



Government of India
Ministry of Science and Technology
Department of Science and Technology
Administration II (B) Section
Technology Bhavan, New Mehrauli Road
New Delhi-110 016

Tender No.. -D-14013/ 2/ 2015 Admin II (B)

Date: 23rdDec, 2015

Tender Set Cost: Rs.500/- (Rupees Five Hundred only)

Ministry of Science & Technology
Department of Science & Technology
Admin II (B) Section

Technology Bhavan
New Mehrauli Road
New Delhi-110 016

Tender Document

For

Item wise (in groups) Annual Rate Contract for repair/ renovation of office furniture, providing of name plates etc. in DST, Technology Bhavan, New Delhi-16 for period of one year from the date of commencement of contract



**Government of India
Ministry of Science and Technology
Department of Science and Technology
Administration II (B) Section
Technology Bhavan, New Mehrauli Road, New Delhi-110 016**

Tender No: D-14023/2/2/2015 Admn II (B)

Date: 23rd Dec, 2015

To,

All interested & eligible vendors

Sub: Item wise (in groups) Annual Rate Contract for repair/ renovation of office furniture, providing of name plates etc.

Dear Sirs,

1. Sealed bids are invited in **two (Technical & Financial) bids system** for the subject mentioned job in Department of Science & Technology, Technology Bhavan, New Delhi-16.
2. In case your firm is interested firms are requested to send their bids in the enclosed Performa **(Schedule I)** in sealed cover along with the documents duly signed on all pages as mentioned in the tender document in the prescribed form. The sealed cover containing the quoted tender shall be super scribed **"Open tender for Item wise (in groups) Annual Rate Contract for repair/ renovation of office furniture, providing of name plates etc.** and shall be dropped in the tender box of Admin II (B) kept near the Reception of the Technology Bhavan **latest by 1500 hours** on or before the **19th January, 2015**. Sealed tenders received within the closing time limit shall be opened on the same day at 1530 hrs in the presence of such bidders who wish to be present.
3. Bidders shall submit EMD amount of Rs.20,000/- (Rupees twenty thousand only) for the bidders desire to participate in the tendering process for all the groups as mentioned in Schedule I to this document with the tender documents and the successful bidders shall be required to submit a performance security (Group wise) deposit of an amount of **Rs.15,000/- (Rupees fifteen thousand only)** in the form of Demand Draft/ Fixed Deposit Receipt/ Performance Bank Guarantee from any Scheduled Commercial Indian Bank valid for the period of 45 days beyond the expiry of contract period. **The firms Registered with Department of Science & Technology need not to submit EMD but not exempted from submission of Tender Fee.**
4. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached **Groups in Schedule I** (Standard quantity is given for evaluation of bid only) . However, the Financial Bids of only those bidders will be opened whose technical bids are found suitable.

Cont'd.....03/-

5. This letter shall form part of tender documents and shall be returned duly signed along with the tender documents.

6. While submitting the tender for this work the bidders shall be **deemed to have read, understood and accepted** all the terms and conditions stated in the bid document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, shall be got clarified from Estate Supervisor, DST at least 07 days before tender opening date. Requests for postponing the tender opening date for the same shall not be accepted.

Yours faithfully,

(Pawan Sharma)
Under Secretary to the Govt. of India
Tel: 26590538

Copy to: NIC, DST: For posting the complete tender document on Department's website

Cont'd.....04/-

**IMPORTANT INFORMATION, GENERAL INSTRUCTIONS,
TERMS & CONDITIONS**

1. Two (Technical & Financial) bids system

1.1. This tender shall be processed in two bids system – namely (i) Technical and (ii) Financial Bids. The tenderers shall submit both the bids simultaneously with the same date of receipt i.e. **1500 hrs on 19th January, 2015**. The Financial bid will be opened, on the date to be fixed later on and made known to the qualified bidders only after technical evaluation of all the offers received for prequalification bids are completed and eligible/ meeting the criterion mentioned in the Technical Bid.

1.2. Both the bids –one containing the “**Technical bid**” duly sealed and the other “**Financial bid**” duly sealed should be submitted in one main cover. The main cover should also be wax sealed. All bidders are therefore required to submit their offers in two covers as under:-

- (a) **FIRST COVER** should contain the “**Technical offer**” submitting the following documents:-
- i) Tender Fee amounting to Rs.500/- (Rupees five hundred only).
 - ii) **Earnest Money Deposit (EMD)** Participating Bidders shall submit EMD amount of Rs.20,000/- (Rupees twenty thousand only) for the bidders desire to participate for all the groups as mentioned in Schedule I to this document in the form of DD/ BC/ PO in favour of DDO, DST. **The firms Registered with Department of Science & Technology need not to submit EMD but not exempted from submission of Tender Fee.**
 - iii) Annual Turn-over for the last three years including 2014-15.
 - iv) Income Tax Returns for the last three years including 2014-15.
 - iv) Copies of supply orders/ experience certificates from Central Govt/ State Govt/ Autonomous Institutions shall be enclosed along with the Technical Bids with respect to such group of the bid.
 - v) Letter of acceptance of all terms and conditions of the tender.
 - vi) Sales Tax/ VAT Registration Certificate.
 - vii) Certified Copy of PAN.
 - viii) Service Tax Registration certificate
 - ix) Complete Postal Address of the office with the name of their authorized representative with Telephone numbers.

1.3. SECOND COVER should contain the “**Financial offer**” submitting the details of rates as per Schedule I consisting of Group A to B (inclusive of all taxes/ charges) quoted by the bidder. These details should be submitted in the format given. **The words “FINANCIAL BID for Item wise Annual Rate Contract for repair/ renovation of office furniture, providing of name plates etc.**

1.4. THIRD COVER: Both the above mentioned covers should be sealed separately and thereafter, be kept in a third cover and again sealed. This cover should also be superscribed with “**Open tender for Item wise Annual Rate Contract for repair/ renovation of office furniture, providing of name plates etc.**”

1.5. Only the first cover i.e. Technical Bid shall be opened on the date of bid opening. Financial bids of only those firms will be considered for opening who are qualified as per Technical bid and shall be opened publicly on a later date which will be notified to the bidders who have qualified to the Prequalification bids.

Cont'd.....05/-

Signature of the bidder with seal & date

IMPORTANT INFORMATION, GENERAL INSTRUCTIONS**And TERMS & CONDITIONS**

Sl No.	Description	Contents
1.	Purchaser	THE PRESIDENT OF INDIA
2.	Single bid system	This tender will be processed in Two Bids system
3	Tender fee	Rs.500/- (Rupees five hundred only). No participating firm is exempted from submission of Tender Fee including firms Registered with DST. The Tender Fee should be in the form of DD/ BC/ PO in favour of DDO, DST
4	EMD	Participating Bidders shall submit EMD amount of Rs.20,000/- (Rupees twenty thousand only for the bidders desire to participate for all the groups as mentioned in Schedule I to this document in the form of DD/ BC/ PO in favour of DDO, DST. The firms Registered with Department of Science & Technology need not to submit EMD but not exempted from submission of Tender Fee.
5	Non-transferability	This tender is non-transferable.
6	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the firm. Offers not complying with such terms & conditions shall be ignored/ rejected straightway.
7	Firm and fixed rates	Prices should be quoted on net destination basis at DST and firm & fixed price basis including statutory taxes (CST/ VAT, Service Tax, Service Charge etc., duties (ED- if any), freight, packing etc.. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances during the contractual period. Bids with variable prices or seeking provision for enhancement of prices/ contracted rates during the currency of the contract shall be rejected straightway without any consideration.
8	Prescribed Forms	Bids of firms received in the format prescribed in this bid document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letter head bids will not be accepted and ignored straightway.
9	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
10	Time & date of receipt and opening of bids	In the event of any confusion, the time set in the clock at the Reception Office will be taken as standard and decisive. Bidders may note that if the date of bids opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
11	Department's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
12	Department's Address & Work site	The bid should be addressed to "Under Secretary, Admin II (B), Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi on or before 1500 hours on 19th January, 2015. In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II B or S.O. Admn II B, DST before expiry of the closing time.

Signature of the bidder with seal & date**Cont'd.....06/-**

Sl No.	Description	Contents
13	Inspecting Officer	Authorized representative of DST, New Delhi
14	Inspection Authority	Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.
15	Contract period	One year from the date of commencement of contract and extendable yearly basis for a maximum period upto three years from the date of commencement of contract depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon. Prices during the currency of contract shall remain firm & fixed.
16	Dispatch instructions	Maintenance work shall be carried out at Technology Bhavan. The selected agency shall provide Service Engineer as per actual requirements. Any replacement of defective parts/ spare parts will be done only with written permission. The defective parts would belong to this Department and the representative of the firm would hand over the same to Estate Supervisor, DST. Permission for taking the items from DST premises will not be allowed on holidays, Saturdays & Sundays.
17	Warranty	One year comprehensive from the date of completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or deterioration in the quality or deviation from tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to contractor's premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component.
18	Performance Security	Successful bidders awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security (Group wise) of the amount equivalent to Rs.15,000/- (Rupees fifteen thousand only) for each group in the form of DD/ Pay order, Fixed Deposit Receipt (FDR) or Bank Guarantee from any Scheduled Commercial Indian Bank to be submitted within 15 days of the receipt of the Contract by them. The format for Performance Bank Guarantee (PBG) will be provided by DST along with the award of contract. In the event of failure on the part of the successful bidder awarded the Contract to furnish Performance Security, the contract awarded shall be cancelled. The EMD would be refunded only after receipt of required Performance Security in the prescribed format.
19	Validity of tender	Tender shall be kept valid for acceptance by DST for a period not less than 60 days after the tender opening date.
20	Rates	<p>a) Rate should be quoted per unit basis in the enclosed Performa as per Groups in Schedule I attached with the tender document.</p> <p>b) Rates should be inclusive all statutory taxes & duties (CST, VAT, Service Charge, Service Tax, ED etc.) and freight (free delivery to the consignee's premises) etc.</p> <p>c) During the entire period of the contract, no request for any increase in rates will be entertained.</p>

Signature of the bidder with seal & date

Sl No.	Description	Contents
21	Taxes & duties	<p>a) Rates should be inclusive all statutory taxes & duties (CST, VAT, Service Charge, Service Tax, ED etc.) and freight (free delivery at consignee's premises) etc.</p> <p>b) Tax Deduction at Source (TDS):- TDS will be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.</p> <p>c) No claim on account of sales taxes or any other statutory taxes/ charges for execution of work awarded under this contract will be entertained by DST and such taxes and charges should be paid by the contractor himself.</p>
22	Consignee's address	Department of Science & Technology and Authorized representative of DST, New Delhi-16.
23	Inspection Authority & Inspecting Officer	Department of Science & Technology and Authorized representative of DST, New Delhi-16.
24	Submission, acceptance and rejection of tender	<p>a) A complete set of the bid document may be collected personally from Section Officer Admin II (B), Department of Science & Technology, New Delhi. Complete tender document is available on Departmental website: http://dst.gov.in and may be downloaded and used for submission of the bid. The envelop containing the quotation should be duly sealed and super-scribed as <u>"Item wise Annual Rate Contract for maintenance of repair/ renovation of office furniture, providing of name plates etc."</u> The sealed envelop should be dropped in the tender box kept [Tender Box of Admin II (B)] near the reception of Technology Bhavan on or before 3.00 PM on 19th January, 2015 which will be opened on the same day at 3.30 PM in the presence of one representative of such tenderers who wish to be present.</p> <p>b) Bids which are not found complete in all respects are liable to be rejected.</p> <p>c) While submitting the bid for this work the tenderers will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.</p> <p>d) Bidders will indicate the complete address of their firm/ office along with telephone numbers.</p> <p>e) Contract shall be awarded to the firm offering the lowest / net bundled price (Group wise) and not with reference to the lowest prices quoted for the sub-items. However, if prices for each & every item are not quoted, Net- bundled price offered shall not be accepted.</p>

Signature of the bidder with seal & date

Cont'd.....08/-

Sl No.	Description	Contents
25	Award of contract	<p>a) DST will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated tender price.</p> <p>b) Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any bid and to cancel the process and reject all tenders at any time prior to award of contract.</p> <p>c) The tenderer whose rate is accepted will be notified for the award of contract by the Department prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.</p> <p>d) Contract shall be awarded to the firm (s) offering the lowest/ net bundled price (Group wise) and not with the reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted, net bundled price offered by the firm shall not be considered/ accepted. Standard quantity is considered for evaluation of bids and to determine L 1 firm only. The issuance of work/ supply order will depend upon the requirement of the Department and on actual basis. The supply/ work order will be issued at short notice as per actual requirement.</p> <p>e). In case two firms offering the lowest net bundled prices, then only item wise rate will be evaluated for those two firms and the contract will be awarded to the two firms item wise on L1 basis.</p> <p>f) If one such firm becomes L 1 for more than one group, then the work will be awarded to L 1 firm only. The entire work can also be awarded to six different firms as per the L 1 of net bundled price of each group.</p>
26	Scope of Work	<p>The work includes the following on actual basis:-</p> <p>a) Group A:- Repair/ renovation work of sofa sets & cushioned chair and repair of Repair of wooden & steel Furniture:</p> <p>b) Group B:- Supply of Name Plates, Boards, Banners and new items etc</p>
27	Termination of contract	<p>On expiry of period given in the contract. Further, the contract can be terminated at any time during the currency due to unsatisfactory performance established on the part of the contractor or any such material complaints.</p>

Signature of the bidder with seal & date

Sl No.	Description	Contents
28.	Submission of bill and Terms of payment	<p>a) The contractor will submit the bill for payment on periodical basis and after completion of each period along with the certificate (s) from the officers concerned or after execution of awarded work within the stipulated date.</p> <p>b) The Payment for work where work was not attended due to any reason whatsoever is will be deducted on pro rata basis from the bill submitted by contractor.</p> <p>c) Bills to be submitted (preferred in 3 copies) along with the certificates/ job card duly certified/ signed by the officer concerned on actual basis.</p> <p>d) The preparation job card Performa is the sole responsibility of the contractor.</p> <p>e) No advance payment in no circumstances be made to the contractor.</p>
29	Paying authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
30	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes and shall be within the jurisdiction in Delhi.
31	Disputes	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
32	General terms & conditions	<p>a) The contractor shall observe all security provisions as applicable to the offices of the DST which comes under the security cover by the Home Ministry. Any violation shall be his responsibility.</p> <p>b) The bidder shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the Department.</p> <p>c) The person signing the tender document on behalf of the contractor or on behalf of the firm, shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms whatever the case may be in all the matters pertaining to the contract, including the arbitration clause.</p> <p>d) Acceptance of the tender by the Government shall be communicated to the successful tenderer by a formal letter of acceptance of tender.</p> <p>e) In case in the opinion of the Department, any item is defective needs to be brought back to proper working order, same shall have to be done by the firm within the rate quoted and within 15 days of start of contract period. In case of failure to bring the item to proper order within stipulated period, damages/ penal charges shall be applicable.</p>
33	Risk Purchase Clause	If the firm after submission of bid and due acceptance of the same i.e. after the placement of order fails to abide by the terms & conditions of the tender document, and / or execute the delivery as per prescribed schedule given or at any time repudiates the contract, DST will have the right to forfeit the EMD, invoke the performance security deposited by the firm and get the work done from other firm at the risk and consequence of the firm. The cost difference between the alternative arrangements and firms bid value will be recovered from firm along with other incidental charges including Customs duty (if any), taxes, freight and insurance etc. In case DST is forced to procure the material through alternative sources and if the cost is lower, no benefit on this account would be passed on to the firm.

Signature of the bidder with seal & date

Cont'd.....10/-

TENDER FEE COUPON

TENDER NO.: **D-14023/ 2/ 2015 Admin II (B)**

Date:- 23rd Dec, 2015.

TENDER SET NO.:

ISSUED TO

M/s.....

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Against request letter No.Dated....., 2015 and

Payment of an amount of Rs.500/- (Rupees Five Hundred only) vide Demand

Draft/ Pay Order/ Banker's Cheque No.Dated....., 2015 drawn

On

TENDER DOCUMENT ISSUED ON_____.

Check List**List of mandatory documents to be attached with the Techno-commercial Bid**

Sl No.	License Certificate Description	Attached Yes/ No	Details validity with	Page No. in the bid
1.	Tender Fee of Rs.500/- (Rupees Five Hundred only) in the form of DD/ BC/ PO in favor of DDO, DST.			
2	Participating Bidders shall submit EMD amount of Rs.20,000/- (Rupees twenty thousand only) for the bidders desire to participate for all the groups as mentioned in Schedule I to this document in the form of DD/ BC/ PO in favour of DDO, DST. The firms Registered with Department of Science & Technology need not to submit EMD. Registered firms please attach "Registration Certificate issued by DST).			
3	Annual Turn-over for the last three years ended on 31 Mar., 2015			
4	Income Tax Returns for the last three years ended on Mar, 2015			
5	Copies of supply orders/ experience certificates from Central Govt/ State Govt/ Autonomous Institutions shall be enclosed along with the Technical Bids with respect to such group of the bid			
6	Letter of acceptance of all terms and conditions of the tender.			
7	Sales Tax/ VAT Registration Certificate.			
8	Certified Copy of PAN.			
9	Service Tax Registration certificate			
10	Complete Postal Address of the office with the name of their authorized representative with Telephone numbers			
11	Name of Bank & Account Details (Enclose a cancelled cheque leaf).			
12	Financial Bid duly filled up, signed and sealed			-----
13	Tender fee coupon duly filled and attached			
14	Original tender document duly signed and stamped at all pages.			

I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government

Signature of the bidder (s) with stamp

Cont'd.....12/-

Schedule I

FINANCIAL BID

Name of the Firm:-

Schedule I to LTE No. D-14013/ 2/ 2015 Admin II (B) Dated 23rd Dec., 2015

Schedule includes the following groups (Fill up Column No.6 below):

1	2	3	4	5	6	7
Sl No.	Group	Description of job	Firms can quote the rate	Page No.	Net quoted net bundled price in Rs.	Remarks
1	Group A	Repair/ renovation of sofa sets & cushion chairs and Repair of wooden & steel Furniture:	All can quote	13 & 14/16		
2	Group B	Supply of Name plates, boards, banners etc. and other items	All can quote	15 & 16/16		

Note: (i) The bidder can quote for one group or both the groups and their rates for such group (s) would only be considered for which they are found technically suitable.

(ii) Standard qty has taken for bid evaluation purpose only.

Signature of vendor with stamp with date

Cont'd.....13/-

Name of the Firm:-

Group A to Schedule I to LTE No. D-14013/ 2/ 2015 Admin II (B) Dated 23rd Dec., 2015**Group A: Repair/ renovation of sofa sets & cushion chairs, Repair of wooden & steel Furniture:**

Sl No	Details of work	Unit	Unit rate in Rs.	Standard qty	Amount in Rs.
1	Repair/ renovation of sofa set (Wooden/ steel) includes: i. Change of cloth (Tapestry/ velvet/ cloth) ii. P/F of cushion seat of ISO Mark iii. Providing of tat, cotton, jute, coir, doori, spring inclusive labour charge	Each Seat		05	
2	Repair/ renovation of cushioned steel/ wooden chair includes:- i. Change of cloth (Tapestry/ matty/ leather/ velvet) ii. P/F of new cushion seat, U foam back & other material inclusive labour charge	Each		10	
3	Spirit Polishing of wooden sofa includes i. Removing of old polish ii. Polish double coat with primer (As reqd.)	Each seat		10	
4	Spirit Polishing of wooden chair includes i. Removing of old polish ii. Polish double coat with primer (As reqd.)	Each		10	
5	Repairing of Revolving Chairs (Executive/ Computer/ Visitor/ Wooden etc.):-				
	a. P/F of new hydraulic system	Each		05	
	b. P/F of new base	Each		10	
	c. P/F of hydraulic head	Each		02	
	d. P/F of new PU arm	Each		20	
	e. Repair of chair	Each		05	
	f. Replacement of wheel	Each		50	
	g. Overhauling including greasing	Each		10	
	h. Painting	Each		10	
	i. Welding per joint of 2.5 cm length	Each		10	
	j. MS Plate including nuts, bolts, washers etc. for seat support	Each		05	
6	Providing of seat cover for sofa, chair etc. (1 seat) in terry cot/ cotton cloth white or desired colour	Each		10	
	Wooden furniture & Steel Table/ Almirah/ File Cabinet/ Book Shelf/ File Rack				
7	Replacement of lock with duplicate keys including adjustment	Each		05	
8	Adjustment of drawer (Table/ File Cabinet)	Each		03	
9	Providing of duplicate keys	Each		02	
10	Opening of drawer with locking system	Each		03	
11	P/F of Particle Board Top	Sqft.		06	
12	P/ F of new drawer for steel table/ file cabinet	Each		03	
	Total				

Cont'd.....14/-

Name of the Firm:-

Group A continued:

Sl No	Details of work	Unit	Unit rate in Rs.	Standard qty	Amount in Rs.
	B/F Total quoted Price at pre-page (14/16)				
13	Minor Repair of table/ Almirah/ File Cabinet/ Book Shelf	Each		05	
14	Spray painting (two coats) with primer (any size)	Sqft		10	
15	Replacement of steel handle	Each		02	
16	Replacement of bush	Each		05	
17	Repairing of locking system	Each		03	
18	P/F New base for almirah	Each		03	
19	Overhauling & greasing of file cabinet	Each		02	
20	P/F of new shelf for Almirah/ Book Shelf	Each		03	
21	Adjustment of Shelf of almirah/ Book Shelf	Each		03	
22	Replacement of wooden drawer knob/ aluminum handle	Each		03	
23	Repairing of wooden cupboard/ Almirah door with replacement of hinges, adjustment etc.	Each		02	
24	Opening of Cupboard/ Table drawer/ Almirah Lock	Each		02	
25	P/F of Aluminum Channel for Glass/ Wooden shutter for cupboard/ shelf/ Almirah, Show case Etc.	ft		05	
26	P/ F of shutter glass	Sqft		05	
27	P/F Door Handle/ Hand rail/ latch (Aluminum)	Each		02	
28	P/ F of sunmica table top (Colour as per requirement)	Sqft		06	
29	Sprit polishing of wooden cup board/ rack/ wooden partition/ centre table etc.	Sqft		05	
30	Replacement of glass of centre table/ Table top 5 mm thick	Sqft.		06	
31	P/F of Computer table key board tray with all accessories of proper size & quality	Each		03	
32	P/F of Computer table key board tray channels with roller (two channels) of proper size	Each		02	
33	P/F of 12 mm ply board of ISI Brand	Sqft		05	
34	P/F 05 05 mm ply board of ISI brand	Sqft		10	
35	Repair of vertical blinds include the following				
	i. Repairing of sliding system (i/c opening/ folding mechanism) & channel	ft		05	
	ii. P/F of vertical blind chain	Each		05	
	iii. P/F of bottom weight	Each		05	
	iv. Cutting & stitching of vertical blind strip	Each		10	
36	Repair of wooden/ MS doors/ windows				
	i. Minor repair of doors/ windows	Each		03	
	ii. P/F of door closers ISI Branded (Heavy duty)	Each		05	
	iii. P/F of door stoppers	Each		05	
	iv. P/F of door interlocking system	Set		02	
	v. P/F MS Locking handle with necessary nuts,, bolts, washers etc for MS frame windows.	Each		05	
	vii. Supply of pad lock with duplicate keys	Each		02	
	Total Net Bundled Price in Rs.				

Signature of vendor with stamp with date**Cont'd.....15/-**

Name of the Firm:-

Group B to Schedule I to LTE No. D-14013/ 2/ 2015 Admin II (B) Dated 23rd Dec., 2015**Group B: Supply of Name plates, boards, banners & other new items etc.**

Sl No	Details of work	Unit	Unit rate in Rs.	Standard qty	Amount in Rs.
1	Numbering of office equipments include furniture, electrical/ electronic peripherals, rooms etc.	Each		10	
2	P/F of PVC name plate with engraving/ writing	Sqin.		05	
3	P/F of steel name plate with engraving/ writing	Sqin		05	
4	P/F of Brass name plate with engraving/ writing	Sqin.		02	
5	P/F of PVC Sheet	Sqft.		05	
6	P/F of brass name letter/ numbers 5 mm thick in :-				
	HINDI (Size in height):	1"	Each	05	
		1.5"	Each	02	
		2"	Each	02	
		2.5"	Each	02	
		3"	Each	02	
		4"	Each	02	
		5"	Each	02	
		6"	Each	02	
	ENGLISH (Size in height):	1"	Each	05	
		1.5"	Each	02	
		2"	Each	02	
		2.5"	Each	02	
		3"	Each	02	
		4"	Each	02	
		5"	Each	02	
		6"	Each	02	
7	P/F of sign board/ bill boards stands in MS angles of 1.5" X 1.25" (Wt. 800 gms. for 1ft length) including welding & painting etc.	Ft.		10	
8	Painting & rewriting of boards	Sqft.		05	
9	Supply of flex banner in wooden frame with writing as per requirement	Sqft		10	
10	Supply of flex banner in standee frame (Aluminum) with writing as per requirement	Sqft		06	
11	Supply of 05 mm acrylic sheet of desired colour	Sqft		05	
12	PVC Glow sign Board with writing	Sqft.		10	
13	Pin board with velvet cloth & wooden/ aluminum/ wooden frame as desired	Sqft		06	
14	Writing board (white) with wooden/ aluminum frame as desired	Sq ft		06	
	Total				

Signature of vendor with stamp with date**Cont'd.....16/-**

Name of the Firm:-

Group B continued:

Sl No	Details of work	Unit	Unit rate in Rs.	Standard qty	Amount in Rs.
	B/F Total quoted Price at pre-page (15/16)				
15	Foot rest wooden standard size with sun-mica top	Each		05	
16	Table top (writing) foldable transparent acrylic sheet 8 mm thick of standard size with brass/ stainless steel hinges/ fittings	Each		05	
17	Foot mat (coir)	Sqft		06	
18	Foot mat (PVC/ Rubber or equivalent material)	Sqft		06	
19	P/F of vertical blinds includes the following	Sqm		05	
	i. Sliding system (i/c opening/ folding mechanism)& channel				
	ii. P/F of vertical blind chain				
	iii. P/F of bottom weight				
	iv. Providing vertical blind strip 4" width (Standard)				
20	P/ F of sunscreen film of reputed make/ brand/ colour	Sqft		10	
21	P/F of bamboo curtain of superior quality as per colour/ shade/ design including opening/ folding mechanism & channel	Sqm		05	
22	P/F of PVC flooring with adhesive of desired color and design (2mm thick)	Sqm		10	
23	P/F of cloth curtain as per sample colour with SS curtain rods (commensurate with size of curtain) and other necessary items including stitching	Sqm		05	
24	P/F of wall papers of desired color, shade & design	Sqm		05	
	Total Net Bundled Price in Rs.				

Signature of vendor with stamp with date