



Guru Gobind Singh Indraprastha University
Dwarka, New Delhi – 110078
(General Administration Branch)

F. No. IPU/GA/Repair of Fur./2017-18(1)/ 292

Dated: 12th October 2022

CIRCULAR

Subject: Approved SOPs and Schedule of Work containing Rates for specified repair & maintenance work of office, lab, hostel, classroom furniture items at Dwarka Campus for a period of two years i.e. from 11.10.2022 to 10.10.2024.

The University has empanelled the following firms/agencies for doing specified Repair & Maintenance work of office, lab, hostel, classroom Furniture items at Dwarka Campus for a period of two years i.e. from 11.10.2022 to 10.10.2024 on the rates as fixed by the University in the Expression of Interest (EOI) document published for this purpose:

S.No.	Name of Firms/Agencies
1.	M/s Satyam Furniture House - Sh. Sunil Kumar Arora (Proprietor)
2.	M/s Ashirwad Furnishers - Sh. Neeraj Kumar Bagai (Proprietor)
3.	M/s Fairdeal Furnishing Co. - Sh. Sanjay Kumar Bhalla (Proprietor)
4.	M/s Narinder Kumar & Sons - Sh. Narender Kumar Bagai (Proprietor)

Schedule of work containing rates fixed by the University, requisition form and work completion report.

The detail containing list of items in schedule of work along with item wise rates as fixed by the University, requisition form and work completion report are annexed at **Annexure - 'A', 'B' & 'C'** respectively.

Standard Operating Procedure (SOPs)

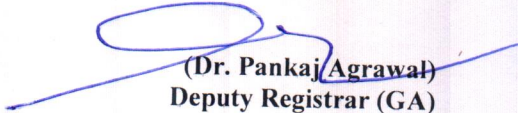
Standard Operating Procedure (SOPs), to be followed for execution of the specified repair & maintenance work as mentioned under schedule of work, will be as under:

1. User School/Department will access the item wise requirement for repair & maintenance of office, lab, hostel, classroom furniture items at their level.
2. Thereafter, User School /Department will project the estimated cost of item wise repair & maintenance of office, lab, hostel, classroom furniture items and obtain the requisite A/A & E/S from Competent Authority.
3. User School/Department will furnish requisition form to GA Branch along with the approval of Competent Authority for the requirement work, as specified in schedule of work, to meet out the said expenditure from the centralized budget of GA Branch.
4. General Administration Branch will issue work order to the empanelled firm/agency on rotation basis to execute the work.
5. General Administration Branch will coordinate with the user school/department as well as empanelled firm/agency to get the work done timely.
6. After execution of work, user school/department will certify the actual work done and furnish work completion report to the firm/agency.
7. Firm/agency will submit the bill/invoice along with work completion report to the General Administration Branch for processing the payment.
8. General Administration branch will examine the bills as per approval sought on the basis of actual work certified by user School/Department.
9. General Administration Branch will process the bill after getting concurrence of F&A branch and obtaining requisite approval of Competent Authority.
10. After obtaining above approval, General Administration branch will issue sanction order for payment to the firm/agency against the said work.

Contd...

All School/Deptt./Branch are requested to adhere the above SOPs for execution of specified repair & maintenance work of furniture items only. Further, in case any complaint w.r.t. quality of work etc. is observed, kindly intimate the same to G.A. Branch, in writing, for taken further necessary action against the empanelled firm/agency in this regard, if so required.

Encl: As above


(Dr. Pankaj Agrawal)
Deputy Registrar (GA)

Copy to the following for kind information:-

1. All Deans of University Schools of Studies
2. Controller of Examination
3. Controller of Finance
4. All Directors
5. Librarian
6. Chief Warden
7. Proctor
8. Advisor, UWD
9. Head, UITS with a request to upload the same on University website
10. All Branch Heads/Joint Registrars/Deputy Registrars
11. Hostel Wardens
12. Public Relation Officer (PRO)
13. AR to VC for kind information of Hon'ble Vice Chancellor
14. AR to Registrar for kind information of the Registrar
15. M/s Satyam Furniture House - Sh. Sunil Kumar Arora (Proprietor).
16. M/s Ashirwad Furnishers - Sh. Neeraj Kumar Bagai (Proprietor).
17. M/s Fairdeal Furnishing Co. - Sh. Sanjay Kumar Bhalla (Proprietor).
18. M/s Narinder Kumar & Sons - Sh. Narender Kumar Bagai (Proprietor)
19. Office Copy


(Vijendra Singh)
Assistant Registrar (GA)



Annexure - 'A'

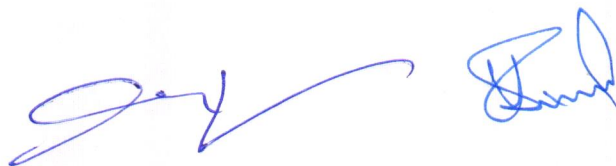
Guru Gobind Singh Indraprastha University
Dwarka, New Delhi – 110078
(General Administration Branch)

Schedule of Work along with item wise rates fixed by the University

S. No.	Description of Items	Make/Brand	Unit	Rates in Rs.
1	STEEL CANED CHAIRS			
	a) Replacement of New Wooden Seat/Back (duly Canned & Polished)	----	One	140.00
	b) Replacement of wooden Arms (Polished / Paint)	----	One	50.00
	c) Replacement of Rubber Shoes/cap	----	One	15.00
	d) P/F of steel strips/pipe for support with welding	----	One	20.00
2	STEEL TABLES			
	a) Replacement of Lock	Reena/Prakash/Bhatia	One	180.00
	b) Adjustment of Drawer	----	One	50.00
	c) Opening/Providing of key	----	One	50.00
	d) P/F of complete Drawer with lock & key in 18 mm MS Sheet	Fabricated (MS)	One	200.00
	e) Replacement of Handle (3-4 inches)	Reena/Prakash/Bhatia	One	15.00
	i) P/F of legs of 25mm square pipe 18 gauge with paint	Fabricated (MS)	Running ft	20.00
	j) P/F of rubber shoes	----	One	40.00
	k) Repair of Table	-----	One	100.00
3	STEEL ALMIRAH			
	a) Replacement of Lock	Reena/Prakash/Bhatia	One	200.00
	b) Replacement of Handle (5-6 inch)	Reena/Prakash/Bhatia	One	30.00
	c) Repair of Locking system	----	One	40.00
	d) Adjustment of shelves	----	One	100.00
	e) Opening/ Providing of key of any make of Almirah	----	One	50.00
	f) P/F of New Leg (Base) 18 mm MS sheet with paint	Fabricated (MS)	One	250.00
	g) Repairing of Door	----	One	30.00
	h) P/F of New Shelves	Fabricated (MS)	Per sq. ft	40.00
	i) P/F of New Locking System	Reena/Prakash/Bhatia	One	150.00
	j) Repair of leg with welding etc.	----	One	50.00
	k) P/F of Glass in Glass Almirah with rubber beading	Modi/Saint-Gobain/HNG	Per Sq.ft	60.00
4	STEEL FILING CABINET			
	a) Replacement of lock	Reena/Prakash/Bhatia	One	150.00
	b) Repairing of cabinet	----	One	40.00
	c) Repair of locking system	----	One	50.00
	d) Opening/Providing of Key	----	One	50.00
	e) Adjustment of drawer	----	One	50.00
	f) P/F of New Channel	Hectic/telescopic	One	120.00
5	Steel Revolving/Visitor Chair			
	a) Replacement of Wheel (ISI Mark)	Regal/Jatin	One	50.00
	c) Replacement of Spring	----	One	30.00
	d) Providing of PVC Base 12"-16"	Saviton/SK1	One	200.00
	f) P/F of PU Plastic Arms	Feda/Sevition/Prime Rose	One	120.00
	i) Replacement of Hydraulic Cylinder	Bisma/Acon/Eashwar	One	250.00
6	Spray Painting including denting etc.			
	a) Spray Painting including denting etc.	Berger/Asian	Per Sq. ft	30.00
	b) Spray painting of steel table including denting	Berger/Asian	One	150.00
	c) Spray painting of Steel Almirah including denting	Berger/Asian	One	500.00

	d) Spray Painting of Steel Filing cabinet including denting	Berger/Asian	One	200.00
	e) Spray Painting of Revolving/Visitor Chair including denting	Berger/Asian	One	20.00
	f) Spray painting of stool including denting	Berger/Asian	One	10.00
	g) Spray painting of Book Case including denting	Berger/Asian	One	120.00
7	<u>STEEL BOOK CASE</u>			
	a) P/F of Lock	Reena/Prakash/Bhatia	One	100.00
	b) P/F of Handle		One	20.00
	c) P/f of Glass panel	Modi/HNG/SaintGobain	Per Sq.ft	40.00
	d) Opening/Providing of Key	----	One	50.00
8	<u>FOOT REST /STOOL</u>			
	a) Supply of New foot rest of standard size of 19 mm Commercial Board	----	One	200.00
	b) Repair of Stool with nails and screw	----	One	40.00
9	<u>SPIRIT /LACQUER/MELAMINE POLISH of Wooden Furniture</u>			
	a) Spirit/Lacquer/Melamine Polish	Wemlay/Asian/Berger	Per Sq. ft	25.00
	b) Spirit/Lacquer/Melamine Polish of Sofa	Wemlay/Asian/Berger	Per Seat	80.00
	c) Spirit/Lacquer/Melamine Polish of wooden chair	Wemlay/Asian/Berger	Per Chair	100.00
10	<u>P/F of Normal Glass</u>			
	a) 6mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	50.00
	b) 8mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	60.00
	c) 10mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	80.00
	d) 12mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	100.00
11	<u>P/F of Beveled Glass with Brown Colour</u>			
	a) 6mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	60.00
	b) 8mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	80.00
	c) 10mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	100.00
	d) 12mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	120.00
12	<u>Renovation/Reconditioning of Sofa Set Complete (All things including as cloth, tat, cotton, jute, markin, Dori, Spring, Steel Jal, Foam Sheet 25/50 mm HD, rubber cushion, Polishing etc.) cloth decided by University)</u>		Per Seat	1200.00
13	<u>Repair of Sofa</u>		One	50.00
14	<u>P/F of Steel Jali (SS)</u>	(ISI Mark)	Per Mtr.	90.00
15	<u>P/F of Cover of Sofa, Complete (Cloth decided by University)</u>		Per Seat	250.00
16	<u>Cloth Change of sofa, Complete (Cloth decided by University)</u>		Per Seat	500.00
17	<u>Renovation of Cushion Chair (Visitor/revolving) Seat & Back Complete (all thing including as cloth, foam sheet 25/50 mm HD, rubber cushion etc., cloth decided by University)</u>		One	700.00
18	<u>Cloth Change of Chair, Complete Seat & Back (Cloth decided by the University)</u>		One	400.00
19	<u>P/F of Cover of chair, Complete (Cloth decided by the University)</u>		One	150.00
20	<u>P/F of Mattress cover including leatherette stitching complete (3/6)</u>	(ISI standard)	Per Mattress	1000.00
21	<u>P/F of foam sheet 25mm (HD)</u>	Supreme/Bell/Royal Puff	Per Sq. ft	30.00
22	<u>P/F of foam sheet 50mm (HD)</u>	Supreme/Bell/Royal Puff	Per Sq. ft	50.00
24	<u>Stitching of Curtain Pleated with Eyelet</u>	----	Per Mtr	100.00
25	<u>P/F of Hooks of Curtain (Steel)</u>	----	Each	5.00
26	<u>Supply of cloth for curtains as per sample, approved</u>	-----	Per Mtr	250.00
27	<u>P/F of Rod (25 mm) for Curtain</u>	Wooden/Aluminum	Running Ft.	50.00

28	P/F of Rod (28 mm) for Curtain	Wooden/Aluminum	Running Ft.	80.00
29	Wooden Furniture/Miscellaneous Items			
	a) Ante Termite treatment to wooden partition, racks etc.	----	Per Sq.ft	30.00
	b) P/F of Vertical Blinds (Complete)	Nova/GD	Per Sq.ft	100.00
	c) Removing/Fixing of Notice Board/ Green Board/ White Board/Black Board, Name Plate/Photo/ Wall Clock etc.	----	Each	50.00
	d) P/F of Wooden Commercial Board (19 mm)	Alpine/Tigerhill/Lazer	Per Sq.ft	80.00
	e) P/F of Wooden Beeding (1-2 m.m.)	Teak Wood	Running ft	10.00
	f) Beading Polish	Wembley/Bestley	Running ft	5.00
	g) P/F of Ply (2 mm)	Alpine/Tigerhill/Lazer	Per Sq.ft	40.00
	h) P/F of Sunmica (0.8 mm)	Sundek/Goldtouch/Paradise	Per Sq.ft	30.00
	i) P/F of Sunmica (1 mm)	Sundek/Goldtouch/Paradise	Per Sq.ft	40.00
	j) Class Room Chair Flap Moving Machine	----	Each	250.00
	k) Carpenter Remuneration (Semi Skilled)	----	Per Four Hour	350.00
	l) Labour Remuneration (Unskilled)	----	Per Four Hour	250.00
	m) Car Seat Cotton Cover with Stitching & Fixing (Complete)	----	Each Seat	300.00
	n) P/F of Koni Support to Hang the Wooden/Steel Box	----	Each	150.00
	o) Welding Per Point		Per Point	20.00
	p) P/f of Table/Almirah/Storage made of 19 mm thick commercial Board with 4 mm thick teek veneer with drawers/shutters with complete hardware fittings and PU melamine polish with complete labour charges.	Board- Alpine/Tigerhill/Lazer	Per Sq. ft	800.00
		Sunmica- Sundek/Goldtouch/ Paradise		
Note: The rates are excluding statutory taxes & same shall be paid by the University at the time of billing.				





Guru Gobind Singh Indraprastha University
Sector – 16 C, Dwarka, New Delhi – 110078
(General Administration Branch)
Ph. 011-25302138/139/145, e-mail: gabranch@ipu.ac.in

Annexure - 'B'

Req. No..... (To be filled by GA Branch)

Dated:

Requisition Form

Repair & Maintenance of Furniture Items

1. Name of the School/Department : _____
2. Name of Requisitioner & Mobile No. : _____
3. Venue (Block/Room No. or any other) : _____
4. Please mention the serial no. of items as given in Schedule of work along with estimate cost :
(Please attach the approved schedule of work,
specifying/ selecting the items from the list,
duly signed by the concerned officer.)

Sl. No. of items given in Schedule of work	Name of Furniture Items (to be repaired)	Qty.	Unit Price	Estimate cost of repair
Total Estimated cost of repair (for which A/A & E/S of Competent Authority is required)				

Note:-

1. The requisitioner is requested to submit the duly fill up requisition form alongwith Administrative Approval & estimated Expenditure Sanction of Competent Authority for the required repair work to be done.
2. The empanelled Firm/Agency will execute the repair work at the designated place, as provided by the concerned School/Department under the supervision of the official nominated by Dean/Department Head and obtain satisfactory work completion report, after execution of work, duly signed by the Dean of concerned School/Head of the Department.
3. The requisitioner will have to ensure that name of items must be clearly mentioned in the proposal for which approval of Competent Authority is obtained. No repair & maintenance work beyond the approved work, will be entertained at later stage.

Signature of Requisitioner _____

Name & Designation _____

Mobile No. _____

Signature of Dean/Director/Branch Head _____

Name & Designation _____

Seal of the School/Branch _____

To,

General Administration Branch



Guru Gobind Singh Indraprastha University
Sector - 16 C, Dwarka, New Delhi - 110078

Annexure - 'C'

Date

Work Completion Report after repair & maintenance of Furniture Items

1. Name of Deptt./School :
2. Venue :
3. Requisition Ref. No & Date : Req. No., Date.....

Sl. No. of items given in Schedule of work	Name of Items (to be repaired)	Qty.	Unit Price	Remarks (if any)

It is to certify that M/s _____ has completed the above said repair & maintenance work of furniture items, satisfactorily.

.....
Signature of authorized person
of Firm/Agency

.....
Signature of Officer/Official
of University alongwith Stamp

Note: This work completion certificate is required to be enclosed with related bill and be submitted to General Admin. Branch by the empanelled Firm/Agency.