

No. D-14016/2/2010-Gen-I
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 15th September 2010

TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound Firms/Agencies/Companies for carrying out the repair and maintenance of furniture items in the Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi and Economic Advisory Council to the Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm (s).
2. Complete tender document may be obtained in person from General-I Branch (Room No. 443), Yojana Bhavan, Sansad Marg, New Delhi-110001 on any working day from 9.00AM to 1.00 PM from date of Advertisement. The tender notice may also be downloaded from this Commission's official web-site (<http://www.planningcommission.gov.in>).
3. The quotation should be dropped in the tender box kept at the reception area of Yojana Bhava, Sansad Marg, New Delhi on 08th October 2010 from 10.00A.M to 3.00PM. The sealed envelope containing the quotation should be super-scribed "Tender/Quotation for Annual Contract for Repair and Maintenance of Furniture for Planning Commission". Only those tenders will be considered which are dropped in the tender box. Any other way of submission of tender like by post etc. will not be accepted. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
4. The tenders will be opened on Friday 08th October 2010 at 4.00PM in the room no. 507, Fifth Floor, Yojana Bhavan, Sansad Marg, New Delhi-110001 in the presence of the representatives of the firm/Agencies/Companies who may wish to be present.

5. This Commission reserves the right to cancel the tender at any time without assigning any reason, thereof. Any inquiry after submission of the quotation will not be entertained.



(Arun Kumar)

Under Secretary to the Government of India

✓ Copy to:

Director (C& I) with the request to upload the Tender Notice on the web site of Planning Commission.

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Government of India
Planning Commission

Terms & Conditions

1. The period of the contract shall be effective from the date it would be awarded and formalities completed and shall normally remain in force for a period of one year or until further orders, whichever is earlier. The contract can be extended on the same terms and conditions, if required for another year.
2. The tenderer should have one year experience and expertise in maintenance of various types of furniture and related works in Central Government Ministry/Department/PSUs/Autonomous body.
3. The firm participating in the tender will be required to deposit a bank draft/pay order of ₹ 40,000/- (Rupees Forty Thousand only) as earnest money, in the name of Pay & Accounts Officer, Planning Commission along with the quotation in the prescribed form. Earnest money in any other form shall not be accepted and quotation would be summarily rejected.
4. Copies of following certificates should be enclosed with the quotation:
 - (i) PAN/TAN Registration Certificate,
 - (ii) Experience certificate from Central Government Ministry/Department/PSUs/Autonomous body.
5. The successful tenderers will be required to do the work at the approved rates during the year and as such extended period as may be mutually agreed upon if considered necessary. In case, the successful bidder shows its inability at any stage after the contract is finalized, for whatsoever reason (s), for taking up the contract, the earnest money would be forfeited.
6. The Successful bidder shall be required to deposit a sum of Rs. 100000/- (Rupees One lakh only) as Performance Security Deposit in the form of Fixed Deposit receipt made in favour of Pay & Accounts Officer, Planning Commission which should be valid beyond two months of the contract period. The same would be refunded after the successful completion of the contract.
7. It will be the responsibility of the contractor to depute one good skilled carpenter & one Key maker for doing day-to-day repairing job.

Repairing instruments of all types shall be provided by the contractor. The contractor shall provide the requisite material/parts of indicated brand/ISI mark.

8. Mere quoting lowest rates will not amount to commitment for award of contract. However, the contract will be awarded on merit basis and overall examination of tender bids of the Firm. The rates shall be quoted separately (Hardware & Labour Charges) against each item. Overwriting/corrections in quotation must be signed by the authorised signatory of the firm/agency/company. Incomplete or blank quoting of rate/quotation without EMD in required form would result in rejection of quotation and shall not be considered under any circumstances.

9. A firm will be decided L-1 on the basis of the lowest annual value/Expenditure calculated on the basis of the quoted price for all the items conclusively requested.

10. At any stage, if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice and loss, if any, which may occur on this account, will be recovered from security money deposited by the firm/contractor/company.

11. No advance payment will be made. The approved contractor should submit the bill in triplicate. Government tax, namely, Sale Tax/VAT will be payable wherever applicable and the bill to be submitted by the firm should bear valid tax registration number. Validity of the tax registration during the period of contract shall be sole responsibility of the firm.

12. The quotation should be dropped in the tender box kept at the reception, Yojana Bhava, Sansad Marg, New Delhi on 08th October 2010 from 10.00AM to 3.00PM. The sealed envelope containing the quotation should be super-scribed "tender/quotation for annual Contract for repair and maintenance of furniture for Planning Commission for the year 2010-11". The quotation shall be opened on the same day i.e 08th October 2010 at 4.00PM in room no. 507, Yojana Bhavan, Sansad Marg, New Delhi in the presence of the committee constituted for the purpose and the representative (s) of the firm (s) who may wish to be present.

13. In case of any dispute, the decision of the Head of the Department of the Planning Commission shall be final and binding on the firms/Agencies/Companies.

14. Planning Commission reserves the right to accept or reject any or all quotation without assigning any reason (s) thereof.

15. These terms and conditions are not exhaustive but general in nature. Planning Commission shall have the right to clarify any clause or part thereof of the terms and conditions and that will be final & binding.



(Arun Kumar)

Under Secretary to the Government of India

(Authorised Signatory)

(Name of the Authorised signatory)

Seal containing name of the Firm/Agency
With full postal Address & Contract Number

Dated:-

Sl. No.	Particulars	Tentative Unit Required	Hardware Rate/unit ₹	Labour Cost ₹	Total Cost per unit (4+5)	Total Cost (6x3)
1	2	3	4	5	6	7
A	Steel Almirah					
1.	Replacement of lock (Godrej)	50				
2.	Replacement of Handle (Godrej)	50				
3.	Repairing of locking system	15				
4.	Minor repair	10				
5.	Adjustment of Shelves	10				
6.	Providing of Key	30				
7.	Opening of Almirah	30				
8.	Repair of Lock	20				
9.	P/F of new bush	10				
10.	P/F if shelve (ISI mark)	20				
11.	P/F of new locking system (ISI mark)	15				
B	Steel Table					
1.	Replacement of lock (Godrej)	20				
2.	Replacement of Handle (Godrej)	15				
3.	Adjustment of drawer	25				
4.	Minor repair	15				
5.	Providing of Key	30				
6.	Opening of drawer	10				

Sl. No.	Particulars	Tentative Unit Required	Hardware Rate/unit ₹	Labour Cost ₹	Total Cost per unit (4+5)	Total Cost (6x3)
1	2	3	4	5	6	7
7.	Repair of lock	20				
8.	Repair of locking system	15				
9.	P/F of complete drawer box (ISI mark)	10				
10.	P/F of new drawer box (ISI mark)	15				
11.	P/F sunmica top (green lam)	15				
12.	P/F of new locking system (ISI mark)	15				
C	Steel Chair					
1.	Replacement of new wooden seat	20				
2.	Replacement of new wooden back	25				
3.	Replacement of new wooden arms	20				
4.	Replacement of rubber shoes	30				
5.	Replacement of new rubber cap	30				
6.	Minor repair	25				
7.	Painting of steel frame	10				

Sl. No.	Particulars	Tentative Unit Required	Hardware Rate/unit ₹	Labour Cost ₹	Total Cost per unit (4+5)	Total Cost (6x3)
1	2	3	4	5	6	7
D	Steel Filing Cabinet					
1.	Replacement of lock (Godrej)	10				
2.	Replacement of handle (Godrej)	15				
3.	Adjustment of drawer	10				
4.	Steel boll (ISI mark)	20				
5.	Providing of key	30				
6.	Overhauling and greasing	10				
7.	Repair lock	10				
8.	Repair of locking system	10				
9.	Repair of cabinet	15				
10.	Opening of cabinet	10				
11.	P/F of new channel (ISI mark)	10				
12.	P/F of push button (ISI mark)	10				
E	Steel Revolving Chair					
1.	Repair of chair	10				
2.	Overhauling & greasing	10				
3.	Replacement of wheel(Godrej)	10				
4.	Replacement of axel (ISI mark)	10				
5.	Replacement of spring (ISI	10				

Sl. No.	Particulars	Tentative Unit Required	Hardware Rate/unit ₹	Labour Cost ₹	Total Cost per unit (4+5)	Total Cost (6x3)
1	2	3	4	5	6	7
	mark)					
6.	Painting of Chair	10				
7.	Welding (per point)	15				
F.	Steel Book Case					
1.	Replacement of lock (Godrej)	30				
2.	Replacement of Handle (godrej)	15				
3.	Replacement of glass panes (Modi Guard)	15				
4.	P/F of Keys	20				
5.	Opening of Book Case	10				
6.	Repair of lock	20				
7.	Repair of locking system	20				
G	Door Lock					
1.	Replacement of lock (Godrej)	15				
2.	Replacement of handle (godrej)	15				
3.	Opening of lock	20				
4.	Repair of lock	20				
5.	P/F Keys	25				
6.	P/F of Godrej Night Latch	20				
7.	P/F of Door Closer (ISI mark)	10				

Sl. No.	Particulars	Tentative Unit Required	Hardware Rate/unit ₹	Labour Cost ₹	Total Cost per unit (4+5)	Total Cost (6x3)
1	2	3	4	5	6	7
8.	Repair of Door Closer	10				
9.	Door Repair	10				
H	Painting of Furniture					
1.	Steel Almirah (big size) out portion only	05				
2.	Steel Almirah (small size) outer portion only	05				
3.	Steel table (Officer)	05				
4.	Steel table (clerk)	05				
5.	Steel Filing Cabinet	05				
6.	Slide Rack (big)	05				
7.	Slide Rack (small)	05				
8.	Steel book Case	05				
I	Repair of Wooden Furniture					
1.	Repair of Chari (minor) w/o any replacement	05				
2.	Repair of table (minor) w/o any replacement	05				
3.	Repair of Almirah (minor) w/o any replacement	05				
4.	Repair of Screen	05				
5.	Repair of back chair	05				
6.	Replacement of chair Arm	05				
7.	Replacement of chair leg	05				
8.	Replacement of Table leg	05				

Sl. No.	Particulars	Tentative Unit Required	Hardware Rate/unit ₹	Labour Cost ₹	Total Cost per unit (4+5)	Total Cost (6x3)
1	2	3	4	5	6	7
9.	P/F of rings to curtains (per 100)	05				
10.	Providing of curtain cloth (per mtr.) (ISI mark) Price Range Rs. 150/- to - Rs. 200/-	100 mtrs.				
11.	Replacement of looking mirror (a) Ordinary (b) wooden © wooden with towel rod/stand (ISI mark)	05 each.				
12.	Replacement of curtain rod (fancy) (per feet) (Vista or ISI mark)	500 sq. ft.				
13.	Fabrication of Venetian Blinds (vista brand) per sq. ft.	20				
14.	Adjustment of table drawer	10				
15.	Replacement/Fabrication of Workstation (ISI mark)	10				
16.	Sofa Cushion (12"x12"x4") with cover	10				
17.	Sofa Cushion (6"x6"x4")	10				

Sl. No.	Particulars	Tentative Unit Required	Hardware Rate/unit ₹	Labour Cost ₹	Total Cost per unit (4+5)	Total Cost (6x3)
1	2	3	4	5	6	7
	with cover					
J	Polish of Furniture					
1.	Office Table	10				
2.	Clerk table	10				
3.	Assistant Table	10				
4.	Officer Chair	10				
5.	Partition Screen	10				
6.	Side Rack	10				
7.	Centre Table	10				
8.	Almirah	05				
9.	Mirror Stand	05				
10.	Stool	05				
11.	Conference table	05				
12.	Book Shelf	05				
13.	Notice Board	05				
14.	Partition etc.	05				
15.	Sofa (per seat)	05				
16.	Lacquer polish on any surface (per sqr. Ft.)	50 sq. ft.				
17.	Deco polish with wax finish (per sqr. Ft.)	50 sq. ft.				
18.	Malamine Polish (per sqr. Ft.)	50 sq. ft.				

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1	2	3	4	5	6	7
K	Complete renovation including tapestry cloth (ranging between Rs. 250/- to 350/- per mtr.) Cushion, Markeen, Dory, Spring, Jute, Tat, Canvas U-Foam, Labour Charge, (Labour + Material)					
1.	Sofa Seat	10				
2.	Revolving Chair	05				
3.	Visitor Chair	05				
4.	Computer Chair	10				
5.	Arm of Chair	10				
L	Providing & Fixing of rubber Cushion (ISI mark) for the seat of sofa sets and chairs					
1.	21"x22"x4" (sofa seat)	10				
2.	18"x18"x2"	10				
M	Providing & Fixing of loose covers along with material i.e cloth (Bombay Dyeing), stitching, threads, labour charges.					
1.	Sofa Set	10				
2.	Revolving Chair	10				
3.	Visitor Chair	10				
4.	Computer Chair	10				
N	Stitching of Curtains (labour Charges)					
1.	Plain Curtains	10				
2.	Pleated Curtain	10				
3.	Pleated Curtain	10				
O	Renovation of furniture items (labour charges)					
1.	Sofa (per seat)	10				
2.	Revolving Chair	10				
3.	Visitor Chair	10				
4.	Computer Chair	10				

Sl. No.	Particulars	Tentative Unit Required	Hardware Rate/unit ₹	Labour Cost ₹	Total Cost per unit (4+5)	Total Cost (6x3)
1	2	3	4	5	6	7
P	Stitching of loose Covers (labour charges)					
1.	Sofa (Per Seat)	10				
2.	Revolving Chair	10				
3.	Visitor Chair	10				
4.	Computer Chair	10				
Q	Fabrication of wooden storage/rack (per sq. Ft.)					
1.	Wooden Storage	05				
2.	Wooden Rack	05				
R	Provision of Glass Top					
1.	Glass top 8mm thick Rate per sq. ft. inclusive cartage charge.	10				
2.	Glass top 10mm thick Rate per sq. ft. inclusive cartage charge.	10				
3.	Glass top 12mm thick Rate per sq. ft. inclusive cartage charge.	10				
S	Miscellaneous					
1.	Supply and fitting of window glass	10				
2.	Supply & fixing of chhatkani	20				

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Sl. No.	Particulars	Tentative Unit Required	Hardware Rate/unit ₹	Labour Cost ₹	Total Cost per unit (4+5)	Total Cost (6x3)
1	2	3	4	5	6	7
3.	Welding per point	20				
4.	Repair of Partition	10				
5.	Providing and fixing of notice board (rate per sq. ft.)	10				
6.	Change of cloth of notice board (rate per sq. ft.)	20				
7.	Repair of work station (modular)	10				
8.	Repair of modular table	10				
9.	Supply of acrylic writing desk	10				
10.	Supply of coat stand with brass fitting	05				
11.	Supply of acrylic writing desk	10				
12.	Supply of notice board per sq. ft.	10				