

**No.14011/1/2016-Genl.**  
**Government of India**  
**Ministry of Textiles**

Udyog Bhawan, New Delhi  
8<sup>th</sup> June, 2016

(As per list enclosed)

Subject: Annual contract for repair of furniture items and providing of stamps & name plates etc. in the Ministry of Textiles, New Delhi.

Sir,

Sealed bids are invited for carrying out repairing of furniture items and providing of stamps & name plates etc. as given in Annexure-I in the Ministry of Textiles w.e.f 01.07.2016 to 30.06.2017.

3. The following are the terms and conditions for submission of bids:

- (i) The firm should be a reputed firm having its registered office in Delhi
- (ii) The firm should be registered under the Delhi Sales Tax/Delhi Value Added Tax (DVAT) Act, 2004.
- (iii) The firm should have a minimum of five years' experience in the relevant work with the Central Government Ministries/ Departments, PSUs, Statutory & Autonomous Bodies etc.
- (iv) The firm should have a valid PAN number.
- (v) The firm should have minimum annual turnover of Rs. 5 Lakh during each of the last three years.
- (vi) The rates quoted shall be valid for one year from the date of award of contract. No request for escalation of rates shall be entertained after approval of the rates.
- (vii) The owner/proprietor/manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
- (viii) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.

- (ix) The contract will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.
- (x) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- (xi) The firm should quote unconditional rates strictly as per list of items. There should be no cutting/overwriting in the bids.
- (xii) It will be the responsibility of the firm to depute a good skilled carpenter for doing the day to day repairing jobs. If the carpenter does not turn up for whatsoever reason, the Ministry will get the work done from other source and the firm will be liable to pay the cost involved.
- (xiii) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 10,000/- (Rupees ten thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
- (xiv) The successful bidder will have to deposit Performance Security Money for an amount of five percent of the value of the annual contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm including warranty obligations. Bid security of the successful bidder will be refunded on receipt of Performance Security.
- (xv) The tender will be initially awarded for a period of one year which may be curtailed or extended by the competent authority in Ministry of Textiles subject to satisfactory services of the firm.
- (xvi) The Ministry reserves the right to terminate contract at any time without assigning any reason therefor. If the work of the firm is found unsatisfactory or the carpenter is not available in the Ministry daily on regular basis, the contract is liable to be terminated. The decision of the Ministry shall be final and binding on the firm.

(xvii) No advance payment will be made. Payment will be made at the end of each month on submission of bill along with work performance sheets.

2. Interested firms may submit Technical and Financial Bids in prescribed Formats as given in Annexure-II & Annexure-III respectively in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for repair of furniture items and providing of stamps and name plates etc". addressed to the Section Officer (Admn.), Ministry of Textiles, Room No. 29B, 'D' Wing Ground Floor, Udyog Bhawan, New Delhi and should reach him latest by **3.00PM on 29<sup>th</sup> June, 2016**. Bids received after the stipulated date/ time shall not be entertained. **The bids will be opened on 29<sup>th</sup> June, 2016 at 3.30P.M. in Room No. 29B, Udyog Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.

3. This tender enquiry is also available on the Ministry of Textiles' website i.e., [texmin.nic.in](http://texmin.nic.in) and [cpp](http://cpp.gov.in) portal of Government of India.

**Yours faithfully,**

**(JayashreeSivakumar)**  
**Under Secretary to the Govt. of India**  
**Tel No. 23062256**

Copy to: NIC Cell, M/o Textiles for placing the tender on the website of the Ministry.

## List of Items

### Annexure-I

<b>S.No.</b>	<b>Description of items</b>
<b>(A)</b>	<b>TABLE (WOODEN)</b>
1	Replacement of Lock
2	Replacement of Handle
3	Adjustment of Drawer
4	Providing of Key(Rate per Key)
5	Opening of Drawer
6	Repair of Lock
7	Repair of Locking System
8	Providing/Fixing of Complete Drawer Box
9	Providing /Fixing of Sunmica Top
<b>(B)</b>	<b>REVOLVING CHAIR(Steel)</b>
1	Repair of Chair
2	Overhauling & Greasing
3	Replacement of Wheel
	(a) Rate per wheel
	(b) Rate per set of 04 wheels
4	Replacement of Axle
5	Replacement of Spring
6	Welding (Per point)
7	Hydraulic for revolving chair
8	Plastic Base for revolving chair
9	Handle for chair
<b>(C)</b>	<b>DOOR LOCKS</b>
1	Replacement of Lock
2	Replacement of Handle
3	Opening of Lock
4	Repair of Lock rate
5	Providing /Fixing of Keys (Rate per key)
6	Link lock (yale lock)
7	Providing/Fixing of Godrej Night Latch
8.	Door Stopper (a) (Almunium) (b) (Brass) (c) (Steel)

<b>(D)</b>	<b>MISCELLANEOUS WORKS</b>
1.	Replacement of looking mirror (a) Ordinary (b) Wooden (c) Wooden with towel rod
2.	Footrest Wooden (a) Big (b) Medium (c) Small
3.	Writing Desk(Transparent)
4	Providing and fixing of table top glass Rate per sq.ft. (a) 6MM (b) 8MM
5	Providing /Fixing of curtain rings(per 100 )
6	Replacement of curtain rod (fancy) per feet
<b>(E)</b>	<b>Providing and fixing of Name Plate &amp; Rubber Stamp</b>
1.	Providing of self inking computerized stamp (Rate Per line)
2.	Providing of self inking stamp (presto) per Stamp (a) Big size (b) small size
3.	Providing of Rubber stamp (per line)
4.	Providing of round stamp
5.	Providing of signature stamp
6.	Providing of date stamp
7.	Providing and fixing of name plate (Rate per sq. inch)
8.	Providing and fixing of Brass Name plate (Rate per sq. inch)
9.	Providing and fixing of Steel Name plate (Rate per sq. inch)
10.	Providing and fixing of flax Banner computerized rate( Rate per sq.ft)
11.	Providing and fixing of cloth Banner computerized rate( per sq.ft)

**ANNEXURE-III**

**Format of Financial Bid for repair of furniture items and providing of stamps and name plates etc.**

<b>S.No.</b>	<b>Description of items</b>	<b>Rate</b>
<b>(A)</b>	<b>TABLE (WOODEN)</b>	
1	Replacement of Lock	
2	Replacement of Handle	
3	Adjustment of Drawer	
4	Providing of Key(Rate per Key)	
5	Opening of Drawer	
6	Repair of Lock	
7	Repair of Locking System	
8	Providing/Fixing of Complete Drawer Box	
9	Providing /Fixing of Sunmica Top	
<b>(B)</b>	<b>REVOLVING CHAIR(Steel)</b>	
1	Repair of Chair	
2	Overhauling & Greasing	
3	Replacement of Wheel	
	(a) Rate per wheel	
	(b) Rate per set of 04 wheels	
4	Replacement of Axle	
5	Replacement of Spring	
6	Welding (Per point)	
7	Hydraulic for revolving chair	
8	Plastic Base for revolving chair	
9	Handle for chair	
<b>(C)</b>	<b>DOOR LOCKS</b>	
1	Replacement of Lock	
2	Replacement of Handle	
3	Opening of Lock	
4	Repair of Lock rate	
5	Providing /Fixing of Keys (Rate per key)	
6	Link lock (yale lock)	
7	Providing/Fixing of Godrej Night Latch	
8.	Door Stopper	
	(a) (Aluminium)	
	(b) (Brass)	
	(c) (Steel)	

<b>(D)</b>	<b>MISCELLANEOUS WORKS</b>	<b>Rate</b>
1.	Replacement of looking mirror (a) Ordinary (b) Wooden (c) Wooden with towel rod	
2.	Footrest Wooden	
	(a) Big	
	(b) Medium	
	(c) Small	
3.	Writing Desk(Transparent)	
4	Providing and fixing of table top glass Rate per sq.ft. (a) 6MM (b) 8MM	
5	Providing /Fixing of curtain rings(per 100 )	
6	Replacement of curtain rod (fancy) per feet	
<b>(E)</b>	<b>Providing and fixing of Name Plate &amp; Rubber Stamp</b>	
1.	Providing of self inking computerized stamp (Rate Per line )	
2.	Providing of self inking stamp (presto) per Stamp (a) Big size (b) small size	
3.	Providing of Rubber stamp (per line)	
4.	Providing of round stamp	
5.	Providing of signature stamp	
6.	Providing of date stamp	
7.	Providing and fixing of name plate (Rate per sq. inch)	
8.	Providing and fixing of Brass Name plate (Rate per sq. inch)	
9.	Providing and fixing of Steel Name plate (Rate per sq. inch)	
10.	Providing and fixing of flax Banner computerized rate( Rate per sq.ft)	
11.	Providing and fixing of cloth Banner computerized rate( per sq.ft)	