

Our Ref: Admn/3:23

Date 17 11 2009

Subject: Inviting of Quotations for Repair of Steel Furniture 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 Steel Furniture".

Quotation must bear the Name & Address of Contractor/firm and addressed to Director (Administration), Room No.406, Manakalaya Building, 9, Bahadur Shah Zafar Marg, New Delhi-110002 and reach to the undersigned latest by **1500h on 30 Nov 2009** which shall be opened on the **same date at 1530h** in the presence of interested tenderer(s) or their authorized representative(s) who may like to be present.

The award of contract to the successful tenderer will be governed by the following terms and conditions:

TERMS AND CONDITIONS

The firm should have following requisite qualifications:

- i) The firm should have experience of minimum 3 years in repairing of Steel furniture in Central/State Govt. Offices/PSU/Autonomous Bodies.
- ii) The firm should be reputed having an annual turn over of 25 lakhs or more.
- iii) The firm should quote their TIN, PAN, VAT Registration No. and Service Tax No. etc. in the quotation.
- iv) The firm should have authorized office/working premises in Delhi. A copy of certificate in this regard duly certified by MCD/NDMC may be attached.

- v) Proof of Income Tax return and annual turn over for last 3 years.
- vi) Documentary proof of having executed six similar works in last three years in Government Departments/PSU/Autonomous Bodies.
- vii) A Clientele list be furnished with the quotation.
- viii) The quotation should be given on firm's letterhead giving address, telephone number and E-mail address etc.
- ix) The firm should also indicate the various facilities concerning the work available with them.
- x) It will be the responsibility of the firm to depute an efficient mechanic/Attendant etc in BIS, New Delhi for doing day to day repairing jobs daily from 9.00 a.m. to 5.30 p.m. and even on holidays as and when required. If the same does not come, the work will be got done by BIS, New Delhi by making alternate arrangement and the expenditure incurred on account of this will be borne by concerned firm.
- xi) The work is mainly to be carried out in the premises of BIS. Only the work, which can not be done in the BIS premises, would be done at the firm's workshop and no extra charges in the shape of cartage etc will be allowed.
- xii) No advance payment will be made. The approved firm shall submit the bill (in duplicate) on completion of repair works.
- xiii) The contract may be terminated by this Bureau at any time without assigning any reason, if the work of the firm is not found satisfactory. In this connection, the decision of the Bureau shall be final and binding on the firm. No payment will be made for the remaining period of service contract from the date of the termination of the contract.
- xiv) In 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.
- xv) The contract will be initially 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 satisfactory services by the firm & mutual consent of both the parties.
- xvi) 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.

- xvii) The complaints/repair works must be attended within 24 hrs.
- xviii) An Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of crossed DD and drawn in favour of the Bureau of Indian Standards, New Delhi is required to be deposited alongwith the quotation. EMD will be refunded after award of contract without any interest thereon. Quotations received without EMD will not be considered.
- xix) Successful tenderer will be required to deposit an amount of Rs.20,000/- (Rupees Twenty Thousand only) as security deposit within a week of award of contract. The security deposit would be refundable to the party on completion of contract period.
- xx) All leviable taxes should be specifically and separately indicated.
- xxi) The Bureau have also the right to forfeit the security deposit in full or in part in the event of failure on the part of firm to fulfill the terms and conditions of the contract.

Thanking you,

Yours faithfully,

(Shiv Raj Singh)
Section Officer(Administration)

Encl: As above

ANNEXURE-I

STEEL CHAIRS

<u>SI No.</u>	<u>PARTICULARS</u>	<u>RATES</u>	<u>UNIT</u>
1.	REPLACEMENT OF NEW STEEL SEAT		
2.	REPLACEMENT OF NEW STEEL BACK		
3.	REPLACEMENT OF NEW STEEL ARMS		
4.	REPLACEMENT OF RUBBER SHOE		
5.	REPLACEMENT OF RUBBER CAP		
6.	MINOR REPAIR OF STEEL CHAIR		
7.	PROVIDING & FIXING STEEL STRIPS FOR SUPPORT WITH WELDING		
8.	PROVIDING OF STEEL SCREW		

REPAIR OF STEEL TABLE

1. REPLACEMENT OF HANDLE
2. PROVIDING & FIXING OF COMPLETE, DRAWER BOX, WITH THREE DRAWERS
3. ADJUSTMENT OF DRAWERS
4. MINOR REPAIR OF TABLE
5. PROVIDING OF KEYS

<u>SI No.</u>	<u>PARTICULARS</u>	<u>RATES</u>	<u>UNIT</u>
6.	OPENDING OF DRAWERS		
7.	REPAIR OF LOCK		
8.	REPLACEMENT OF LOCKS		

REPAIR OF STEEL TABLE

9. PROVIDING AND FIXIING OF
CARD BOARD TOP
10. REPAIR OF LOCKING SYSTEM
11. PROVIDING OF STEEL SCREW
12. CHANGE OF LOCK LEVER
13. KUNDI CHAPKA

REPAIR OF STEEL ALMIRAH

1. REPLACEMENT OF LOCKS
2. REPLACEMENT OF HANDLE
3. REPAIR OF LOCKING SYSTEM
4. MINOR REPAIR
5. ADJUSTMENT OF SHELF
6. PROVIDING OF KEYS
7. OPENING OF ALMIRAH
8. REPAIR OF LOCK
9. PROVIDING AND FIXING OF
STEEL BASE
10. PROVIDING AND FIXING
OF NEW SHELVES

<u>SI No.</u>	<u>PARTICULARS</u>	<u>RATES</u>	<u>UNIT</u>
11.	REPLECEMENT OF HANDLE GARARI BUS KUNDI CHAPKA		
12.	KUNDI CHAPKA		
13.	CHANGE OF LOCK LEVER		
14.	ADJUSTMENT OF DOOR		
15.	PROVIDING OF STEEL SCREW		

REPAIR OF STEEL FILING CABINET

1. REPLACEMENT OF LOCK
2. REPLACEMENT OF HANDLE
3. REPAIRING OF CABINET

