

**No. D-14016/2/2009-Gen.-II
Government of India
Planning Commission**

**Yojana Bhavan, Sansad Marg,
New Delhi, the 17th December, 2009**

TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound Firms/Agencies/Companies for carrying out the repair and maintenance of furniture items to Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi and Economic Advisory Council to the Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm (s). The Commission, however, reserve the right to conduct performance review at any time during the period of contract and deficiencies, if any, found will be required to be rectified and compliance reported.
2. Complete tender document may be obtained in person from General-II Branch (Room No. 445), Yojana Bhavan, Sansad Marg, New Delhi-110 001 on any working day from 9.00 AM to 1.00 PM from the date of Advertisement. The tender notice may also be downloaded from this Commission's official web-site (<http://www.planningcommission.nic.in>).
3. The quotations, duly complete in all respect, should be submitted in the prescribed form in sealed envelopes, so as to reach the under signed latest by 3.00 PM on Friday, 22nd January, 2010. The quotations may also be dropped in the tender box kept at the Reception area of Planning Commission by the stipulated date and time. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
4. The tenders will be opened on the same day, i.e. on Friday, 22nd January, 2010 at 3.30 PM in the Room No. 412 Fourth floor, Yojana Bhavan, Sansad Marg, New Delhi-110 001 in the presence of the representative of firms/Agencies/Companies who wish to be present.

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5. This Commission reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason, thereof. Any inquiry after submission of the quotation will not be entertained.



(Mahender Chaudhary)

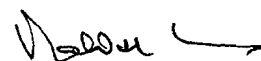
Under Secretary to the Government of India

No. D-14016/02/2009-Gen.III
Government of India
Planning Commission

Terms & Conditions

1. The period of the contract shall be effective from the date it would be awarded and formalities completed and shall normally remain in force for a period of one year or until further orders, whichever is earlier. The contract can be extended solely at the discretion of the Planning Commission on the existing rates, if required.
2. The tenderer should have sufficient experience and expertise in maintenance of various type of furniture and related works and also having sound financial standing. Copies of certificate providing Firm's registration, tax registration, previous experience etc. should be enclosed with the quotation.
3. The Firm participating in the tender will be required to deposit a bank draft/pay Order of Rs. 50,000/- (refundable) being earnest money, in the name of Pay & Accounts Officer, Planning Commission along with the quotation in the prescribed form. Earnest money in any other form shall not be accepted and quotation would be summarily rejected.
4. The successful tenderers will be required to do the work at the approved rates during the year and as such extended period as may be mutually agreed upon if considered necessary. In case, the successful bidder shows its inability at any stage after the contract is finalized, for whatsoever reason(s), for taking up the contract, their earnest money would be forfeited.
5. The successful bidder shall be required to deposit a sum of Rs. 75,000/- (Rupees Twenty Five thousand only) as performance security deposit in the form of Demand Draft or fixed deposit receipt made in favour of Pay & Accounts Officer, Planning Commission. The same would be refunded after the successful completion of the contract.
6. It will be the responsibility of the contractor to depute a good skilled carpenter & Key maker for doing day-to-day repairing job.
7. Mere quoting lowest rates will not amount to commitment for award of contract. However, the contract will be awarded on merit basis and overall examination of tender bids of the Firm. The rates may be clearly quoted separately (Hardware & Labour Charges) against each items. Overwriting/corrections or incomplete (blank) quoting of rate would result in rejection of quotation and shall not be considered under any circumstances.
8. A firm will be decided L-1 on the basis of the lowest annual value/Expenditure calculated on the basis of the quoted price for all the items conclusively requested.

9. At any stage if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice and loss, if any, that may occur on this account will be recoverable from security money deposited by the firm.
10. No advance payment will be made. The approved contractor should submit the bill in triplicate. Government tax, namely, Sale Tax/VAT will be payable wherever applicable and the bill to be submitted by the firm should bear valid tax registration number. Validity of the tax registration during the period of contract shall be the sole responsibility of the firm.
11. The quotations should be dropped in the tender box kept at the reception, Yojana Bhavan, Sansad Marg, New Delhi on or before 21st, December, 2009 at 3.00 PM. The sealed envelope containing the quotation should be super-scribed "Tender/quotation for Annual Contract for repair and maintenance of furniture for Planning Commission for the year 2009-10". The quotations shall be opened on the same day at 3.30 (Noon) Room No. 412, 4th floor, Yojana Bhavan, Sansad Marg, New Delhi in the presence of the committee and the representative(s) of the firm (s) who may wish to be present.
12. In case of any dispute, the decision of the Head of the Department of the Planning Commission shall be final.
13. Planning Commission reserves the right to accept or reject any or all quotation (s) without assigning any reason(s) thereof.
14. These terms and conditions are not exhaustive but general in nature. Planning Commission shall have the right to clarify any clause or part thereof of the terms and conditions and that will be final & binding.



(Mahender Chaudhary)

Under Secretary to the Govt. of India

(Authorized signatory)

(Name of the Authorized signatory)

Seal containing name of the Firm/Agency

With full postal Address & Contract Number

Dated:-

PROFORMA

S. No.	Particulars	Tentative Unit Rquired	Hardware Rate/unit (Rs.)	Labour Cost (Rs.)
A	STEEL ALMIRAH			
1.	Replacement of Lock (Godrej)	50		
2.	Replacement of Handle (Godrej)	50		
3.	Repairing of locking system	15		
4.	Minor repair	10		
5.	Adjustment of shelves	10		
6.	Providing of key	30		
7.	Opening of Almirah	20		
8.	Repair of door	20		
9.	Repair of Lock	50		
10.	P/F of new bush	10		
11.	P/F of shelve (ISI mark)	20		
12.	P/F of new locking system (ISI mark)	15		
B.	STEEL TABLE			
1.	Replacement of lock (Godrej)	20		
2.	Replacement of handle (Godrej)	15		
3.	Adjustment of drawer	25		
4.	Minor repair	15		
5.	Providing of key	30		
6.	Opening of drawer	10		
7.	Repair of Lock	20		
8.	Repair of Locking system	15		
9.	Major repair including welding	10		
10.	P/F of complete drawer box (ISI mark)	10		
11.	P/F of new drawer (ISI mark)	15		
12.	P/F sunmica top (Greenlam)	15		
13.	P/F of new locking system (ISI mark)	15		
C	STEEL CHAIR			
1.	Replacement of new wooden seat	20		
2.	Replacement of new wooden back	25		
3.	Replacement of new wooden arms	20		
4.	Replacement of rubber shoes	30		
5.	Replacement of new rubber cap	30		
6.	Minor repair	25		
7.	Painting of steel frame	10		
8.	P/F of steel strips for support with welding	10		

S. No.	Particulars	Tentative Unit Required	Hardware Rate/unit (Rs.)	Labour Cost (Rs.)
D.	STEEL FILING CABINET			
1.	Replacement of Lock (Godrej)	20		
2.	Replacement of Handle (Godrej)	15		
3.	Adjustment of drawer	10		
4.	Steel boll (ISI mark)	30		
5.	Providing of key	30		
6.	Overhauling and greasing	10		
7.	Repair Lock	20		
8.	Repair of locking system	20		
9.	Repair of cabinet	15		
10.	Opening of cabinet	20		
11.	P/F of new channel (ISI mark)	20		
12.	P/F of push button (ISI mark)	30		
E.	STEEL REVOLVING CHAIR			
1.	Repair of Chair	10		
2.	Overhauling & greasing	10		
3.	Replacement of wheel (Godrej)	10		
4.	Replacement of axel (ISI mark)	10		
5.	Replacement of spring (ISI mark)	15		
6.	Painting of Chair	20		
7.	Welding (per point)	25		
F.	STEEL BOOK CASE			
1.	Replacement of Lock (Godrej)	30		
2.	Replacement of Handle (Godrej)	15		
3.	Replacement of glass panes (Modi Guard)	15		
4.	P/F of Keys	20		
5.	Opening of Book Case	10		
6.	Repair of Lock	20		
7.	Repair of locking system	25		
G.	DOOR LOCK			
1.	Replacement of Lock (Godrej)	15		
2.	Replacement of handle (Godrej)	15		
3.	Opening of Lock	20		
4.	Repair of Lock	20		
5.	P/F Keys	25		
6.	P/F of Godrej Night Latch (Godrej)	20		

S. No.	Particulars	Tentative Unit Rquired	Hardware Rate/unit (Rs.)	Labour Cost (Rs.)
H.	PAINTING OF FURNITURE			
1.	Steel Almirah (big size) out portion only	05		
2.	Steel Almirah (small size) outer portion only	05		
3.	Steel Table (Officer)	05		
4.	Steel Table (Clerk)	05		
5.	Steel Filing Cabinet	05		
6.	Slide Rack (big)	05		
7.	Slide Rack (small)	05		
8.	Steel Book Case	05		
I.	REPAIR OF WOODEN FURNITURE			
1.	Repair of Chair (minor) w/o any replacement	05		
2.	Repair of Table -do-	05		
3.	Repair of Almirah -do-	05		
4.	Repair of Screen	05		
5.	Repair of back chair	05		
6.	Replacement of Chair Arm	05		
7.	Replacement of Chair Leg	05		
8.	Replacement of Table leg	05		
9.	P/F of rings to curtains (per 100)	05		
10.	Providing of curtains cloth (per mtr.) (ISI mark)	100mtrs.		
11.	Providing of imported velvet for officer sofa set (per mtr.)	100mtrs.		
12.	Replacement of looking mirror			
	(a) Ordinary (b) Wooden (c) Wooden with towel rod/stand (ISI mark)	05 each		
13.	Replacement of curtain rod (fancy) (per feet) (ISI mark)	500 sq. ft.		
14.	Adjustment of Table drawer	10		
15.	Replacement/Farbrication of Workstation (ISI mark)	10		

S. No.	Particulars	Tentative Unit Required	Hardware Rate/unit (Rs.)	Labour Cost (Rs.)
J.	POLISH OF FURNITURE			
1.	Office Table	10		
2.	Clerk Table	10		
3.	Assistant Table	10		
4.	Officer Chair	10		
5.	Partition Screen	10		
6.	Side Rack	10		
7.	Centre Table	10		
8.	Almirah	05		
9.	Mirror stand	05		
10.	Stool	05		
11.	Conference Table	05		
12.	Book Shelf	05		
13.	Notice Board	05		
14.	Partition etc.	05		
15.	Sofa (per seat)	05		
16.	Lacquer polish on any surface (per Sqr. Ft.)	50 sq. ft.		
17.	Deco polish with wax finish (per sqr. Ft.)	50 sq.ft		
K.	Complete renovation including tapestry cloth (ranging between Rs. 180/- to 200/- per mtr.) Cushion, Markeen, Dory, Spring, Jute, Tat, Canvas U-Foam, Labour Charge, (Labour + Material)			
a.	Sofa Seat	10		
b.	Revolving Chair	05		
c.	Visitor Chair	05		
d.	Computer Chair	10		
e.	Arm of Chair	10		
L.	Providing & Fixing of rubber Cushion (ISI mark) for the seat of sofa seats and chairs			
a.	21"x22"x4" (sofa seat)	10		
b.	18"x18"x2" (Chair)	10		

S. No.	Particulars	Tentative Unit Required	Hardware Rate/unit (Rs.)	Labour Cost (Rs.)
M.	Providing & Fixing of loose covers along with material i.e. cloth (Bombay dyeing), along with material i.e. cloth (Bombay dyeing), stitching threads, labour charges.			
a)	Sofa Set	10		
b)	Revolving Chair	10		
c)	Visitor Chair	10		
d)	Computer Chair	10		
N.	Stitching of curtains (labour charges)			
a)	Plain curtains	10		
b)	Pleated curtain	10		
c)	Pleated curtain with lining	10		
O.	Renovation of furniture items (labour charges)			
a)	Sofa (per seat)	10		
b)	Revolving Chair	10		
c)	Visitor Chair	10		
d)	Computer Chair	10		
P	Stitching of loose covers (labour charges)			
a)	Sofa (per seat)	10		
b)	Revolving Chair	10		
c)	Visitor Chair	10		
d)	Computer Chair	10		
Q	Fabrication of wooden storage/rack (per Sqr.ft.)	05		