

F. No.6/23/2012-Genl./
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi

New Delhi, Dated 1st March, 2013

TENDER NOTICE

Subject: AMC for repair/maintenance of office furniture appliances

The Directorate General of Foreign Trade invites quotation for repair/Maintenance of office furniture items for one year w.e.f date of contract. You are requested to quote rates for all the items of work as per list enclosed and submit your quotation to Foreign Trade Development Officer, General Section Room No 202, 'H' Wing, Udyog Bhawan, New Delhi on or before 18.3.2013 at 3.30 P.M. The quotation should be accompanied with an FMD of Rs. 10,000/- drawn in favour of Accounts Officer Central Pay & Accounts Office (DGFT). New Delhi. Those Bidders who wish to present may do so. The bidder should have experience in doing similar type of work(s) in other Govt. Ministries/Departments. A statement indicating previous contract obtained along with approved rates of items of work and certificates of having rendered satisfactory services may also be enclosed. The Directorate reserves the right to reject any or all the quotations without assigning any reason. Accordingly, the firms capable of undertaking all the listed jobs may only apply. The terms and conditions of the AMC are enclosed.

2. This Directorate invites Technical & Financial Bids on the following terms and conditions:

(A) TECHNICAL

- A) The quotations should be accompanied with attested copies of PAN Number and Service Tax Number of the firm.
- B) Initially the contract will be valid for a period of one year and may however be extended for one more year satisfactory performance of firms on mutual agreed terms and conditions.
- C) Directorate General of Foreign Trade reserves the right to obtain the service from other sources.
- D) Under no circumstances, the rates once approved will be changed during the contracted period This revision of rates would be done after one year commencement of contract. Similar patterns would be followed if the contract is further extended.

- E) The Directorate will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
- F) Employee for repairing furniture items should be in office for the entire duration of day. He should report for duty at 9:30 Am. He may be called even after office time and Saturday and Sunday.
- G) In case the carpenter reports for duty beyond 15 minutes from the scheduled time of the office, a penalty of Rs. 100/- would be levied which will be deducted from the bill.
- H) The carpenter will have to be provided mobile phone at the cost of the Contractor.
- I) The carpenter deployed once will not be changed except with the prior consent of the D.D.G(G)/ FTDO(G).
- J) Contractor has to supply recognized branded and ISI marked products only.
- K) Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
- L) The Directorate reserves the right to cancel the contract at any time without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract the same would be paid to it as per the contract terms. In case of any dispute, the decision of the Directorate shall be final.
- M) The Directorate shall not be responsible for damage of any kind of any mishap/accident/injury caused to employee appointed for furniture work while performing duty for the Directorate. All liabilities legal of monetary shall be borne by the Contractor.
- N) Payment of charge will be made on monthly basis against a bill to be preferred in the following month.

B) FINANCIAL

Work of Table

SI. No.	Particular	Unit	Amount
1.	Opening of drawer lock		
2.	New lock with double key of drawer		
3.	Repair of lock drawer		
4.	Supply and fixing ordinary steel kunda and chabka		
5.	Minor repair of table		
6.	Repair of table with brackets		
7.	Supply and fixing of wooden side foot rest in the table		

Steel Table

Sl. No.	Particular	Unit	Amount
8.	Opening of steel table lock		
9.	Supply of key of lock		
10.	Supply and fixing of lock of shelf table		
11.	Repair of steel table with screws		

Wood chair

Sl. No.	Particular	Unit	Amount
12.	Repair of wooden chair with brackets	Each	

Steel Chair

Sl. No.	Particular	Unit	Amount
13.	Repair of steel chair with screws		

Wooden almirah

Sl. No.	Particular	Unit	Amount
14.	Supply and fixing of brass kunda chabka		
15.	Supply and fixing of steel kunda chabka		
16.	Supply and fixing of one leg of the almirah		
17.	Repair of wooden almirah		
18.	Opening of ordinary pad lock		
19.	Repairing of the ordinary pad lock		
20.	Supply and fixing of one set ordinary lock		
21.	Supply and fixing of one set ordinary lock		
22.	Supply and fixing of latch size 1 ½'		

Steel Almirah

Sl. No.	Particular	Unit	Amount
23.	Opening of steel almirah lock		
24.	Supply of one key of the lock of steel almirah		
25.	Repair of steel almirah hand		
26.	Enamel paint of steel almirah (small size)		
27.	Supply and fixing of new lock of steel almirah		
28.	Enamel paint to steel cabinet		

29.	Repair of steel almirah with shelf support		
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Wooden wall rack

SI. No.	Particular	Unit	Amount
30.	Repair of the rack		

Mirror

SI. No.	Particular	Unit	Amount
31.	Supply of mirror with wooden board sunmica top(1 1/2"x2") with hooks and towels rod(Aluminum)		
32.	Fixing a wall mirror		
33.	Cutting of mirror		
34.	Cutting of the table glass sheet		

Wooden partition/cello tax board

SI. No.	Particular	Unit	Amount
35.	Supply and fixing of wooden partition with one side commercial (3MM) ply 2"x1 1/2' -wooden plank		
36.	Removing of wooden partition		
37.	Painting of wooden partition		
38.	Supply and fixing of door spring in partition door		

Board

SI. No.	Particular	Unit	Amount
39.	Supply of complete key board		
40.	Supply and fixing of steel lock of key board		
41.	Fixing of key board against well with plugs		

Item

SI. No.	Particular	Unit	Amount
42.	Supply and fixing of sofa leg		
43.	Supply of foot rest of standard size		
44.	Fixing of map against wall		
45.	Handing of photo frame with nails		
46.	Handing of photo frame with plugs		
47.	Supply of wire for hanging photo frame		
48.	Fixing of wall clock against wall with plug etc.		
49.	Repair of dewan		
50.	Removing of security lock		

51.	Repair of security lock		
52.	Removing of door closer		
53.	Repair of door closer		
54.	Fixing of AC unit with material in window		
55.	Open the security lock		
56.	Fixing of AC unit with material on the window top		
57.	Removing of AC unit from window top		
58.	Cutting of door bottom		
59.	Supply of palmate box size 4 ft.		
60.	Fixing of half window with screws		
61.	Fixing of full window with screws		
62.	Removing of full and half window		
63.	Supply and fixing of iron latch 4"		
64.	Supply and fixing of iron latch 8"		
65.	Enamel paint of half window with material		
66.	Enamel paint of one side of door with material		
67.	Supply and fixing of upper ventilation ply		
68.	Supply and fixing of lower ventilation ply		
69.	Supply and fixing of wire net of full window		
70.	Supply and fixing of wire net of half window		
71.	Supply and fixing of aluminum rod of palmate box		
72.	Open the steel file cabinet lock		
73.	Repair the steel file lock		
74.	Setting of steel cabinet		
75.	Repair of sofa set		
76.	Supply and fixing of revolving chair wheel		
77.	Welding of revolving chair		
78.	Fixing of palmate box		
79.	Removing of palmate box		
80.	Supply and fixing of door stopper		
81.	Supply and fixing of windows glass		
82.	Supply and fixing of drawer knob(wooden)		
83.	Supply and fixing of drawer knob(steel)		
84.	Supply and fixing of the frame with ply to map		
85.	Repair of revolving chair		
86.	Adjustment of revolving chair		

Polishing of Furniture

Sl. No.	Particular	Unit	Amount
87	Table Committee Room (Five PCs)		
88	Table Committee Room (Four PCs)		
89	Table Officer (5'x3') with side rack wooden top		
90	Table Officer (5'x3') with side rack without top		
91	Table assistant (4'x2') with wooden top		
92	Table clerk (3'x2') with wooden top		
93	Table coffee triangular small size		
94	Table centre with wooden top		

95	Table tea		
96	Table corner		
97	Sofa long		
98	Sofa chair		
99	Side rack		
100	Chair(Cushioned) with arms		
101.	Chair(Cushioned) without arms		
102.	Chair(canned) with arms		
103.	Chair(canned) without arms		
104.	Book shelf with sliding glass(big)		
105.	Book shelf without sliding glass(big)		
106.	Book case(small) with sliding glass		
107.	Book case(small) without sliding glass		
108.	Wall mirror with wooden frame		
109.	Wooden Almirah(Big size)		
110.	Wooden Almirah(Small)		
111.	Side screen standing		
112.	Foot rest		

List of miscellaneous furniture items

Sl. No.	Particular	Unit	Amount
113.	Providing and fixing of multi purpose lock in table		
114.	Providing and fixing double wheel in revolving chairs		
115.	Providing and fixing of godrej double wheel in revolving chairs		
116.	Providing and fixing of link lock in door		
117.	Providing and fixing of brass mortice lock with handle set		
118.	Providing and fixing of a drop in doors(8")		
119.	Providing and fixing of double drop stopper		
120.	Providing and fixing of sliding glass with aluminum channel		
121.	Polishing of wooden partition		
122.	Polishing of door(after scraping) one side		
123.	Replacement of bush of steel almira		
124.	Repairing of locking system of steel almira		
125.	Minor repair of steel almira		
126.	Providing & fixing of new base(each) of steel almira		
127.	Supply and fixing of new handle of steel cabinet		
128.	Opening of steel lock of the steel cabinet		
129.	Replacement of lock & provide duplicate key of steel cabinet		
130.	Supply and fixing of plain glass		
131.	Renovation of computer chair complete with form cushion et(Without cloth)		
132.	Renovation of computer chair complete with form cushion et(With cloth)		

133.	Renovation of high back revolving chair complete with form cushion et(rate without cloth)		
134.	Renovation of high back revolving chair complete with form cushion et(rate with cloth)		
135.	Supply and fixing of handle to drawer steel table		
136.	Providing and fixing of new channel to table		
137.	Supply and fixing of knob of wooden table		
138.	Minor repair of wooden rack		
139.	Supply and fixing of metallic rod with brackets for curtains		
140.	Supply and fitting of window glass		
141.	Cutting of table glass		
142.	Removing of window partition		
143.	Fixing of exhaust fan to window		
144.	Cutting and fixing of carpet		
145.	Repairs of wooden frame of sofa set by providing wood		
146.	Providing and fixing of aluminium sheet		
147.	Minor repair of door with wood/ply/nail etc		
148.	Welding of point		
149.	Fixing of old letters to name plate(Refixing)		
150.	Providing and fixing of new handle/PU arms to revolving chair		
151.	Providing and fixing of of coat stand ordinary with mirror and hooks		
152.	Minor repair in vertical blinds		
153.	Providing and fixing of new keyboard for computer table 18"x18"		
154.	Plastic name plate 12"x4"		
155.	Fixing of old name plate		
156.	Removing of name plate		
157.	Polishing of name plate		
158.	Repair of door handle		
159.	Providing and fixing of telephone bracket		
160.	Providing and fixing of notice board		
161.	Change of cloth of notice board		
162.	P/F of handle lock on the wooden/aluminum doors		
163.	Repair of work station(modular)		
164.	Repair of modular table		
165.	Repair of cup board		
166.	Painting of iron sofa set		

Name Plates and Glass items

Sl. No.	Particular	Unit	Amount
167.	Providing and fixing of plastic engraving name plate		
168.	Providing and fixing of 6 mm acrylic sheet for brass name plate		

169.	Providing self inking stamping		
170.	Providing of round stamp		
171.	Providing of date stamp		
172.	Table Glass Plane (5MM)		
173.	Table Glass smoke (5MM)		
174.	Acrylic Writing Desk		
175.	Wooden adjustable writing desk		
176.	1 ½ Brass letter in English		
177.	1 ½ Brass letter in Hindi		
178.	Providing computerized stamp		
179.	Providing Rubber Stamp per line		
180.	Providing Bank dates		
181.	Providing signature stamp		

3. The successful tender/firm will be required to furnish Bank Guarantee in the name of CPAO, DGFT for an amount of Rs. 25,000/- which will be released to the contractor on satisfactory completion of the contract.

4. This tender is not transferable.

5. Directorate General of Foreign Trade reserves the right to accept or reject any or all tenders without assigning any reasons.

6. If your firm is interested, you may submit your documents satisfying the technical bid requirements in a sealed cover super scribed with "Quotation for repair/maintenance of office furniture appliances for Technical Bid". The other sealed envelop containing the quoted rates and documents relating to acceptance of all the terms and conditions, etc. may be submitted super scribed with "Quotation for repair/maintenance of office furniture appliances for Financial bidding." Thereafter, both the envelops may be placed in a third sealed cover super scribed with "Quotation for AMC for repair of furniture items" addressed to Shri Harit Kumar Shakya, FTDO, Room No. 207, H Wing, Udyog Bhawan, New Delhi-110011. The quotation should be reached on or before 18.3.13 at 3.30 P.M. The technical and Financial quotations will be opened on the same date at 4.00 P.M. in Room No. 208.

Yours faithfully

(Harit Kumar Shakya)

Foreign Trade Development Officer

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