

**F. No. 00000/00/2015-Admn.**  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals  
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Shastri Bhawan, New Delhi,  
Dated the 11<sup>th</sup> June, 2015

**NOTICE INVITING TENDER**

**Maintenance/repairing, polishing, renovation, upholstery etc. of furniture items**

SEALED quotations are invited from reputed/registered firms for award of Annual Maintenance Contract for the repairing maintenance, polishing, renovation, upholstery etc., in the Department of Pharmaceuticals as per details mention at Annexure –I on the terms and conditions enumerated in the following paragraphs for a period of one year.

2. The complete Tender Document can be downloaded from the website of this Department <http://pharmaceuticals.gov.in> and <http://eprocure.gov.in/cppp>
3. The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty thousand only), refundable (without interest), should be necessarily accompanied with the quotation of the Firm in the form of Demand Draft/Pay Order drawn in favour of "**Pay & Accounts Officer, Department of Pharmaceuticals, New Delhi**" (failing which the tender shall be rejected summarily) along with other requisite documents and should be submitted in the Tender Box kept at the Garage No. 19, Ground Floor, Shastri Bhawan, New Delhi.
4. **The last date of receipt of tender is 30<sup>th</sup> June, 2015 at 1500 HOURS.**
5. The quotation will be opened by the Tender Opening Committee of the Department on 30<sup>th</sup> June, 2015 at 1530 hours.

(S. R Meena)  
Under Secretary to the Govt. of India  
PH: 23382096

**F. No. 13011/1/2015-Admn.**  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals  
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Shastri Bhawan, New Delhi,  
Dated the 11<sup>th</sup> June, 2015

**TENDER DOCUMENT**

For award of Annual Maintenance Contract (AMC) for carrying out general repairs, polishing, renovation, upholstery etc. of various furniture items belonging to Department of Pharmaceuticals.

**BRIEF INFORMATION ON BID DOCUMENT**

1.	Tender No.	F. No. 13011/1/2015-Admn.
2.	Duration of Contract	One year from the date of award of contract.
3.	Last date and time of submission	1500 Hours on 30.06.2015
4.	Date of Opening of Bid	1530 Hours on 30.06.2015
5.	EMD	Rs. 50,000/- (Rupees Fifty thousand only)
6.	Cost of Tender document	NIL
7.	Total Number of pages of Tender Documents	19
8.	Address and Venue for the submission of Tender document	Tender Box kept at Garage No. 19, Ground Floor, Shastri Bhawan, New Delhi

**INSTRUCTIONS TO THE BIDDERS**

**1. GENERAL INSTRUCTIONS**

- 1.1 For the Bidding/Tender Document Purposes, the Department of Pharmaceuticals shall be referred to as 'Client and the Bidder/Successful Bidder shall be referred to 'Contractor and/or Bidder or interchangeably.
- 1.2 The tender document can be downloaded from the websites of this Department <http://pharmaceuticals.gov.in> and <http://eprocure.gov.in/cppp>
- 1.3 While all the efforts have been made to avoid errors in the drafting of the tender documents, the Bidders are advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of contract, the bids not meeting the minimum eligibility criteria, Bids not accompanied with EMD if requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected**.
- 1.5 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to the Department of Pharmaceuticals. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

**2. MINIMUM ELGIBILITY CRITERIA**

- 2.1 The following shall be the minimum eligibility criteria for selection of bidders at bid stage of the bidding process:-
  - (a) Registration: The Bidder/Bidding firm must be registered with the Income Tax. The proof/self-attested copies in support shall be attaché with bid document.
  - (b) Experience: The Bidder shall have experience in the similar field in the Government Ministries/Departments for the last five consecutive years.
- 2.2 Documents supporting the Minimum Eligibility Criteria:
  - (1) In proof of having fully adhered to minimum eligibility criteria at 2.1, following documents shall be acceptable with the bid documents:

- (a) Self-attested copy of registration certificate of agency for the similar job;
- (b) Self-attested copy of PAN/GIR card;
- (c) Self-attested copy Income Tax Registration Certificate;
- (d) Self-attested copy Service Tax Registration Certificate;
- (e) Self-attested copy of the latest IT return filed by agency;
- (f) Details of agreement made by firm for the last five years along with proof;
- (g) Statement of Bank A/C in the name of firm/agency;
- (h) Self-attested copy of TIN number & VAT Registration Certificate;

**3. EARNEST MONEY DEPOSIT:**

- 3.1 The quotation should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft/Pay Order drawn in favour of “ Pay & Accounts Officer, Department of Pharmaceuticals, New Delhi” failing which the tender shall be rejected out rightly.
- 3.2 No request for transfer of any previous deposit of Earnest Money Deposit (EMD) or Performance Security Deposit (PSD) or adjustment against any pending bill held by the Ministry in respect of any previous work shall be entertained.
- 3.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observed and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Government.
- 3.4 No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e no interest will be payable in EMD.
- 3.5 The bid security may be forfeited:
  - (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
  - (ii) In case of successful bidder, if the bidder
    - (a) Fails to sign the contract in accordance with the terms of the tender document;
    - (b) Fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or

- (c) Fails or refuses to honour his own quoted prices for the services or part the services or part thereof.

#### 4. VALIDITY OF BIDS

- 4.1 Bids shall remain valid and open for a period of 120 days from the last date of submission of bids.
- 4.2 In case, client call the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder;
- 4.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

#### 5. PREPARATION OF BIDS

- 5.1 **Language:** Bids and all accompanying documents shall be in English or in Hindi.
- 5.2 **Bid:** The bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount.
- a. Bid Submission form duly signed by the Competent Authority.
  - b. Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty thousand only)
  - c. All self-attested supporting documents in proof of having fully adhered to minimum eligibility criteria s referred in Section – 2 above.

#### 6. SUBMISSION OF BIDS

- 6.1 The Bidding firms have to submit the tenders in the prescribed proforma. The interested agencies are advised to submit their quotation in a sealed envelopes super-scribing **“Quotations for the Maintenance/Repairing, Polishing of Various Furniture Articles of Department”** and dropped the same in the Tender Box kept at Garage No. 19, Ground Floor, Shastri Bhawan, New Delhi.
- 6.2 The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty thousand only), refundable (without interest), should be necessarily accompanied with the Bid of the firm in the form of Demand Draft/Pay order drawn in favour of “Pay & Accounts Officer, Department of Pharmaceuticals, New Delhi” **failing which the tender shall be rejected summarily.**
- 6.3 The Bid shall be submitted not later than 1500 hrs of 30.06.2015 addressed to “Under Secretary (Administration), Department of Pharmaceuticals, Shastri Bhawan, New Delhi. Bids must be submitted within date and time stipulated in the tender document.
- 6.4 No Bid shall be accepted after the specified date and time. However, the competent authority in the Department of Pharmaceuticals, reserves right to extend the date/time for submission of bids, before opening of the bids.

## **7. BID OPENING PROCEDURE**

- 7.1 The bids shall be opened on 30.06.2015 at 1530 hours by the tender opening committee in the presence of such bidders, who may wish to be present themselves personally or through their representatives.
- 7.2 Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 7.3 After opening of the bids and verifying the EMD amount, the bids shall be evaluated later to ensure that the bidder meets the minimum eligibility criteria as specified in the tender document.
- 7.4 Bids shall be declared as valid or invalid base on the preliminary scrutiny, i.e verification of EMD, by the tender opening committee. However, detailed evaluation shall be done only in respect of valid bid.
- 7.5 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence such notifications, the bids will be opened on next working date, and time remaining unaltered.

## **8. CLARIFICATION ON BID EVALUATION:**

- 8.1 The bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
- 8.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, the interpretation made by the client will be final.
- 8.3 Client also reserves the right to seek confirmation /clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause 2.2.
- 8.4 The bids which conform to all the eligibility criteria prescribed in the tender document will only be considered and the rests will be summarily rejected.

## **9. RETURNING OF EARNEST MONEY DEPOSIT (EMD)**

- 9.1 The earnest Money Deposit of the bidders shall be returned on award of contract to the successful bidder.
- 9.2 The Earnest Money Deposit (EMD) of all the bidders shall be returned, in case of cancellation of tender after the opening of bids and prior to opening of bids.

## **GENERAL CONDITIONS OF CONTRACT**

### **1. PERFORMANCE SECURITY DEPOSIT (PSD)**

- 1.1 The successful firm will have to deposit a Performance Security Deposit (PSD) of Rs. 1,00,000/- (Rupees One lack only) in the form of fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency but hypothecated to the “DDO, Department of Pharmaceuticals, New Delhi” within fifteen days (15 days) of the award of the contract. The PSD shall remain valid for a period of 15 (12+3) months from the date of commencement of the contract. The PSD would be refundable only after successful completion of the contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
- 1.2 The Performance Security Deposit (PSD) will be forfeited by order of the competent authority in the Department of Pharmaceuticals in the event of any breach or negligence or non-observation of any terms & conditions of the contract or for unsatisfactory performance.

### **2. COMMENCEMENT OF SERVICES**

The contract shall become legally binding and in force only upon:

- 2.1 Submission of Performance Security Deposit (PSD)
- 2.2 The successful firm will require starting working immediately from the date of award of the contract. The Department shall, however, has the right to terminate the contract at any time.

### **3. CONTRACTOR'S OBLIGATIONS**

- 3.1 No cutting or overwriting in the tender form will be acceptable.
- 3.2 No increase in amount shall be considered at all during the currency of the Annual Contract.
- 3.3 The firm should have PAN card, VAT registration and Services Tax Registration and other requisite government clearances that are necessary for carrying out such work.
- 3.4 Name of the proprietor, Residential and official address and telephone numbers of the firm to be given on the letterhead of the firm.
- 3.5 The firm should have minimum yearly turnover of Rs. 25 lakhs consecutively for the last three years and the document showing the turnover may be furnished. Copies of Income Tax Return for the last three years may also be enclosed.
- 3.6 An undertaking that the firm is not barred from any organization/Govt. Department.
- 3.7 All the pages of tender documents should be signed and properly numbered and total number of pages must be indicated on the forwarding letter.
- 3.8 The prospective firms should have at least 5 years' experience of maintenance/repairing of furniture items with the Government Department and should furnish a copy of “Experience Certificate” from their respective organizations, along with their quotations.

- 3.9 The rates quoted must be, in whole rupee inclusive of transportation charges, etc. it may specifically be noted that the quotations having unrealistic, impractical and non-serious prices i.e “Free” or “Complementary” just for the sake of vitiating the whole Tender Process and for grabbing the contract, are liable to be ignored/rejected.
- 3.10 The tender quotation should be complete in all respects and any incomplete tender quotation would be treated as ineligible for award of the contract.
- 3.11 Any other charges like transportation/fare etc., will not be paid.
- 3.12 The work is to be carried out in the premises of the Department of Pharmaceuticals. The work which cannot be done in the office premises would be allowed to be done outside. No extra charges will, however, be payable on this account.
- 3.13. It will be the responsibility of the firm to depute at least one skilled carpenter exclusively to this Department every day for doing the day-to-day polishing and repairing jobs. If the carpenter doesn't come on any of the working day or fails to do the required carpentry work, the work will be got done by the Department at the cost of the firm.
- 3.14 The carpenter deputed by the selected firm for the service/repair/maintenance of various furniture items will be governed by the provisions of minimum wages act of Government of NCT Delhi and other mandatory provisions of Law i.e ESI, EPF, etc.
- 3.15 This Department can terminate the contract at any time, if the work of the contractor is found unsatisfactory. In this respect the decision of the Department will be final and binding on the contractor.
- 3.16 In case it is found that the selected firm is engaged in malpractices, the contract will be terminated and they will be banned from having business relations with the Department.
- 3.17 If the firm commits breach of any of the terms and conditions or is not able to complete the work in time or the quality of work is not of the desired level, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the firm.
- 3.18 As most of the items of work will be of urgent and time bound nature, the work will have to be completed within the stipulated time frame.
- 3.19 Very good workmanship and quality of material are of vital importance. Any shortfall in the workmanship / quality of material will not be tolerated and the firm may be asked to undertake the work again at no extra cost.

#### 4. **CONTRACTOR'S LIABILITY**

- 4.1 If at any stage, it is found that the performance, quality of work and material is not satisfactory, the contract is liable to be terminated without any notice and the performance security shall be forfeited.



- 4.2 The contract shall be awarded to the selected bidder(s) on fixed rates for one year. However, the contract may be extended for further period of one year, if mutually agreed by both the parties.
- 4.3 The firms are also required to prove their competence to undertake such repairing job by furnishing certificate/document regarding satisfactory service from at least five different Ministry/Departments. The firm shall also indicate their registration number, Income PAN number, TIN number, address of the registered office.
- 4.4 The firm must have an office or workshop of its own in Delhi/NCR which should be registered with MCD/NDMC.
- 4.5 The contractor shall not sub-contract or sub-let, transfer or assigns the contract or any other part thereof. In the event of the contractor contravening this condition, the client shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the client may sustain in consequence or arising out of such replacing of the contract.
- 4.6 The rates may be quoted as per Annexure – I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.
- 4.7 The firm/contractor shall be responsible for any injury or accident to the carpenter/person employed by them.

## **5. VALIDITY OF CONTRACT**

The contract is likely to be for period of one (1) year. The period of the contract may be further extended provide the requirement of the Department persists at that time or may be curtailed/terminated earlier owing to deficiency in service or substandard quality of work by the selected firm. The Department, however, reserves right to terminate this initial contract at any time after giving on week notices the selected firm.

## **6. PAYMENTS**

- 6.1 For payment purpose, the bills should be submitted month-wise, requisitions-wise along with the work completion report/user certificates.
- 6.2 All payments shall be made in Indian currency by means of Electronic Clearance Service (ECS) or Cheque.
- 6.3 The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Department, as amended from time and a certificate to this effect shall be provided to the agency by this Department.

## **7. TERMINATION**

- 7.1 In case of breach of any of terms and conditions of the contract by the selected firm, the competent authority of the client shall have the right to cancel the contract without assigning any reason thereof, and nothing will be payable by the client in that event and the performance security deposit in the form of Fixed Deposit Receipt shall be forfeited and en-cashed. The decision of the Director (Admn.), Department of Pharmaceuticals in this regard shall be final.
- 7.2 The contractor goes bankrupt and becomes insolvent.

## 8. GOVERNMENT LAWS AND SETTLEMENT OF DISPUTE

8.1 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by the discussion as aforesaid within a period of 30 days, then the matter will be referred for adjudication of the arbitration of a sole arbitrator to be appointed by the Department of Pharmaceuticals in accordance with the provisions of the Arbitration and conciliation Act, 1996 and Rules made thereunder including any modifications, amendments and future enactments thereto. The venue of the arbitration will be New Delhi and the decision of the arbitrator shall be final and binding on the parties.

8.2 Jurisdiction of Court: This contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the Courts in Delhi.

All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Department.

(S. R Meena)  
Under Secretary to the Govt. of India  
PH: 011-23382096

To

1. Director (NIC) with a request to upload the tender document on the website of this Department.
2. Website of "Central Procurement Portal".

**ANNEXURE TO TENDER NOTICE**

S. No.	Items	Qty.	Rates (in `)
<b>A.</b>	<b>ALMIRAH STEEL (BIG/SMALL)</b>		
1.	Minor repair of Almirah with nails, screws etc.	Each	
2.	Supply & Fixing of new iron lock	Each	
3.	Supply and fixing of new Brass lock	Each	
4.	Opening of locked Almirah	Each	
5.	Supply of Duplicate Keys	Each	
6.	Repair of Lock	Each	
7.	Supply and Fixing of new Handles	Each	
8.	Supply and Fixing on new locking system	Each	
9.	Repair of Locking System	Each	
10.	Supply and fixing of new steel shelf	Per Sq. Ft.	
11.	Repair/Adjustment of shelf	Each	
12.	Repair with welding (per point)	Each	
13.	Providing & Fixing of new base	Each	
14.	Repairing of Doors	Each	
<b>B.</b>	<b>ALMIRAH WOODEN (BIG/SMALL)</b>		
1.	Minor repair of Almirah with nails/screws etc.	Each	
2.	Supply and fixing of new wooden handle	Each	
3.	Supply and Fixing of new wooden shelf	Per Sq. Ft.	
4.	Supply and fixing of new Kunda Chapka	Each	
5.	Supply and Fixing of New Hinges	Each	
<b>C.</b>	<b>BOOK CASE / SHELF STEEL</b>		
1.	Supply and fixing on new iron lock	Each	
2.	Supply and fixing of new Bras lock	Each	
3.	Opening of locked book case	Each	
4.	Supply of duplicate keys	Each	
5.	Supply and fixing of metallic Handle	Each	
6.	Supply and fixing of metallic nob	Each	
7.	Supply and fixing of glass pane on doors	Per Sq. Ft.	
8.	Repair/Adjustment of Shelf	Each	
9.	Minor repair of steel book case	Each	
10.	Supply and fixing of new steel shelf	Each	
11.	Adjustment of shelf	Each	
<b>D.</b>	<b>BOOK CASE / WOODEN SHELF</b>		
1.	Supply and fixing of new iron lock	Each	
2.	Supply and fixing of new Bras Lock	Each	
3.	Opening of locked book case	Each	
4.	Supply of locked book case	Each	
5.	Supply and fixing of Glass/pane on doors	Per Sq. Ft.	

6.	Supply and Fixing of New Shelf	Per Sq. Ft.	
7.	Minor repairs with screw /Nails etc.	Each	
<b>E.</b>	<b>STEEL TABLES</b>		
1.	P/F of New locking system	Each	
2.	Replacement of lock	Each	
3.	Adjustment of Drawer	Each	
4.	Minor repair of table	Each	
5.	Providing of Key	Each	
6.	Opening of Drawer	Each	
7.	Repair of lock	(Each)	
8.	P/F of Sun mica Top	Per Sq. Ft.	
9.	Major Repair of Table including welding	Each	
10.	Replacement of handle	Each	
11.	P/F of pre-laminated Nova pan Tops 18.00mm thick with rubber beading	Per Sq. Ft.	
12.	P/F of New Drawer Channel	Each	
13.	P/F of legs of 25mm square pipe	Per Sq. Ft.	
14.	Repair of locking system	Each	
<b>F.</b>	<b>STEEL FILING CABINET</b>		
1.	Replacement of lock	Each	
2.	Replacement of handle	Each	
3.	Repairing of Cabinet	Each	
4.	Overhauling & Greasing	Each	
5.	Steel Ball	Each	
6.	Repair of locking system	Each	
7.	Providing of Key	Each	
8.	Opening of Filing Cabinet	Each	
9.	Repair of Lock	Each	
10.	Adjustment of drawer	Each	
11.	P/F of New Channel	Each	
<b>G.</b>	<b>SPARY PAINTING STEEL FURNITURE</b>		
1.	Steel Almirah Big Size	Each	
2.	Steel Almirah Small Size	Each	
3.	Steel Filing Cabinet	Each	
4.	Side Rack (Big)	Each	
5.	Side Rack (Small)	Each	
6.	Steel Book Case	Each	
<b>H.</b>	<b>DOOR LOCK</b>		
1.	Replacement of lock (Ord)	Each	
2.	Replacement of Handle (Ord)	Each	
3.	Repair of old lock	Each	
4.	Providing of Key	Each	
5.	Replacement of Door lock (Godrej)	Each	
6.	Replacement of Brass Handle	Each	

7.	Replacement of Door Handle (Godrej)	Each	
8.	Opening of locked door	Each	
9.	P/F of Door Stopper	Each	
10.	Repairing of Door	Each	
11.	P/F of New Hinges	Each	
12.	P/F of Locking Bolt	Each	
13.	P/F of Tower Bolt	Each	
<b>I.</b>	<b>STEEL BOOK CASE</b>		
1.	P/F of Lock	Each	
2.	P/F of Handle	Each	
3.	P/F Glass Panes	Each	
4.	Providing of Key	Each	
5.	Opening of Book Case	Each	
6.	Repair of Lock	Each	
7.	Repair of Locking System	Each	
8.	P/F of glass panes	Each	
<b>J.</b>	<b>DOOR CLOSER</b>		
1.	Repair of Door Closer	Each	
2.	Oiling of Door Closer	Each	
3.	Replacement of Spring	Each	
4.	Replacement of small Road	Each	
5.	Replacement of Big Road	Each	
6.	P/F of New Door Closer "ISI"	Each	
7.	Fixing of Door Closer	Each	
<b>K.</b>	<b>MORTICE / PAD LOCK</b>		
1.	Supply and fixing of new Mortise Pad Lock with Handles	Each	
2.	Supply & Fixing on new Mortise pad lock without Handles	Each	
3.	Supply and Fixing on new Handles lock of Mortise	Each	
4.	Oiling/Greasing of Mortise Lock	Each	
5.	Removing of Mortise Lock	Each	
6.	Repair of Mortise lock including oiling / Greasing	Each	
<b>L.</b>	<b>FOOT REST/ STOOL/COAT STAND ETC.</b>		
1.	Supply of new foot rest of standard size	Each	
2.	Repair of foot rest with screws and nails etc.	Each	
3.	Supply of new stool of Standard size	Each	
4.	Repair of stool with nails and screw	Each	
5.	Supply of Book holder (Each set)	Each	
6.	Supply of Wooden coat stand of standard size	Each	
7.	Supply of standard make wooden looking mirror with polishing	Each	
<b>M.</b>	<b>CHITKANI</b>		
1.	Supply and Fixing of new iron chitkani (size 4")	Each	

2.	Supply and Fixing of new iron chitkani (size 6")	Each	
3.	Supply and Fixing of new iron chitkani (size 9")	Each	
4.	Supply and Fixing of new Aluminum chitkani (size 4")	Each	
5.	Supply and Fixing of new Aluminum chitkani (size 6")	Each	
6.	Supply and Fixing of new Aluminum chitkani (size 9")	Each	
7.	Repair/Fixing of Chitkani	Each	
<b>N.</b>	<b>STEEL REVOLVING CHAIR</b>		
1.	Repair of Revolving Chair	Each	
2.	Overhauling of Axle	Each	
3.	Replacement of Wheel (ISI mark)	Each	
4.	Overhauling & Greasing	Each	
5.	Replacement of Spring	Each	
6.	Providing of Steel Base	Each	
7.	Painting of Revolving Chair	Each	
8.	Welding Per Point	Each	
9.	P/F of Caster Bush with wilding	Each	
10.	P/F of PU Plastic Arms	Each	
11.	Repair of Seat & Back	Each	
12.	P/F of New Revolving system	Each	
13.	P/F of Rubber Flaps (any size)	Each	
14.	P/F of Wheel (Godrej Type)	Each	
15.	Replacement of Hydraulic Cylinder	Each	
<b>O.</b>	<b>SPIRIT/LAQUER/MALAMINE POLISH</b>		
1.	Officer Table/Sectt. (Each) Table	Per Sq. Ft.	
2.	Clerk Table (Each)	Per Sq. Ft.	
3.	Assistant Table (Each)	Per Sq. Ft.	
4.	Office Chair (Each)	Per Sq. Ft.	
5.	Easy Chair (Each)	Per Sq. Ft.	
6.	Partition Screen	Per Sq. Ft.	
7.	Side Rack	Per Sq. Ft.	
8.	Centre Table	Per Sq. Ft.	
9.	Wooden Almirah Big	Per Sq. Ft.	
10.	Wooden Almirah Small	Per Sq. Ft.	
11.	Stool	<b>Each</b>	
12.	Conference Table	Per Sq. Ft.	
13.	Book Shelf	Per Sq. Ft.	
14.	Notice Board	Per Sq. Ft.	
15.	Card Cabinet/Display Rack	Per Sq. Ft.	
16.	Wooden Bed/Dining Table	Per Sq. Ft.	
17.	Partition etc.	Per Sq. Ft.	
18.	Polishing of Pelmet	Per Sq. Ft.	
19.	Painting Partition etc.	Per Sq. Ft.	

20.	Sprit Polishing of wooden Sofa Set	Per Sq. Ft.	
21.	Painting /Polishing of AC (Box)	Per Sq. Ft.	
22.	Paint/Polishing of AC cover on window	Per Sq. Ft.	
23.	Painting of partition with DUCO paint	Per Sq. Ft.	
24.	Painting of wall, partition etc. with oil	Per Sq. Ft.	
25.	Painting/Polishing of wooden planters <b>Big Size/Small Size</b>	Per Sq. Ft.	
26.	Painting of Partition, walls etc. with plastic paint	Per Sq. Ft.	
27.	Spirit polishing of wooden frame & cleaning of PVC/Laminated partition	Per Sq. Ft.	
28.	Lacquer Polishing of wooden furniture including paneling	Per Sq. Ft.	
<b>P.</b>	<b>NAME PLATES</b>		
1.	Fixing of Plastic Name Plate	Each	
2.	Removing & Fixing of Name Plate	Each	
<b>Q.</b>	<b>PHOTO FRAME</b>	Each	
1.	Fixing of Photo Frame	Each	
2.	Fixing of Exhaust/Ceiling Fan	Each	
3.	Supply & Fixing of photo frame complete in all respect including glass	Per Sq. Ft	
4.	Mountaning/lamination photos, posters etc.	Per Sq. Ft	
<b>R.</b>	<b>SECRET LOCK / NIGHT LATCH</b>		
1.	Supply and Fixing of new secret lock with three keys (Godrej make)	Each	
2.	Opening of Secret Lock	Each	
3.	Removing of Secret Lock	Each	
4.	Re-fixing of Secret Lock	Each	
5.	Repair of Secret lock in all respect including replacement of lever, spring, Button etc.	Each	
6.	Supply of Duplicate Keys	Each	
7.	Supply & Fixing of different Parts of Secret lock	Each	
<b>S.</b>	<b>SLIDING BOLT</b>		
1.	Supply & Fixing of New iron Sliding Bolt (12" size)	Each	
2.	Supply & Fixing of New iron Sliding Bolt (6" size)	Each	
3.	Removing of sliding Bolt	Each	
4.	Re-fixing of Sliding Bolt	Each	
<b>T.</b>	<b>STITCHING WORK (LABOUR CHARGES)</b>		
1.	Curtain Plain	Each	
2.	Curtain with lining	Each	
3.	Curtain of side screen	Each	
4.	Change of upholstery of sofa set	Per Seater	
5.	Change of Upholstery of Visitor chairs/executive chair (Low Back & High Back)	Each	
<b>U.</b>	<b>REPAIR OF WOODE FURNITURE</b>		

	<b>(WITH SCREW &amp; NAILS)</b>		
1.	Minor Repair of Chairs	Each	
2.	Minor Repair of Table	Each	
3.	Minor Repair of Screen	Each	
4.	Minor Repair of Almirah	Each	
5.	P/F of Ply in the table drawers	Each	
6.	P/F arm to chairs	Each	
7.	P/F of Leg to chairs	Each	
8.	P/F of sun-mica on Wooden Table	Each	
9.	Minor repair of any other items	Each	
10.	P/F of New Drawer	Each	
11.	Major repair of Chair	Each	
12.	Major Repair of Table	Each	
13.	Major Repair of Almirah	Each	
14.	Major Repair of rack	Each	
15.	Major Repair of Screen	Each	
16.	P/F of Legs Table	Each	
17.	Repairing of wooden Bench	Each	
18.	P/F of Ply (Commercial)	Each	
19.	P/F of lock to wooden table	Each	
20.	P/F of Kunda chapka	Each	
21.	Repair of drawer of wooden table	Each	
22.	P/F of Wooden Board (19mm commercial)	Each	
23.	P/F of Aluminum sheet	Each	
24.	P/F of wooden bracket	Each	
25.	P/F of curtain rod/channel (Aluminum)	Each	
26.	P/F of 19mm board (teak)	Each	
27.	P/F Ply (teak)	Each	
28.	P/F of Wood pieces of suitable sizes of repair work	Each	
29.	P/F of multipurpose lock (Godrej)	Each	
30.	P/F of wall catcher	Each	
31.	P/F of Fancy knobs handles	Each	
32.	P/F of Wooden beading molding	Each	
33.	P/F of foot rest to table	Each	
34.	P/F of Piano Hinges	Each	
35.	P/F of Legs to Sofa	Each	
36.	P/F of 12mm pre-laminated board to wooden furniture	Each	
37.	P/F of Name Plate	Each	
38.	P/F of Acrylic Sheet	Each	
39.	P/F of Ruggs Carpet (Freelance)	Per Sq. Ft	
40.	P/F of Aluminum Frame (Various Type)	Per Sq. Ft	
41.	P/F wooden wall paneling (Various Type)	Per Sq. Ft	
42.	P/F of wooden gypsum/Armstrong false ceiling	Per Sq. Ft	
43.	P/F of Wooden partition/modular furniture	Per Sq. Ft	



44.	P/F of Wooden Computer table	Per Sq. Ft	
45.	P/F of vertical Blinds	Per Sq. Ft	
i.	Repair of Vertical Blinds	Per Strip	
ii.	Providing of Bottom Chain & weight of vertical blinds	Per Sq. Ft	
46.	P/F of Normal Glass		
i.	6 mm thick	Per Sq. Ft	
ii.	8 mm thick	Per Sq. Ft	
iii.	10 mm thick	Per Sq. Ft	
iv.	12 mm thick	Per Sq. Ft	
47.	P/F of Beveled Glass with Brown Color		
i.	6 mm thick	Per Sq. Ft	
ii.	8 mm thick	Per Sq. Ft	
iii.	10 mm thick	Per Sq. Ft	
iv.	12 mm thick	Per Sq. Ft	
<b>V.</b>	<b>Complete Renovation/Re-conditioning of Sofa set / chairs including providing of Tat, cotton, jute, Markin, Dori, Spring, Rubber cushion (ISI Mark), Foam sheet (25mm/50mm (HD)) and change of cloth / leather foam as per sample approved upto Rs. 100/- per mtr.</b>		
1.	Five Seater	Each	
2.	Four Seater	Each	
3.	Three Seater	Each	
4.	Single Seater	Each	
5.	Cushioned office chair	Each	
6.	Executive revolving Chair	Each	
7.	Computer revolving Chair	Each	
8.	Wooden cushion setties	Each	
9.	Cushioned visitor chair	Each	
10.	Wooden visitor chair	Each	
11.	Stitching of curtain (Plain)	Each	
12.	Stitching of curtain pleated	Each	
13.	Stitching of curtain with pleat & lining	Each	
14.	P/F of hooks of curtain	Each	
15.	Repair of wooden frame of set by providing of wood etc.	Per seat	
16.	Supply of cloth for curtains as per sample, approved	Per Mtr.	
17.	Supply of Lining as per sample approved	Per Mtr.	
18.	Change of upholstery of Sofa set/chair as per sample approved upto Rs. 100/- per mtr. excluding Tat, cotton, jute, Markin, Dori, Spring, Rubber Cushion (ISI Mark) Foam sheet (25mm/50mm (HD))		

<b>W.</b>	<b>MISCELLANEOUS ITEMS</b>		
1.	P/F of Rubber Cushion (ISI Mark)		
a.	Size 21" x 22" x 4"	Each	
b.	Size 21" x 22" x 3"	Each	
c.	Size 21" x 22" x 2"	Each	
d.	Size 18" x 18" x 3"	Each	
2.	P/F of foam sheet 25 mm (HD) to Sofa Set	Each	
3.	P/F of Foam sheet 50mm (HD) to Sofa Set	Each	
4.	Supply and fixing of new sun mica on any unspecified items	Per Sq. Ft.	
5.	Supply and fixing of new Ply with polishing on any unspecified items	Per Sq. Ft.	
6.	Supply and Fixing of new glass pane on unspecified items	Per Sq. Ft.	
7.	Supply and Fixing of New Black handle for room door	Each	
8.	Supply and Fixing of new Aluminum Handle for door	Each	
9.	Dry-cleaning of Sofa Five Seater with back	Each	
10.	Dry-cleaning of Sofa Cover	Per Piece	
11.	Dry-cleaning of Visitor Chair	Each	
12.	Dry-cleaning of Executive Chair	Each	
13.	Dry-cleaning of Revolving Chair	Each	
14.	Dry-cleaning of Vertical Blinds with removing & fixing charges	Per Piece	
<b>X.</b>	<b>WOODEN WALL PANELING</b>		
1.	With fixing of ply (Ordinary with polishing (8mm)	Per Sq. Ft.	
2.	With fixing of teak ply with polishing (3-4mm)	Per Sq. Ft.	
3.	P/F of Wooden Floor tiles (Imported)	Per Sq. Ft.	
<b>Y.</b>	<b>P/F CERAMIC FLOOR TILES</b>		
1.	Branded 6" x 12"	Per Sq. Ft.	
2.	Local 6" x 12"	Per Sq. Ft.	
3.	Branded 12" x 12"	Per Sq. Ft.	
4.	Local 12" x 12"	Per Sq. Ft.	
5.	Branded 24" x 24"	Per Sq. Ft.	
6.	Local 24" x 24"	Per Sq. Ft.	
<b>Z.</b>	<b>Providing &amp; Fixing of Wooden Rack made of 19mm thick commercial Board/Teak Board/18mm thick pre-laminated board finished with decorative teak Ply, Sun Mica of appropriate color and is Brand having shelves, sliding glass shutters, Drawers, Doors, etc. as per requirement with all necessary exclusive hardware fitting of standard make, finished with fine quality polyurethane lacquer finish in desired shade.</b>	Per Sq. Ft.	

1.	Supply of wooden notice board/keyboard/pin up board made of 19mm thick commercial board 1 <sup>st</sup> class teakwood frame, Blazer cloth cover on 12mm thick soft cello tax board duly fine lacquer polished.	Per Sq. Ft	
2.	Aluminum Glazed Partition	Per Sq. Ft	
3.	P/Fixing of Aluminum Glazed low Height/Full height partition, outer and vertical frame work middle section and bottom section made of 2 ½” x 1 ¾ ” respectively. All section made in 14 Gouge thicknesses with 3mm joining angles, partition made of 12mm thick Pre-laminated board both sides laminated up to a certain height (900mm or 1500mm and 5mm thick (ISI) glass above upto a total height of 2.10 mtr./3.10 mtr. Glass fix with rubber gasket and aluminum beading.	Per Sq. Ft	
a.	Aluminum Partition (Anodized)	Per Sq. Ft.	
b.	Aluminum Partition (Powder coated)	Per Sq. Ft.	
3.	P/F of Aluminum bidding	Per Sq. Ft.	
4.	P/F of Rubber bidding	Per Sq. Ft.	

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