

No.D-14014/01/2015-Admn.(L&DO)/34
Government of India
Ministry of Housing and Urban Affairs
Land & Development Office
Administration Section

Dated 13/1/2021

NOTICE INVITING TENDER

Sub:- Quotation for repair, replacement, Providing & fixing for all kinds of steel and wooden furniture etc. (all inclusive/Taxes) in Land & Development Office for the one year during 2021 regarding

Sir,

Sealed quotations are invited from registered/ reputed firms for award of annual maintenance contract for repair, replacement, Providing & fixing for all kinds of steel and wooden furniture etc. (all inclusive/Taxes) in Land & Development Office, Nirman Bhawan for one year during 2021. on the terms and conditions mentioned at Annexure-I. Firms interested to undertake the above mentioned work, may please submit sealed quotations in the enclosed proforma (Annexure-II) addressed to Land & Development Office, Nirman Bhawan, New Delhi-110001 and deposit the same in Admn. Section, Room No.635 'A' Wing, latest by 3.30 PM on 27.01.2021. The bids will be opened at 4.00 PM on 28.01.2021 in room no. 610 'A' Wing, Nirman Bhawan, New Delhi-110001. The quotations should be accompanied with 'Earnest Money' of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft of any Nationalized Bank drawn in favour of the "DDO", Land & Development Office, Ministry of Housing and Urban Affairs, Government of India, New Delhi. The quotations which are not accompanied with the 'Earnest Money' will be summarily rejected. The envelop should be subscribed "QUOTATIONS FOR REPAIR/MAINTENANCE OF FURNITURE ITEMS IN LAND & DEVELOPMENT OFFICE FOR THE PERIOD FOR ONE YEAR DURING 2021.

Yours faithfully,


(S.Padmanabha)

Dy. Land & Development Officer

Copy to:

1. Computer Cell NIC, L&DO for publishing the invitation for quotation in L&DO website.
2. Notice Board for (L&DO)

TERMS AND CONDITIONS:

1. The period of contract will be one year. L&DO may extend the contract on the existing rates and Terms & Conditions if the services of the firm are found satisfactory. L&DO, however, reserve the right to terminate the contract at any time without assigning any reasons therefor.
2. The firm should have worked for two years in two different Government Departments and it should have minimum total Annual Turn-over of Rs. 10,00,000/- (Rupees Ten Lakhs) per year.
3. The Firm/Contractor should be registered with Delhi Sales Tax Department/ VAT registration/service tax registration/Income Tax certificate along with the tender document..
4. The work is to be carried out in the Office premises of L&DO at Nirman Bhawan.
5. Only such work which cannot be carried out in the office premises will be allowed to be done outside the office premises and no extra charge will be paid on such account.
6. No advance payment will be made in any case.
7. One exclusive skilled Carpenter/technician will have to be deployed in L&DO on all working days during Office hours and in the urgency on holidays also, by the successful bidder for repair/maintenance of furniture items.
8. The successful Tenderer will be required to deposit "Performance Security Deposit" of Rs. 10,000/- (Rupees Ten Thousand only) which will be refundable after 60 days on successful completion of contract. The performance Security Deposit will be forfeited if during the period of contract, the services of the contractor are found unsatisfactory in any respect or in the event of breach of contract by him before the date of maturity of the contract.
9. The bidder will indicate the complete address of their firm/office and residence along with telephone numbers and other related information strictly as per enclosed proforma (Annexure-III).
10. During the entire period of contract, no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time. In case, the contractor fails to cope with the workload or does not render satisfactory service, the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason and his security deposit and payment due to the firm, if any, shall be forfeited. In such circumstances, the work will be got done from any firm in the field at the risk and cost of the firm awarded the contract and payment made for repair/maintenance on this account will be deducted from the pending bills or "Performance Security Deposit" of the firm. In this connection, the decision of L&DO shall be final and binding on the contractor.
11. If the work of the contractor is found unsatisfactory or 'Carpenter/Technician deployed by the successful firm is not punctual and regular, penalty amounting to Rs. 500/- (Rupees Five Hundred) per day will be imposed on the firm and the same will be deducted from the pending bills/'Performance Security Deposit' of the firm and the contract can be terminated by L&DO at any time without assigning any reasons therefor. The decision of L&DO shall be final and binding on the contractor.
12. L&DO reserves the right to reject any quotation(s) in full or in part without assigning any reasons thereto.

13. Service tax if any shall be re-imbursed on production of original receipt.

While submitting the quotation for this work, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated above.

ANNEXURE-II

Sl. No.	Description of the job	Material specification/ configuration /make	Rate per items or per sq feet (as applicable)	
			Labour charge	Material charge
	<u>STEEL ALMIRAH</u>			
1	Replacement of lock (with lock)			
2	Replacement of lock of handle (with handle)			
3	Repair of locking system			
4	Minor repair/Almirah welding per point			
5	Adjustment of shelves			
6	Providing of extra keys			
7	Opening of almirah			
8	Repair of lock			
9	Providing & fixing of new shelves			
10	Fixing of bush			
	<u>WOODEN FURNITURE</u>			
11	Minor repair of table			
12	Repair of leg			
13	Providing & fixing of ply on table			
14	Providing & fixing of sun mica on table			
15	Sunmica on ply per sq. ft.			
16	Providing & fixing or new lock			
17	Repair of lock			
18	Repair of Drawer			
19	Providing & fixing of pelmet (Sunmica)			
20	Providing & fixing of pelmet (ordinary)			
	<u>STEEL BOOK CASE</u>			
21	Providing & fixing handle lock			
22	Providing & fixing of handle			
23	Providing of key			
24	Running opening of bookcase/shelf			
	<u>STEEL REVOLING CHAIR</u>			
25	Overhauling & greasing			
26	Replacement of wheel			
27	Replacement of ply (Seat & back)			
28	Replacement of Spring			
29	Replacement of steel base			
30	Welding per point			
	<u>DOOR CLOSER</u>			
31	Repairing of door closer			
32	Oiling of door closer			
33	Repairing of spring			
34	Replacement of big rod			
35	Replacement of small rod			
36	Providing & Fixing of New door closer			
37	Re-fixing of door closer			
	<u>DOOR LOCK</u>			
38	Replacement of link lock			
39	Replacement of handle lock			
40	Repairing of old lock			
41	Repairing & fixing of godrej security lock			
42	Providing and fixing of glass sliding lock			

43	Repairing of vertical blinds			
44	Back of steel chair (Canning)			
45	Seat of steel chair (Canning)			
46	Cloth banner with slogan on 2 mtrs			
47	Supply fixing & removal of name plate			
48	Fixing of name board on wall			
49	Repairing of door			
50	Supply & fixing of chair handle (PVC Arms)			
51	AL-draj of door			
52	Hole in chaukhat			
53	Rubber stamps supply (English) Rate for first line Rubber stamps (Hindi) Rate for each additional line			
54	self ink stamps ordinary size (6 lines0 Big (more than 6 lines)			
55	Self ink stamps Spl. Type (Madras make) (Normal size)			
56	Supply of Name plates (Golden spray per Sq. inch) Engraved (ordinary) (12 inch X 4 inch) Computerized (12 inch X 4 inch)			
57	Revolving Date machine/stamp complete with office rubber stamp fixed on it including 31 days, 12 months and 10 years			
58	Providing & fixing of door stopper			
59	Any minor repairing of doors ets.			
60	Providing & fixing of window Glass/Table Glass (5mm)			
61	Providing & fixing of looking mirror with frame			
62	Supply & fixing of New vertical blind (per running fit.)			
63	Supply of New Vertical Chain (Per running fit)			
64	Supply & fixing of New Blind Completed set (per running ft.)			
65	Dry- cleaning of vertical blind per piece. (Big size)			
66	Dry- cleaning of vertical blind per piece. (Small size)			
67	Dry- cleaning of sofa seat (3 seater)			
68	Dry- cleaning of sofa chair (single piece)			
70	Providing & fixing of ply – board (per sq. ft).			
71	Providing & fixing of ply on window (6 mm per sq. ft)			
72	Polishing of furniture (wooden chair, table and sofa)			
73	Provided brass letter (1'') (1.5'') (2'')			
74	Provided of new stool (2 x1.5)			
75	Dater (date stamp)			
76	Brass seal			
77	Writing of no. / name of Ministry on different office items Per item of furniture / equipment			
78	Renovation of sofa set, (3 + 1+ 1) upholstery per seat charges			

79	Renovation of chairs per seat charges			
80	Renovation of visitor chair per seat charges			
81	Minor repair of Sutter, Welding per point, Providing & fixing / repairing of Sutter lock.			
82	Hydraulic Cylinder for chair			
83	U Type Chair Arms			
84	Key Board/drawer Channel set Patti with Runner			
85	Pad lock 70mm			

ANNEXURE-III

1.	Name of the Firm	
2.	Name of the Proprietor	
2.	Complete address for communication	
3.	Tin No. (also enclose photocopy)	
4.	Service Tax No. (enclose photocopy)	
5.	Pan No.	
6.	Telephone No. (Land line)	
7.	Mobile	
Details of EMD Deposit		
1.	Name of the Bank	
2.	DD/Pay Order No. and Date	
3.	EMD Amount	