

**Our Ref: Admn/3:36**

**Date: 21 Sep 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".

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 5 Oct 2007 which shall be opened on the same date at 1530h in the presence of interested tenderer(s) or their authorized representatives 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 3 years in repairing of wooden 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 letter head 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 a good skilled carpenter/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 b 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 48 hrs.
- xviii) 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 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-1**  
**LIST OF ITEMS TO BE REPAIRED**

Sl. No.	DESCRIPTION	RATE (Rs)
<b>A</b>	<b>REPAIR OF WOODEN CHAIR/SOFA</b>	
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>(B)</b>	<b>REPAIR OF WOODEN ALMIRAH</b>	
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	
<b>(C)</b>	<b>REPAIR OF SIDE RACK</b>	
1.	Repair Of Side Rack (Small)	
2.	Repair Of Side Rack (Big)	
<b>(D)</b>	<b>REPAIR OF WOODEN TABLE</b>	
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	

<b>(E)</b>	<b>RENOVATION OF SOFA SET WITH CLOTH, U FOAM, TAT,CANVAS, JUTE,COTTON, MARKEEN, DORI,SPRING LABOUR ETC.</b>	
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	
<b>(F)</b>	<b>RENOVATION OF CHAIR</b>	
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	
<b>(G)</b>	<b>MISCALLENOUS WOODEN FURNITURE</b>	
1.	Providing & Fixing of Dispay 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	
10.	Repair of Wooden Slanting Desk	



