

Immediate

No. D-14014/3/2014-Ad.II
Government of India
Cabinet Secretariat

Dated: 4th February 2015

To,
(THE INTERESTED BIDDER)

Subject: Annual Maintenance Contract (AMC) for Furniture items in Cabinet Secretariat,
Rashtrapati Bhavan-Notice inviting Tender.

I am directed to invite sealed Tenders for award of Annual Maintenance Contract (AMC) for the maintenance/repair of various furniture items of Cabinet Secretariat. Interested firms may send their tender along with a Bid Security Deposit of Rs. 10,000/- (Rupees Ten Thousands only) in the form of Account Payee Demand Draft from any nationalized bank in favour of "D.D.O. Cabinet Secretariat, Rashtrapati Bhavan, New Delhi."

2. The tender document may be collected from Shri P.K. Hira, Section Officer (Ad-II), Room NO. 6, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-4 (Phone. 23015937 & 23015938). The tender details/document can also be downloaded from the website of www.cabsec.nic.in.

3. The firms should submit the quotations in a sealed cover superscribing '**Tender for annual maintenance contract of various Furniture items**' and the same should be addressed to "**The Under Secretary (Ad-II), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi**" and should be deposited in the **Tender Box** kept for the purpose in the **Reception Office of the Cabinet Secretariat, Rashtrapati Bhawan, New Delhi**, latest by 3.00 PM on 24th February 2015. The quotation/tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected.

4. The Tender Committee will open the envelopes at 3.30 PM on 24th February 2015 in Room NO 9, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi in the presence of participating bidders, who may like to be present in person or through their duly authorized representative. The Committee/competent authority will assess the ability of the agencies based on its record, profile and on such other criteria as per tenders.

5. The Firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.

6. This Secretariat reserves the right to cancel any or all of the Tenders whiout assigning any reason.



(P.K. Hira)

Section Officer (Admin-II)

Tele: 23015938

Enclosure: Terms & conditions (Annexure-I) and format for submitting quotation (Annexure-II)
and list of furnitures to be repaired (Annexure-III).

Copy to,

1. Technical Director (NIC), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi. The aforesaid letter may kindly be up-loaded in a non -editable version on this Secretariat's official [website www.cabsec.nic.in](http://www.cabsec.nic.in).

ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. The invitation is open to all registered / well established service providing agencies who are having PAN/TAN/VAT registration.
2. The firm should be in a position to provide effective service at a spot repair and maintenance of various furniture items at short notice as well as on holidays / Sundays.
3. The service providing agency / firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to enable this Department to call him in emergent cases.
4. The minimum time required for attending to the complaints should be specified.
5. Tenderers may please quote their unconditional rates / charges.
6. Cabinet Secretariat reserves the right to reject any or all the quotations in full or part without assigning any reason there for and without giving any compensation. The decision of the Cabinet Secretariat in this regard shall be final and binding on all.

Details of Agency

S.No	Particulars	To be filled in by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the Agency	
3.	Detailed office address of the Agency with Office Telephone Number, FAX Number and Mobile Number and the name of the contact person	
4.	Whether registered with all concerned Government authorities (Copies of all certificates of registration to foe enclosed)	
5.	PAN/ TAN Number (Copy to be enclosed)	
6.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partner anywhere in India.	
7.	Length of experience in the field	
8.	Experience in dealing with Government Departments (here, indicate the names of the Departments and attach copies of contracts/ orders placed on the agency)	
9.	Whether a copy of the terms and conditions (Annexure-I) duly signed, in token of acceptance of the same is attached?	

**Signature of the authorized signatory
of the tenderer with seal of the firm**

Place:-

Date:-

Repair of Furniture items

S.No	Name of Item	Rate as per unit or per sq.ft, whichever is applicable (In Rs.)
	STEEL CHAIR	
1	Replacement of New Wooden Seat	
2	Replacement of New Wooden back	
3	Replacement of New Wooden Arms	
4	Minor repair of Chair	
5	Replacement of Rubber Shoes	
6	Replacement of Rubber Cap	
	STEEL ALMIRAH	
1	Replacement of Locks Godrej	
2	Replacement of Locks Ordinary	
3	Replacement of Handle Godrej	
4	Replacement of Handle Ordinary	
5	Repair of Locking System	
6	Minor Repair	
7	Adjustment of Shelves	
8	Opening of Almirah	
9	Repair of Lock	
10	Providing & Fixing of Steel Base	
11	P/F of New Shelves	
12	Providing & fixing of New Bush	
	STEEL FILING CABINET	
1	Replacement of Loack	
2	Replacement of Handle	
3	Repairing of Cabinet	
4	Overhauling & Greasing	
5	Repair of Locking System	
6	Opening of Filing Cabinet	
7	Repair of Lock	
8	Repair of Drawer	
	OFFICE CHAIRS	
1	Repair of Revolving chair	
2	Overhauling & Greasing	
3	Replacement of Wheel	
4	Revolving chair per welding point	
5	Replacement of Arms Revolving Chair	
6	Replacement of Arms Executive Chair	
7	Replacement of Base	
8	Replacement of New Hydraulic System	
9	Repair of Hydraulic System	

10	Replacement of new Wooden Seat	
11	Replacement of new Wooden Back	
12	Re-canning of Chair with wooden cane i) Seat ii) Back	
13	Recanning of chair with PVC cane i) Seat ii) Back	

	OFFICE TABLE	
1	Replacement of new Lock	
2	Replacement of new Knob/Handle	
3	Opening of Table drawer	
4	Adjustment of Table drawer/shelf	
5	Replacement of Drawer Channel Set	
6	Providing of Key Board (Plastic)	
7	Providing of Key Board (Wooden)	

	RE-UPHOLSTERY OF SOFA SET & CHAIR	
1	Complete Renovation of Sofa Set (including labour charges & providing of good quality cloth, Tat, Jute, Cotton, Markine etc. i) Five Seater ii) Three Seater iii) Single Seater	
2	Complete Renovation of Chair (including providing of good quality cloth etc. & labour charges. i) Executive Revolving chair ii) Ordinary Revolving Chair iii) Visitor's chair (Revolving & Wooden)	
3	Providing of new Cussion i) Size 4"x21"x22" ii) Size 3"x21"x22" iii) Size 2"x18"x18"	
	TABLE GLASS (With Cutting, Grinding & Fixing).	
1	i) Size 4mm ii) Size 6mm iii) Size 8mm iv) Size 10 mm v) Size 12mm	
2	COLOUR/BLACK TABLE GLASS (With Cutting, Grinding & Fixing).	

	i) Size 4mm ii) Size 6mm iii) Size 8mm iv) Size 10 mm v) Size 12mm	
	WOODEN CUP-BOARD	
1	Minor Repair of wooden Cup-board	
2	Opening of Cup-board	
3	Replace of New Lock	
4	P/F of New Knob	
5	P/F/ of Hings	
6	Dismantling/Shifting/Re-fixing of Cup-board.	
	SPRAY PAINTING OF STEEL FURNITURE	
1	Big Steel Almirah Out Side	
2	Big Steel Almirah -In Side	
3	Small Steel Almirah Out Side	
4	Small Steel Almirah – In Side	
5	Big Steel Rack	
6	Small Steel Rack	
	POLISHING OF WOODEN FURNITURE	
1	Officer Table	
2	Table Assistant/Clerk	
3	Round Table	
4	Bench	
5	Office Chair	
6	Central Table	
7	Stool	
8	Side Rack	
9	Sofa Set (Frame Only) i) Three Seater ii) Two Seater iii) Single Seater	
10	Wooden Screen	

	MISCELLANEOUS	
1	Fixing of Photograph/Map	
2	Providing & Fixing of Secret Lock (Godrej)	
3	Repair of Secret Lock	
4	Providing charges of Footrest in Standard Size	
5	Providing & Fixing charges of Door Stopper	
6	Opening of Locked door	
7	P/F charges of looking mirror in wooden frame	
8	Providing of Stool Teakwood Size 18"x18"	
9	Providing of Stool Teakwood Size 24"x24"	
10	P/F charges of Name Plate (with Brass letters in English & Hindi on wooden base as per sample)	
11	P/F charges of Name Plate (with Brass letters	

	in English & Hindi on black acrylic sheet as per sample)	
12	Providing of Honour Board (P. Sq Ft.) with writing charges.	
13	Providing charges of loose sofa covers/chairs cover with good quality of cloth and stiching chairs	
	DRY CLEANING WORK	
1	Sofa 3-Seater	
2	Sofa 2- Seater	
3	Sofa 1-Seater	
4	Executive Revolving Chair	
5	Office Chair Revolving/Ordinary	
6	Carpet woolen (Per Sq.Ft)	
7	Curtains	
8	Venetian Blinds	

I, hereby certify that I have read all the term and conditions of the tender very carefully and agree to abide by the same.

(Signature with Seal)
Date