

Our Ref: Admn/3:36

Date: 19 03 2007

Subject: Inviting of Quotations for Repair of Wooden Furniture and Renovation of Sofa Sets etc at BIS Headquarters

Dear Sir,

Sealed quotations on the subject mentioned above are hereby invited for repairs of the articles mentioned in the attached form (Annexure-I). Accordingly, you are requested to quote your rates in the Annexure in a sealed cover superscribing the envelope "Quotation for Repair of Wooden Furniture and Renovation of Sofa Sets" which should reach to the undersigned latest by 1500 hrs on 03 April 2007. The quotations will be opened on the same day at 1530 hrs in the presence of tenders of their duly authorized representative as may like to be present in Room No. 406 Manakalaya, 9 Bahadur Shah Zafar Marg, New Delhi 110002. The award of contract to the successful tenderer will be governed by the following terms and conditions:

TERMS AND CONDITONS

1. The firm participating in the tender must fulfill the validity criteria laid down in the Delhi Sales Tax on Work Contract Act, 1999. The proof of registration under the said Act must be attached. In case the firm is not having valid registration under the Work Contract Act, a copy of the Sales Tax Clearance Certificate (SRCC) issued by the Sales Tax Department, which is mandatory under the Rules may be attached. The firm must have VAT No, Service Tax No. & PAN No. Without this the tender will not be accepted/considered.
2. The office of firm should be in Delhi/New Delhi and Should also have sufficient experience in the trade. A list of the work presently in hand be also enclosed with the quotation.
3. The repair works shall have to be carried out within the premises of this office at Manak Bhavan/Manakalaya. In exceptional cases, the contractor will be allowed

to take the items of wooden furniture outside the office premises for repair purpose with the prior permission of this Bureau.

4. All repairs/replacement work will be done at site and shall be subject to approval on inspection. The decision of our Inspecting Officer will be final and binding. Rejected jobs shall be redone at the cost of the contractor.
5. The contract will be valid for a period of one year from the date of issue of letter for awarding the contract. The period of contract is extendable subject to rendering of services by the firm & mutual consent of both the parties.
6. The contractor shall be entirely responsible for any loss to this Bureau that may be caused due to the negligence or carelessness on the part of the contractor or his representative(s). The loss will be recoverable from him and the decision of Competent Authority of this Bureau shall be final and binding upon.
7. The complaints/repair works must be attended within 48 hrs.
8. An Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only) in the form of crossed DD and drawn in favour of the Bureau of Indian Standards, New Delhi will be required to be deposited along with the quotation. EMD of unsuccessful tenderers will be refunded after award of contract without any interest thereon. Quotations received without EMD will not be considered.
9. All leviable taxes should be specifically and separately indicated.
10. This Bureau reserves the right to reject any or all the quotations without assigning any reason therefore.
11. The Bureau further reserves the right to re-determine the contract during its currency at any time without assigning any reason.

Thanking you,

Yours faithfully,

(Shiv Raj Singh)
Section Officer(Administration)

Encl: As above

ANNEXURE-1

LIST OF ITEMS OF BE REPAIRED

| Sl. No. | DESCRIPTION | RATE |
|---------|--|------|
| (A) | REPAIR OF WOODEN CHAIR | |
| 1. | Repair of Wooden Chair | |
| 2. | Repair of Visitor Chair | |
| 3. | Repair of Single Seater Sofa | |
| 4. | Repair of Three Seater Sofa | |
| 5. | Repair of Easy Wooden Chair | |
| | | |
| (B) | REPAIR OF WOODEN ALMIRAH | |
| 1. | Providing & Fixing Of New Lock | |
| 2. | Providing & Fixing Of Kunda Chapka | |
| 3. | Providing & Fixing Of New Handle | |
| 4. | Repair Of Doors Of Wooden Almirah | |
| 5. | Repair Of Wooden Shelf | |
| 6. | Providing & Fixing Of Wooden Board 19mm | |
| | | |
| (C) | REPAIR OF SIDE RACK | |
| 1. | Repair Of Side Rack (Small) | |
| 2 | Repair Of Side Rack (Big) | |
| | | |
| (D) | REPAIR OF WOODEN TABLE | |
| 1 | Providing & Fixing Of Lock | |
| 2. | Providing & Fixing Of Handle | |
| 3. | Providing & Fixing Of Mica | |
| 4. | Providing & Fixing Of Ply | |
| 5. | Providing & Fixing Of Kunda Chapka | |
| 6. | Repair Of Wooden Drawers | |
| 7. | Providing Of Key For Drawer Lock | |
| 8. | Providing & Fixing of Channel For Key Board | |
| 9. | Repair Of Leg | |
| 10. | Providing Of New Key Board | |
| 11. | Minor Repair Of Table | |
| 12. | Major Repair Of Table | |
| | | |
| (E) | RENOVATION OF SOFA SET WITH CLOTH, U FOAM, TAT,CANVAS, JUTE,COTTON, MARKEEN, DORI,SPRING LABOUR ETC. | |
| 1. | Single Seater Sofa | |
| 2. | Two Seater Sofa | |
| 3. | Three Seater Sofa | |
| 4. | Four Seater Sofa | |
| 5. | Providing & Fixing Of ISI Mark Cushion | |
| 6. | Providing & Fixing Of Local Cushion | |
| | | |
| (F) | RENOVATION OF CHAIR | |
| 1. | Visitor Chair | |
| 2. | Computer Chair | |

| | | |
|------------|--|--|
| 3. | Executive Chair | |
| 4. | Revolving Chair | |
| 5. | Easy Chair | |
| 6. | Providing & Fixing Of ISI Mark Cushion | |
| 7. | Providing & Fixing Of Local Cushion | |
| | | |
| (G) | MISCALLENIOUS WOODEN FURNITURE | |
| 1. | Providing & Fixing Of Display Board | |
| 2. | Providing & Fixing Of Foot Rest | |
| 3. | Providing & Fixing Of Writing Pad | |
| 4. | Providing & Fixing Of Notice Board | |
| 5. | Providing & Fixing Of Wooden Partition | |
| 6. | Providing & Fixing Of Wooden Flooring | |
| 7. | Providing & Fixing Of Wooden Cup Boards | |
| 8. | Providing & Fixing Of Wooden Ceiling | |
| 9. | Providing & Fixing Of Wooden Partition of Laminated Board | |

