

TENDER DOCUMENT

Name of Work:

QUOTATION FOR RATE CONTRACT OF REPAIR & MAINTENANCE OF FURNITURE ITEMS



***GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SEC-16 C, DWARKA, NEW DELHI- 110078***

To,

THIS TENDER DOCUMENT CONTAINS 19 NOS. OF PAGES

COST OF TENDER DOCUMENT RS. 500/-

INFORMATION & INSTRUCTIONS FOR BIDDERS

Name of Work	Rate contract of Repair & Maintenance of furniture items
Earnest Money Deposit	Rs.50,000 (Rs. Fifty Thousands only) In the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
Cost of Tender Form (Non-Refundable)	Rs. 500/- (Rs. Five Hundred Only) through DD in favour of Registrar, GGSIPU, Payable at Delhi
Issue of Tender Document	upto 3.00 PM on all working days from 10.00 AM to 03.00 PM. Tender Document may be purchased from Office of Dy. Registrar (General Administration), Room No 36, Ground Floor, A-Wing, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110 078. OR Tender Document may be down loaded from the University Website. www.ipu.ac.in
Date and time of submission of Tender	Latest by upto 03:00 PM on 05-03-2013 (Tuesday)
Validity of Tender	120 days from the last date of submission of tender
Opening of Technical bid in presence of the authorized representatives of bidders, if any.	at 04.00 PM on 05-03-2013 (Tuesday)

1.0 Introduction

1.1 The sealed item rate tenders are invited in two Bid System – (Technical & Financial Bid) on behalf of the Guru Gobind Singh Indraprastha University from reputed & eligible agencies.

2.0 Repair & Maintenance of Steel chair, steel tables, steel almirah, steel filing cabinet, steel revolving chair, spray painting of steel furniture, Door lock, steel book case, door closer, chitkani, wooden furniture etc.

3.0 Definitions:

3.1 GGSIPU means Guru Gobind Singh Indraprastha University, Delhi

3.2 University means Guru Gobind Singh Indraprastha University, Delhi

3.3 Bidder / Supplier means the individual, proprietary firm, partnership firm, limited company private or public or corporation

3.4 “Year” means “Financial year” unless stated otherwise.

4.0 Eligibility Criteria:

4.1 The Bidder should have Shop and Establishment Certificate issued by Competent Authority and should have business in Delhi region mentioning the type of business as **Repair & Maintenance of Furniture Items/Sofa etc.**

Yours Faithfully,

For Name & Signature with stamp of Agency

- 4.2** The bidder is eligible to submit the bid provided he has definite proof of experience of 05 years from the appropriate authority, which shall be to the satisfaction of the Competent Authority, of having satisfactory completed similar works Repair & Maintenance of Furniture Items/Sofa etc. of magnitude in Central Govt/State Govt/PSU/Autonomous bodies/Local Bodies/Govt. Establishment/University/Higher Education/Institution.
List of works completed and actual date of completion of the requisite magnitude along with attested copies of certificate, testimonials of their satisfactory completion from the department concerned obtained from an officer not below the rank of Asst. Director/Asst. Registrar/Admn officer
- 4.3** Should have minimum average annual financial turn over of Rs. 01 Cr. during the last three years ending March 2012 along with Balance Sheet duly certified by Chartered Accountant.
- 4.4** Undertaking from the Agency that
- it should not have been bared or blacklisted by any of the Central/state Government/Departments/Organizations/Central PSU
 - it will ensure fair trade practice
- 4.5** Should not have incurred loss in preceding two years ending March 2012.
- 4.6** Joint ventures shall not be accepted.
- 4.7** Following documents are to be enclosed with **Annexure –B & C** :-
- Self attested copy of PAN No. card;
 - Self attested copy of Service Tax Registration Number;
 - Self attested copy of Valid Registration No. of the Agency/Firm;
 - Proof of Average Annual turnover as stated in **Clause 4.3** supported by audited Balance Sheet by chartered accountant (**Annexure-A**);
 - Proof of experience as stated in **Clause 4.2** supported by documents from the concerned organizations
 - An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
 - Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
- 4.8**
- Application fee of Rs.500/- (non-refundable) in form of DD, in case the tender document is downloaded from the website
 - EMD of Rs. 50000/- in the form of DD to be kept with technical bid in separate envelop.;

5.0 Who can apply?

5.1 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.

5.2 If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

5.3 If the bidder is a firm in partnership, the application shall be signed by all the

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For Name & Signature with stamp of Agency

partners of the firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

5.4 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

5.5 Joint Venture/ Consortiums are not accepted.

6.0 Sealing and Marking of Bids

6.1 The bidder shall place the three separate envelopes (called inner envelopes) marked "Technical Bid", "Financial Bid" and "Earnest Money Deposit" in one outer envelope. The inner envelopes will have marking as follows:-

- A) Earnest Money Deposit (EMD)
- B) Technical Bid
- C) Financial Bid

6.2 The sealed inner and outer envelopes containing the technical and financial bid shall be addressed to Registrar, Guru Gobind Singh Indraprastha Sector 16 C, Dwarka, New Delhi-110075

6.3 The sealed tender shall bear the name and identification number of the Tender on the cover of the Envelope.

6.4 In addition to the identification required as above, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.

7.0 Bid Submission:

7.1 The envelope named "Technical Bid" shall comprise of enclosure required in the **Para 4.7 & Para 4.8** separately

7.2 The envelope named Financial Bid and shall comprise of the price bids of the items

7.3 Each page of the Technical Bid & Financial Bid must be sealed and signed by the authorized signatory of the bidder.

7.4 Duly signed tender document along with all corrigenda, addendum issued, if any, should also be sealed as part of technical bid.

8.0 Opening of Financial bid and evaluation:

The financial bids of only those bidders which qualify the initial eligibility criteria will be opened in the presence of intending bidders. The date and time of opening of financial bids shall be intimated separately to the bidders who satisfy the initial eligibility criteria. The lowest financial bidder shall only be considered for award of work.

Yours Faithfully,

For Name & Signature with stamp of Agency

9.0 Earnest Money Deposit (Bid Security):

- 9.1 The Earnest Money Deposit (EMD) of Rs. 50,000 only must be attached. The Earnest money shall be accepted with a minimum validity of 6 months in the following forms and shall be in favour of "Registrar, GGSIPU", payable at Delhi:-
- i. Demand draft / Bankers cheque
 - ii. Fixed deposit receipt (FDR)
- 9.2 Tenders with no earnest money deposit will be summarily rejected. In case of successful bidder of the financial bids, the earnest money may be retained and adjusted towards a part of the Performance Guarantee.
- 9.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest.

10.0 Financial Bid:

- 10.1 The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in the Schedule quantities only **Annexure-E**. The rate should be inclusive of VAT. No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed.
- 10.2 The Work Contract Tax/Turnover Tax/Income Tax shall be deducted at source at the rate that will be in force from time to time.

11.0 General:

- 11.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.
- 11.2 The bid document should be legibly written. The bidder should sign each page of the bid.
- 11.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. .
- 11.4 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization.
- 11.5 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.

Yours Faithfully,

For Name & Signature with stamp of Agency

- 11.6 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU.

The contractor shall indemnify the University against all other damages/charges for which the University may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The University shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.

- 11.7.1 University will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the University recognizes no employer-employee relationship between the University and the personnel deployed by the contractor.
- 11.7.2 Person who is in Government service or an employee of this University should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
- 11.9 The successful bidder shall furnish a list of University employees related to him, if any. If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the successful bidder.
- 11.10 Without prejudice to any of the rights or remedies under this contract if the successful bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the successful bidder

12.0 Agreement & Validity of Rates:

The bidder will have to enter into regular agreement on the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein. The rates of successful bidder will be valid for 24 months from the date of award of work.

During the period of contract, the rates will not be revised on any pretext. The prospective contractor may quote the rates accordingly taking into consideration of this aspect.

The successful bidder will have to sign an agreement on a Rs 100/- non judicial Stamp Paper alongwith the Performance Security at the rate of 10% of the tendered /contract value within 10 days of the award of Contract. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.

Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.

13.0 Performance Security:

- 13.1 The Performance Security of 10% of the total tendered value will be deposited by the

Yours Faithfully,

For Name & Signature with stamp of Agency

tenderers within the 10 days of the award of Contract. The Performance Guarantee shall be accepted in the following form and shall be in favour of "Registrar, GGSIPU", payable at Delhi with a validity of months as under:-

- i. Fixed deposit receipt (FDR) of a nationalized bank (3months beyond the time period of contract),
- ii. Bank Guarantee (As per **Annexure-D**) (3months beyond the term of contract),

13.2 In case of non submission of Performance Guarantee alongwith the Agreement within specified time, the earnest money will be forfeited and the University may consider to debar/black list the successful bidder.

13.3 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the successful bidder to the University as part of the Performance Guarantee and the Bank is

unable to make payment against the said instrument. The loss caused thereby shall fall on the successful bidder and the successful bidder shall forthwith on demand furnish additional security to the University to make good the deficit.

13.4 Validity of Rates: The rates of successful bidder will be valid for 24 months from the date of award of work.

14.0 Terms & Condition

1. Supply/work execution completion time will be 48 hours after receipt of the work (linen etc.).
2. Damage to any material/items shall be recoverable from the Vendor.
3. The vendor shall use good quality washing powder/detergent/chemicals and will not use banned chemicals for Washing/Dry Cleaning.
4. No other terms & conditions will be accepted.
5. In event of any dispute related to above, the decision of Hon'ble Vice-Chancellor shall be final and will be binding on all Vendors.

Yours Faithfully,

For Name & Signature with stamp of Agency

FINANCIAL INFORMATION

- 1) Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)

Item	2009-2010	2010-11	2011-12
Gross Annual turn over on works			
Profit/Loss			

- 2) Proposed Financial arrangements for carrying out the proposed work

Signature of Chartered Accountant with seal

Signature of Bidder(s) with seal

BIDDER'S DETAILS

- 1. NAME & ADDRESS of CONTRACTOR: _____

- 2. OWNERS NAME: _____
- 3. INCOME TAX/(PAN) NO.: _____
- 4. TELEPHONE NO.: _____
- 5. RESIDENTIAL ADDRESS: _____
- 6. BANKER'S NAME & ADD: _____
- 7. EXPERIENCE (In YEARS): _____
- 8. LIST OF MAJOR CLIENTS: (1) _____
Enclose COPY OF CONTRACT (2) _____
ALONGWITH DETAILS (3) _____
- 9. PERFORMANCE REPORTS IF ANY: _____
- 10. REFERENCES: _____
- 11. ANY OTHER INFORMATIONS/ DOCUMENTS, WHICH MAY HELP IN ASSESSING TENDERS CAPABILITIES FOR AWARD OF CONTRACT _____

BIDDERS SIGNATURE/ OFFICIAL SEAL/ STAMP

NOTE: DETAILS IN BRIEF BUT NOT IN MORE THAN ONE PAGE MAY BE ENCLOSED

ANNEXURE-C

Format for TECHNIACL BID for RATE CONTRACT OF REPAIR & MAINTENANCE OF FURNITURE ITEMS

1) Name of Firm/Person/Organization: _____

2) Details of Registration with:
Labour Department (Central/State) _____

3) Full Address with Phone No. & FAX No _____

4) Name of the Proprietor/Partners/Directors
Together with Technical Qualification &
Experience in the Field: _____

5) Past Experience: The Tenderer should have sufficient experience of providing Repair & Maintenance of furniture items/sofa etc. services in 5 years (2007-08,2008-09,2009-10, 2010-11,2011-12) in reputed organizations like PSUs/Government (Central or State/Semi Govt. etc.) Full details to be given as under. Please enclose certified copies of experience.

Period of Contract		Name of the Firm/Organization with whom worked	Details of SERVICES Undertaken	Value of Contract & Other Details	Remark
From	To				

6) Copy of latest Balance Sheet, P& L A/C (Audited) of the firm:

7) Whether an Income Tax assessee,
If so, indicate PAN No.

8) Details of license issued to him under the provision of Contract labour (Regulation & Abolition) Act, 1970:
(copy to be attached)

9) Infrastructure, which is available with the Tenderer for the purpose of agreement:

a) Total strength Employed as on _____ :

- b) Qualification and Experience of your to
 Managerial/Supervisory Personnel. (attach a list pl)
- c) Experience of the managerial and supervisory
 staff available for deployment at University
- 10) Is the firm registered with Labour Authorities
 Under relevant Labour Laws, if so, give:
 (i) Registration No. :
 (Copy to be attached)
 (ii) P.F. Code No.
 (Copy to be attached)
- 11) Have you ever been penalized by any legal authority
 concerning the job as required under this contract?
 If so give details State Reasons, if your answer is
 affirmative:
- 12) Please confirm that wages paid to your employees
 shall under no circumstances be less than that
 provided under the relevant laws of the Country
- 13) Indicate any other benefit provided to your employees,
 like Bonus, HRA, Leave, Medical reimbursement,
 Provident fund, etc.
- 14) Can you start the services within a week what is the
 time required.
- 15) Name and address of Bankers and Type of facility enjoyed:
- 16) References (from two respectable persons) 1.
 2.
- 17) Details of Bank Draft DD No..... Dated
- Amount.....Bank.....
- Branch

Signature of Tenderer
(Name & Address with date)
Office Seal

**FORM OF PERFORMANCE SECURITY (GUARANTEE)
BANK GUARANTEE BOND
(refer clause 13 of the NIT)
(to be stamped in accordance with stamps Act of India)**

In consideration of the Registrar, Guru Gobind Singh Indraprastha University (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between..... The University and (hereinafter called "the said contractor(s)") for the work..... hereinafter called "the said agreement") having agreed to production of and irrevocable Bank Guarantee for Rs. (Rupees Only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We,..... (hereinafter referred to as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs.(Rupees..... only) on demand by the University.
2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be rusticated to an amount not exceeding Rs.....(Rupees..... only)
3. We, the said bank further undertake to pay the university any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the contractor(s) shall have no claim against us for making such payment.
4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharge or till Registrar, GGSIPU on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee.
5. We, (indicate the same of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against

the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid up to Unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupeesonly) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the.....day of..... or.....(indicate the name of the Bank)

FINANCIAL BID
Description of Items

Sl.No	Description	Unit	Rate	In Words
1.	<u>STEEL CHAIRS</u>			
	a) Replacement of New Wooden Seat	One		
	b) Replacement of New wooden back (duly canned & Polished)	One		
	c) Replacement of wooden Arms	One		
	d) Replacement of Rubber Shoes	One		
	e) Replacement of Rubber caps	One		
	f) Minor Repair of Steel Chair	One		
	g) Painting of steel chair	One		
	h) P/F of steel strips for support with welding	One		
	i) P/F of Nut /Bolts	One		
2.	<u>STEEL TABLES</u>			
	a) P/F of New Locking system	One		
	b) Replacement of Lock	One		
	c) Adjustment of Drawer	One		
	d) Minor repair of table	One		
	e) Providing of key	One		
	f) Opening of Drawer	One		
	g) Repair of Lock	Per Sq.ft		
	h) P/F of complete Drawer Box with 3 drawers			
	i) P/ F of New Drawer			
	j) P/F of Sun Mica Top(Per Sq Ft)	One		
	k) Major Repair of Table including welding	One		
	l) Replacement of Handle	One		
	m)P/F of Prelaminated Novapan Tops 18.00mm thick with rubber beeding	One Per Sq.ft		
	n) P/F of New Drawer Channel			
	o) P/F of legs of 25mm square pipe	One		
	p) P/F of rubber shoes	Per Sq.ft		
	q) Repair of locking system	One One		
3.	<u>STEEL ALMIRAH</u>			
	a) Replacement of Lock	One		
	b) Replacement of Handle	One		
	c) Repair of Locking system	One		
	d) Steel Ball	One		
	e) Minor Repair	One		
	f) Adjustment of shelves	One		
	g) Providing of key	One		
	h) Opening of Almirah	One		
	i) Repair of Lock	One		
	j) P/F of New Legs(Base)	One		
	k) P/F of New Bush	One		

	l) Repairing of Door m) P/F of New Shelves n) P/F of New Locking System o) Repair of leg with welding etc. p) P/F of Glass in Glass Almirah	One One One One Per Sq.ft		
4.	<u>STEEL FILING CABINET</u> a) Replacement of lock b) Replacement of Handle c) Repairing of cabinet d) Overhauling & Greasing e) Steel Ball f) Repair of locking system g) Providing of Key h) Opening of Filing Cabinet i) Repair of Lock j) Adjustment of drawer k) P/F of New Channel l) P/F of Push Button	One One One One One One One One One One One One		
5.	<u>STEEL REVOLVING CHAIR</u> a) Repair of Revolving chair b) Overhauling of Axle c) Replacement of Wheel (ISI Mark) d) Overhauling & Greasing e) Replacement of Spring f) Providing of Steel Base g) Painting of Revolving Chair h) Welding Per Point i) P/F of Caster Bush with welding j) P/F of PU Plastic Arms k) Repair of Seat & Back l) P/F of New Revolving System m) P/F of rubber Flaps (any size) n) P/F of Wheel (Godrej Type) o) Replacement of Hydraulic Cylinder	One One One One One One One One One One One One One One One One One One		
6.	<u>SPARY PAINTING OF STEEL FURNITURE.</u> a) Steel Almirah (Big Size) b) Steel Almirah (small Size) c) Steel Table (Officer) d) Steel Table (Assistant) e) Steel File Tray f) Steel Filing Cabinet g) Side Rack (Big) h) Side Rack (Small) i) Steel Book Case j) Steel Chest	One One One One One One One One One One One		

7.	<p><u>DOOR LOCK</u></p> <p>a) Replacement of Lock (Ord) b) Replacement of Handle (Ord) c) Repair of old Lock d) Providing of Key e) Replacement of Door Lock (Godrej) a) Replacement of Brass Handle b) Replacement of Door Handle (Godrej) c) Opening of locked door d) P/F of Door Stopper e) Repairing of Door f) P/F of New Hinges g) P/F of Aldrej (Sliding Bolt) h) P/F of locking Bolt i) P/F of Tower Bolt</p>	<p>One One One One One One One One One One One One One</p>		
8.	<p><u>STEEL BOOK CASE</u></p> <p>a) P/F of Lock b) P/F of Handle c) P/f of Glass panes d) Providing of Key e) Opening of Book Case f) Repair of lock g) Repair of Locking System h) P/F of Glass panes(Per Sq ft)</p>	<p>One One Per Sq.ft One One One One Per Sq.ft</p>		
9.	<p><u>DOOR CLOSER</u></p> <p>a) Repair of Door Closer b) Oiling of Door Closer c) Replacement of Spring d) Replacement of small rod e) Replacement of Big Rod f) P/ F of New Door Closer (ISI) g) Fixing of Door Closer</p>	<p>One One One One One One One</p>		
10.	<p><u>MORTICE /PAD LOCK</u></p> <p>a] Supply and Fixing of New Mortice Pad Lock with Handles b]Supply and fixing of New Mortice pad Lock without Handles c]Supply and Fixing of New Handles of Mortice d]Oiling and Greasing of Mortice Lock e] Removing of Mortice Lock f] Repair of Mortice Lock including Oiling /Greasing</p>	<p>One One One One One One</p>		

11.	<u>FOOT REST / STOOL</u>			
	a) Supply of New foot rest of standard size	One		
	b) Repair of foot rest with screws and nails etc.	One		
	c) Supply of New stool standard size;			
	d) Repair of Stool with nails and screw	One One		
12.	<u>SECRET LOCK / NIGHT LATCH</u>			
	a) Supply and Fixing of secret lock with three keys (Godrej Make)	One		
	b) Opening of Secret Lock	One		
	c) Removing of Secret Lock	One		
	d) Refixing of Secret Lock	One		
	e) Repair of Secret Lock in all respect including replacement of Lever, spring, button etc.	One		
	f) Supply of Duplicate Keys	One		
	g) Supply and Fixing of Different parts of secret lock	One		
13.	<u>SLIDING BOLT</u>			
	a) Supply and fixing of New Iron Sliding Bolt 12” Size)	One		
	b) Supply and Fixing of New Iron Sliding Bolt 6” Size:	One		
	c) Removing of Sliding Bolt	One		
	d) Refixing of Sliding Bolt	One		
14.	<u>SPIRIT / LACQUER / MELAMINE POLISH</u>			
	a) Officer table / Sectt. Table	One		
	b) Clerk Table	One		
	c) Asstt. Table	One		
	d) Officer chair	One		
	e) Easy chair	One		
	f) Partition Screen	One		
	g) Side rack	One		
	h) Centre Table	One		
	i) Almirah Big	One		
	j) Almirah Small	One		
	k) Mirror Stand	One		
	l) Stool	One		
	m) Conference Table	One		
	n) Book shelf	One		
	o) Notice Board	One		
	p) Card Cabinet / Display back	One		
	q) Wooden Bed / Dining table	One		

	<ul style="list-style-type: none"> r) Partition etc. (per Sqft) s) Polishing of Pelmet t) Painting partition etc. u) Spirit polishing of wooden sofa set v) Painting polishing of A.C. Box w) Painting /Polishing of AC cover on Window x) Painting of partition with DUCO paint y) Painting of wall, partition etc with oil z) Painting /polishing of wooden planters(Big Size) aa) Painting / polishing of wooden planters (Small Size) bb)Painting of partition, walls etc. with plastic paint cc) Spirit polishing of wooden frame & cleaning of PVC / Laminated Partitions. dd)Lacquer polishing of Wooden Furniture including paneling 	<ul style="list-style-type: none"> Per Sq.ft Per Sq.ft Per Sq.ft Per Seat One Per Sq.ft Per Sq.ft Per Sq.ft One One Per Sq.ft Per Sq.ft Per Sq.ft 		
15.	<u>P/F of Normal Glass</u>			
	<ul style="list-style-type: none"> a] 6mm thick b] 8mm thick c] 10mm thick d] 12mm thick 	<ul style="list-style-type: none"> Per Sq.ft Per Sq.ft Per Sq.ft Per Sq.ft 		
16.	<u>P/F of Beveled Glass with Brown Colour</u>			
	<ul style="list-style-type: none"> a] 6mm thick b] 8mm thick c] 10mm thick d] 12mm thick 	<ul style="list-style-type: none"> Per Sq.ft Per Sq.ft Per Sq.ft Per Sq.ft 		
17.	Renovation/Reconditioning of Sofa Set , including providing of Tat, cotton, jute, Markin, Dori, spring and change of cloth / leather foam.			
	<ul style="list-style-type: none"> a) Five Seater b) Four Seater c) Three Seater d) Single Seater e) Cushioned Office Chair f) Executive revolving chair g) Computer Revolving chair h) Wooden Cushioned Satties i) Cushioned Visitor Chair 	<ul style="list-style-type: none"> Per Mtr. One One One One One One One One One 		
18.	<u>P/F of rubber cushion(ISI mark)</u>			
	<ul style="list-style-type: none"> a) Size:-21" x22" x 4" b) Size:- 21" x 22" x3" c) Size:- 21" x 22" x2" d) Size:-18" x18" x2" 	<ul style="list-style-type: none"> One One One One 		
19.	P/F of foam sheet 25mm (HD) to sofa set	One		

20.	P/F of foam sheet 50mm (HD) to sofa set	One		
21.	Stitching of curtain(Plain)	One		
22.	Stitching of Curtain Pleated	One		
23.	Stitching of curtain with pleat & lining	One		
24.	P/F of Hooks of Curtain	One		
25.	Repair of wooden frame of set by providing of wood etc.(Per seat)	Per Seat		
26.	Supply of cloth for curtains as per sample, app	Per Mtr		
27.	Supply of Lining as per sample app	Per Mtr		
28	Wooden Furniture/Miscellaneous Items			
	a) P/F of Acrylic Carpet	Per Sq.ft		
	b) Ante Termite treatment to wooden partition, racks.	Per Sq.ft		
	c) P/F of New Wooden partition with both side teak/ply/sunmica etc.	Per Sq.ft		
	d) Supply of Double tube light /Philips (ISI mark)	One		
	e) Supply of Support Light	One		
	f) Supply of fan Rod	One		
	g) P/F of 12mm pre laminated board to Wooden Furniture.	Per Sq.ft		
	h) P/F of Acrylic Sheet	Per Sq.ft		
	i) P/F of Ruggs Carpet(Freelance)	Per Sq.ft		
	j) P/F of aluminum frame (Various Types)	Per Sq.ft		
	k) P/F of wooden wall paneling (Various type)	Per Sq.ft		
	l) P/F of Wooden/gypsum/Armstrong/ false ceiling	Per Sq.ft		
	m) P/F of Wooden partition/ modular Furniture.	Per Sq.ft		
	n) P/F of Wooden computer table	Per Sq.ft		
	o) P/F of Vertical Blinds	Per Sq.ft		
	p) Removing & Fixing of Name Plate/Photo/ Wall Clock etc	Each		
	q] P/F of Wooden Board (19 mm)	Per Sq.ft		
	r] P/F of Wooden Beeding	Per Sq.ft		
	s] P/F of Wooden Brackets	Each		
	t] P/F of Ply to Wooden table	Per Sq.ft		
	u] P/F of Sunmica on wooden Table	Per Sq.ft		
	v]Minor Repair of Wooden Chair/ Table	Each		

Note: Service Tax will be charged extra.

Thanking you,

Yours Faithfully,

For Name & Signature with stamp of Agency

