loaded in a non-editable version on this Secretariat's official website [www.cabsec.nic.in](http://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/VAT registration.
2. The firm should be in a position to provide effective service at a 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. 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.

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Anurag Tiwari



## 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 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?                                     |                                 |

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

Place:-

Date:-

## Repair of Furniture items

| S. No. | Name of Item                        | Rate as per unit or per sq.ft. whichever is applicable (In Rs.) |
|--------|-------------------------------------|---|
|        | <b>STEEL ALMIRAH</b>                |   |
| 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      |   |
|        | <b>STEEL FILING CABINET</b>         |   |
| 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                    |   |
|        | <b>OFFICE CHAIRS</b>                |   |
| 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 |   |
|        | <b>OFFICE TABLE</b>                 |   |
| 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)     |   |

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|   |  |  |
|---|--|--|
|   | <b>RE-UPHOLSTERY OF SOFA SET &amp; CHAIR</b>   |  |
| 1 | Re-Upholstery of Sofa Set (including labour charges & providing of good quality cloth, Tat, Jute, Cottons, Markine etc.<br>(i) Five Seater<br>(ii) Three Seater<br>(iii) Single Seater                   |  |
| 2 | Re-Upholstery of Chair (including providing of good quality cloth etc. & Labour charges.<br>(i) Executive Revolving chair<br>(ii) Ordinary revolving Chair<br>(iii) Visitor's chair (Revolving & Wooden) |  |
| 3 | Providing of new cuss ion<br>(i) Size 4"x21"x22"<br>(ii) Size 3"x21"x22<br>(iii) Size 2"x18x18"  |  |
| 4 | <b>TABLE GLASS (With Cutting, Grinding &amp; Fixing)</b><br>(i) Size 4mm<br>(ii) Size 6mm<br>(iii) Size 8mm<br>(iv) Size 10mm<br>(v) Size 12mm   |  |
| 5 | <b>COLOUR/BLACK TABLE GLASS (With cutting, Grinding &amp; Fixing)</b><br>(i) Size 4mm<br>(ii) Size 6mm<br>(iii) Size 8mm<br>(iv) Size 10mm<br>(V) Size 12mm  |  |
|   | <b>WOODEN CUP-BOARD</b>  |  |
| 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 Hings  |  |
| 6 | Dismantling/Shifting/Re-fixing of Cup-board  |  |
|   | <b>SPRAY PAINTING OF FURNITURE ITEMS</b>   |  |
| 1 | Big Steel Almirah Out Side   |  |
| 2 | Big Steel Almirah In Side  |  |
| 3 | Small Steel Almirah Out Side   |  |
| 4 | Small Steel Almirah – In Side  |  |
|   | <b>POLISHING OF WOODEN FURNITURE</b>   |  |
| 1 | Officer Table  |  |
| 2 | Table  |  |

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|    |  |  |
|----|--|--|
| 3  | Round Table  |  |
| 4  | Bench  |  |
| 5  | Office Chair   |  |
| 6  | Central Table  |  |
| 7  | Stool  |  |
| 8  | Side Rack  |  |
| 9  | Sofa Set (Frame Only)<br>(i) Three Seater<br>(ii) Two Seater<br>(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   |  |
| 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 simply) |  |
|    |  |  |
|    | 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 woolen (per Sq. Ft)   |  |
| 7  | Curtains   |  |
| 8  | Venetian blinds  |  |

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11/8/16

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