



सं. 14014/02/2018-Ad (G)

No. _____

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN
नई दिल्ली-110107
New Delhi-110107

Dated: 28th December, 2018

Notice Inviting Tender

Subject: To invite Online Bid for Rate Contract for repairing/maintenance of office furniture and other items (petty carpentry, plumbing and other similar miscellaneous work) of Ministry of Steel - regarding.

Online Bid are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financially sound companies/firms/agencies for award of Rate Contract for repairing/maintenance/procurement of office furniture and other items (petty carpentry, plumbing and other similar miscellaneous work) in Ministry of Steel for the period of two year from the date of awarding the Rate Contract.

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following enclosures:

- Annexure-I - Terms and Conditions
- Annexure-II - Proforma for Technical Bid Submission
- Annexure-III - List of items (Proforma for Financial Bid Submission)
- Annexure-IV - Details of Bank Account

4. Important Dates for the invitation of aforesaid Online Bid:

- | | |
|---------------------------------------|-----------------------|
| ✓ Publish Date of Bid | - 28.12.2018 05:00 PM |
| ✓ Bid/Document Downloading Start Date | - 28.12.2018 05:30 PM |
| ✓ Bid Submission Start Date | - 29.12.2018 05:30 PM |
| ✓ Bid Submission End Date | - 28.01.2019 03:00 PM |
| ✓ Bid Opening Date | - 29.01.2019 03:30 PM |


5. The Bid should invariably be accompanied by a Demand Draft of Rs 50,000/- (Rupees Fifty Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD). The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be dropped in a sealed cover superscripted with 'BID FOR RATE CONTRACT FOR REPAIRING/MAINTENANCE OF OFFICE FURNITURE AND OTHER ITEMS IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 28th January, 2019 by 03.00 P.M.

6. Tender may also be downloaded from the website of the Ministry of Steel (<http://steel.nic.in>) of the Ministry.

7. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

8. For instructions of submission of e-Tender through the CPP Portal please visit <https://eprocure.gov.in/eprocure/app>.

9. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.


(K Murali)

Under Secretary to the Govt. of India

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Copy: with request to upload it on the website of the Ministry of Steel to NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जाएगा।

Terms and ConditionsGeneral Conditions

1. The period of Rate Contract (RC) shall ordinarily be *valid for two years with effect from the date of awarding the Rate Contract (RC)*. This period may be further extended as per the requirement of the Ministry or may be curtailed/terminated before expiry of this period owing to deficiency in service or any other valid reasons, after giving one week's notice to the selected firm.
2. Only basic rate (excluding taxes GST) may be quoted in the format given in Annexure-III.
3. Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected.
4. The rates quoted will remain in force for full period of contract. Demand for revision of rate on any account shall not be entertained during the contract period.
5. The firm should be in a position to supply all concerned items/carry out all concerned work even at short notice as and when needed on receipt of written supply/work order from the authorized officer in the General Administration Division or as per the complaint register, and in urgency even oral instructions.
6. Ministry of Steel shall place the supply/work order for supply of furniture items/carrying out petty carpentry work/plumbing work/distemping work as per the requirement. The delivery chalan/job voucher shall be got signed by the end user in the Ministry of Steel as a proof of having supplied the furniture items or for having carried out petty carpentry work or other work and the same should be attached with bills for payment. It is the responsibility of the firm to get the delivery chalan/job voucher signed from the end user in the Ministry of Steel.
7. **Two qualified/skilled carpenters/plumbers** of the firm who should be accessible on mobile phone also, will be required to be present in this Ministry on all working days and if needed, on holidays also. These carpenters must report daily to General Administration Division for obtaining complaints. The antecedents of the workers deployed should be properly verified and their details like name, address, photographs, contact no. etc. will have to be provided to the Ministry of Steel.
8. If any worker does not come on any of the working day or fails to do the requisite work the same will be got done by the Ministry from open market and cost will be recovered from security money or from pending bills of defaulting firm.
9. All the complaints should be attended within same day. In case, the complaints are not attended within same day, penalty of Rs 1000/- (One Thousand only) will be levied per day per complaints/per work. This amount would be deducted from the performance security deposit/pending bill of the firm. In case of frequent unresponsiveness of attending complaints the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.

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10. Any financial loss caused due to the damage of any items in the Ministry would be deducted from the performance security deposit/pending bill of the firm.
11. No items or any part thereof shall be taken out by the worker to the workshop. The work is to be carried out in the premises of the Ministry of Steel. However, the work which can't be done in the office premises would be allowed to be done outside and no transportation or labour charge will be paid for this work. The waste material must be managed by the firm.
12. The firm should be *located in the NCR of Delhi*. It should have experience of provision of furniture items/petty carpentry work/ plumbing work/distemping work and other similar miscellaneous work to at least three Government Ministries/Departments. Documentary evidence to this effect should be submitted.
13. The firm must have GSTIN number. A certificate to this effect should be enclosed with the bid.
14. *The rate should compulsorily be quoted for all the work/items. Otherwise the bid shall be treated as incomplete and unresponsive bid and therefore rejected. The rate should be quoted according to the given specification and in the format given in Annexure-III.* It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the Notice Inviting Tender and if any firm submits the bid with changed specification, their bid will be summarily/uprightly rejected.
15. The firm will supply all items/carry out all work on credit basis as settlement of bills may take some time. No advance payment will be made for work done. **Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate.** Bidder should furnish Details of its Bank Accounts in Annexure-IV along with the other requisite documents. As far as possible, the bills would be settled on a monthly basis.
16. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.
17. The firm should be available on its own direct telephone (office as well as residence) and also on mobile phone for contacting. These contact phone numbers will have to be intimated to this Ministry immediately on award of contract.
18. The firm should be willing to supply all concerned items/carry out all petty concerned work etc.
19. On demand through issuance of supply/work order by the Ministry of Steel, the firm shall supply all items/carry out all concerned work as per specifications. Any deviation from the approved specifications shall make the firm liable to take back such items at its own cost. Ministry of Steel reserves the absolute right to reject any items which, in its opinion, is not of approved specifications. Decision of the Competent Authority of Ministry of Steel in this regard shall be final and binding upon the firm.

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20. A penalty of Rs.5,000/- (Five Thousand only) will be imposed if it is found, on the basis of complaints received from end-user of the Ministry, that items supplied/work carried out is below the desired standard or substandard. In case of supply of such items/carrying out of work even after imposition of penalty, the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.

21. **The tender will be finalized on the basis of the net bundled rate and not on the item wise lowest rate quoted by the bidders.**

22. It should be ensured that the items supplied/work carried out would be to the satisfaction of the end-users of the Ministry. In case of any unsatisfactory report, the firm is liable to be not paid for such items/work.

23. It should be ensured that the firm is not providing services/goods to other Ministries/Departments at lower rates than those quoted for the Ministry of Steel. In case, at later stage, it is found that the firm is providing services/goods to any other Ministry/Department at a lower rate, the payment would be withheld by the Ministry.

24. The contract entered into is liable to be terminated by this Ministry at any time without assigning reasons thereof if the service rendered by the firm is not satisfactory or any lapse found in the service provided. In this connection, the decision of this Ministry will be final and shall be binding upon the contractor.

25. If any information furnished by bidder is found to be incorrect or false at any point of time, the bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD)/performance security deposit is liable to be forfeited.

26. The selected contractor shall indemnify the Ministry of Steel against all damages/expenses for which the Ministry may be held liable or pay on account of the negligence of the contractor or any person under his/her control whether in respect of accident/injury to the person/damages to the property in executing the work or otherwise and against all damages/demands thereof.

27. In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Steel. The provisions of Arbitration and Conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi. The expenses of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

28. Pending the submission of and/or a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.

29. Overwriting or correction in any of the tender document is not permissible.

30. The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.

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31. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
- (b) Scanned copy of Earnest Money Deposit (EMD)
- (c) Scanned copy of PAN Card
- (d) Scanned copy of GST registration certificate
- (e) Scanned copy of work experience certificate
- (f) Scanned copy Annexure-IV (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-IV
- (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc for the last three years i.e. from 2015-16, 2016-17, and 2017-18.

32. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Courts.

Financial Conditions

1. Average Annual Turn Over of bidder firm during last three year, ending 31st March of the previous financial year should be at least Rs 25 lakh per annum. Documentary evidence to this effect i.e. copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account, Auditor's certificate etc. should be submitted alongwith the other requisite documents.

2. *Earnest Money Deposit (EMD) of Rs 50,000/- (Fifty Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with 'BID FOR RC FOR REPAIRING/MAINTENANCE/PROCUREMENT OF OFFICE FURNITURE AND OTHER ITEMS IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 28th January, 2019 by 03.00 P.M. by 03.00 P.M.*

3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Annual Rate Contract (ARC). No interest will be paid on EMD amount.

4. *No exemption will be given to any firm with regard to deposit Earnest Money Deposit (EMD).* However, the firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2017 (as per NSIC/MSMEs clause) subject to submission of an undertaking by the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.

5. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. *Successful bidder shall submit the performance security of Rs 1,25,000/- (One Lakh Twenty Five Thousand only) by way of Fixed Deposit (FD) covering the full period of contract.* It will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.



(K Murali)

Under Secretary to the Govt. of India

INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

S. No.	Particulars	To be filled by the bidder	
1.	(a) Name of the Firm		
	(b) Address of the Firm		
	(c) Name of Proprietor		
	(d) Telephone No.		
	(e) Mobile No.		
	(f) Email Address		
2.	PAN Number (copy to be enclosed)		
3.	GST Number (copy to be enclosed)		
4.	UAM Number (for MSME bidder), If you have NSIC Registration number please specify:		
5.	List of at least three Government Ministries/Departments in which similar service is provided by the firm (copy to be enclosed)		
6.	Annual Turn Over (in Rs) (copy of financial statement of account like Balance Sheet, Profit & Loss Account, Auditor's Certificate etc. to be enclosed) (Average Annual Turn Over during last three financial year should be at least of Rs 25 lakh per annum)	Year	Annual Turn Over (in Rs)
		2015-16	
		2016-17	
		2017-18	
7.	Details of EMD (i) Amount (ii) DD No. (iii) Date (iv) Issuing Bank		
8.	Whether terms and conditions of the tender is acceptable?		

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the Firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the Firm or its owner/partner anywhere.

Further, it is certified that I/we have read and understood the terms and condition of the Notice Inviting Tender (NIT) No. **14014/02/2018 Adm(G) dated 28th December, 2018** and will abide by them till the completion of the contract period. We are also willing to repair/maintain/supply of items (petty carpentry work/ plumber work/distemping work/similar miscellaneous work) on credit basis and we understand that settlement of bills may take some time.

(Signature of the authorized person)

Date :

Name:

Place :

Designation:

Seal:

Note: Any bid received without all the details and/or without the certificate duly signed and/or without the seal of the firm, will be treated as incomplete and unresponsive bid and will be summarily/uprightly rejected and financial bid will not be opened.

W. S. M. S.

LIST OF PETTY CARPENTRY WORKS/PLUMBER WORK/DISTEMPERING WORKS ITEMS ETC.

INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF
FINANCIAL BIDS

Name of the Company:

S. No.	Items with Specification	Unit	Basic Rate per unit (in Rs)
1	2	3	4
1)	NAME PLATE/STAMP/BANNER ETC.		
a.	Steel Name Plate	per sq inch	
b.	Brass Name Plate	per sq inch	
c.	Plastic Name Plate	per sq inch	
d.	Self Inking Stamp	per box	
e.	Compact Stamp	per stamp	
f.	Rubber Stamp	per line	
g.	Italian Photo Frame Fitting	per running feet	
h.	Banner (Cloth)	Per sq ft.	
i.	Banner (Flex)	Per sq. Ft.	
j.	Parking Board	per sq feet	
k.	Engagement Stand (Wooden)	Per piece	
l.	Engagement Stand (acrylic sheet)	Per piece	
m.	Parking Line Drawing (5")	per running feet	
n.	Numbering on Furniture and any other items	per item	
o.	Circular Stamp	per stamp	
p.	Date Stamp	per stamp	
q.	Ink filling in Compact Stamp	Per stamp	
r.	Memento Shield for Retiring Person	Per piece	
2)	STEEL ALMIRAH		
a.	Repairing/Opening of Steel Almirah	Per piece	
b.	Repairing of Lock System	Per piece	
c.	Replacement of 4" brass Almirah Lock/Handle	Per piece	
d.	Providing of Key	Per piece	
e.	Painting of Steel Almirah	per sq feet	
3)	STEEL/WOODEN TABLE		
a.	Repairing/Opening of Drawer	Per piece	
b.	Replacement of Drawer Brass Lock	Per piece	
c.	Painting of Steel Table	per sq feet	
d.	Supply of Table Top	per sq feet	

e.	Repairing of Wooden Table	Per piece	
f.	Providing of Key for drawer	Per piece	
g.	Supply of Table Glass (12 mm)	per sq feet	
h.	Supply of Table Glass (6 mm)	per sq feet	
4)	EXECUTIVE/REVOLVING/WOODEN CHAIR		
a.	Repairing of Executive/Revolving Chair	Per piece	
b.	Repairing of Wooden Chair	Per piece	
c.	Canning of Wooden Chair (Plastic)	Per piece	
d.	Canning of Wooden Chair (Bamboo)	Per piece	
e.	Supply of Base (bottom) for Revolving Chair	Per piece	
f.	Supply of Hydraulic of Executive/revolving Chair	Per piece	
g.	Welding of Chair	per point	
h.	Replacement of Wheel	Per piece	
i.	Replacement of Handle/Arm	Per piece	
j.	Replacement of Seat	Per piece	
k.	Replacement of Back	Per piece	
5)	DOOR/WINDOW		
a.	Repairing of Door	Per piece	
b.	Supply/Fixing of Mortise Lock	Per piece	
c.	Supply/Fixing of Mortise Handle	Per piece	
d.	Modernization of Door with Frame (with new teak ply/moulding)	per sq feet	
e.	Scrapping/Polishing of Door	per sq feet	
f.	Scrapping/Polishing of Window	per sq feet	
g.	Supply/Fixing of Brass Door Handle	Per piece	
h.	Supply/Fixing of Brass Door Closer	Per piece	
i.	Supply/Fixing of Brass Cylindrical Lock	Per piece	
j.	Supply/Fixing of Security Lock (Godrej)	Per piece	
k.	Supply/Fixing of Link Lock (Steel Rod)	Per piece	
l.	Supply/Fixing of Super Quality SS/Brass Mortise Lock	Per piece	
m.	Supply/Fixing of Super Quality SS/Brass Mortise Handle	Per piece	
n.	Supply/Fixing of Super Quality Door Stopper (SS)	Per piece	
o.	Supply/Fixing of Super Quality Brass Door Stopper	Per piece	
p.	Supply/Fixing of Super Quality Window Stopper	Per piece	
q.	Supply/Fixing of Door Closer	Per piece	
r.	Repairing of Door Closer	Per piece	
s.	Modernisation of Window Frame (with 5" teak moulding)	Per window	
t.	Providing/Fixing of Teak Wood Window with Brass/SS Accessory	Per piece	
6)	LACQUER POLISHING/DISTEMPERING WORK		
a.	Officer Table	per sq feet	
b.*	Steel Room's Table	per sq feet	
c.	Wooden Chair	Per piece	

d.	Scrapping/Lacquer Polishing of Wooden Furniture	per sq feet	
e.	Polishing of Wooden Flooring	per sq feet	
f.	Distempering	per sq feet	
g.	POP	per sq feet	
h.	Partition Painting	per sq feet	
7)	UPHOLSTERY WORK		
a.	Upholstery of Sofa Set labour charges only	per seat	
b.	Upholstery of Executive/Revolving (Low Back) Chair labour charges only	Per piece	
c.	Upholstery of Executive/Revolving (High Back) Chair labour charges only	Per piece	
d.	Upholstery of Durian Chair labour charges only	Per piece	
e.	Upholstery of Visitor Chair (Wooden) labour charges only	Per piece	
f.	Upholstery of steel chair labour charges only	Per piece	
8)	CLOTH/CURTAIN/CUSHION/U FOAM		
a.	Cushion for Sofa (21"x22"x4")	Per seat	
b.	Cushion for Chairs (18"x18"x2")	Per seat	
c.	Sleep Well High Density U Foam	Per mtr	
d.	Plain Curtain	per mtr	
e.	Plated Curtain (with Marking Lining)	per mtr	
f.	Sofa Covers (White Tricot Cloth)	per mtr	
g.	Cloth for Upholster of Sofa/Chair		
h.	i. Cotton	per mtr	
i.	ii. Cottarise	per mtr	
j.	iii. Velvet	per mtr	
k.	iv Silk	per mtr	
l.	v Khadi Silk	per mtr	
m.	vi. Handloom	per mtr	
9)	MISCELLANEOUS		
a.	Supply/Fixing of Laminated Sun Mica	per sq feet	
b.	Opening of Security Lock	Per piece	
c.	Repairing of Security Lock	Per piece	
d.	Supply of Brass Key for Security Lock	Per piece	
e.	Opening of Link Lock	Per piece	
f.	Repairing of Link Lock	Per piece	
g.	Supply of Key for Link Lock	Per piece	
h.	A/C Fitting (with material)	Per piece	
i.	A/C Fitting (without material)	Per piece	
j.	Providing/Fixing of Glass Window with Aluminium Channel	per sq feet	
k.	Providing/Fixing of Vertical Blind	Per window	
l.	Repairing of Vertical Blind	Per piece	
m.	Re-fixing of Vertical Blind	Per piece	
n.	Providing/Fixing of Mirror (teak wood 6" frame with brass accessory)	Per piece	

o.	Supply/Fixing of Cupboard Brass Lock	Per piece	
p.	Supply/Fixing of Brass Multipurpose Lock	Per piece	
q.	Providing/Fixing of Wooden Partition (teak broad)	per sq feet	
r.	Providing/Fixing of Aluminium Partition	per sq feet	
s.	Supply/Fixing of Acrylic Sheet	per sq feet	
t.	Supply of Acrylic Writing Desk	Per piece	
u.	Supply of Wooden Writing Desk	Per piece	
v.	Providing/Fixing of branded Ceramic Tiles (with material)	per sq feet	
w.	Providing/Fixing of Branded Vitrified Tiles (with material)	per sq feet	
x.	Providing/Fixing of Aluminium Grill with Frame	per sq feet	
y.	Providing/Fixing of Notice Board with Aluminium Frame	per sq feet	
z.	Providing of Wooden Coat Stand with Brass Fitting	Per piece	
aa.	Orthopedic Back Rest/cushion	Per piece	
ab.	Providing/Fixing of Computer Tray with Channel wooden	Per piece	
ac.	Providing/Fixing of Computer Tray with Channel Plastic	Per piece	
ad.	Providing/Fixing of Kundi Chhapka big/normal	Per piece	
ae.	Providing/fixing of Kundi Chhapka small	Per piece	
af.	Supply of Pad Lock (Big)	Per piece	
ag.	Supply of Pad Lock (Medium)	Per piece	
ah.	Supply of Pad Lock (Small)	Per piece	
ai.	Fixing of Name plate	Per piece	
aj.	Removing of Name Plate	Per piece	
ak.	Repairing of Computer Tray	Per piece	
al.	Providing/Fitting of Soap Dispenser	Per piece	
am.	Fixing of Tower Bolt	Per piece	
an.	Fixing of Drawer Handle	Per piece	
ao.	Supply/Fixing of Ply	per sq feet	
ap.	Providing/Fitting of Drawer Nob	Per piece	
aq.	Providing/Fitting of Drawer/Cabinet Handle	Per piece	
ar.	Supply/Fixing of Godrej Compactor Lock	Per piece	
as.	Removal of Cupboard Almirah	per sq feet	
at.	Refitting of Cupboard Almirah	per sq feet	
au.	Removal of Wooden Partition	per sq feet	
av.	Providing/Fixing of new Hot Case Stand	Per piece	
aw.	Supply/Fixing of Sliding Glass with Wheel	Per sq. ft.	
ax.	Fixing of Photos/Scenery/Wall Clock	Per piece	
ay.	Making Hole in Wooden Furniture	Per hole	
az.	Providing of Owning with waterproof cloth	per sq feet	
ba.	Repairing of Owning with waterproof cloth	per sq feet	
bb.	Providing/Fixing of Set-top Box Shelf (Glass)	Per piece	
bc.	Supply/Fixing of Sliding Glass Lock	Per piece	

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bd	Supply/Fixing of Godrej Drawer Lock	Per piece	
be	Providing/Fitting of Wooden Mount	per sq inch	
bf	Supply/Fixing of Push Lock	Per piece	
bg	Providing/Fixing of Urinal Censor	Per piece	
bh	Repairing of Urinal Censor	Per piece	
bi	Repairing of Drawer Lock	Per piece	
bj	Providing/Fitting of Keyboard Channel	Per piece	
bk	Providing/Fitting of Brass Cupboard Lock	Per piece	
bl	Providing/Fitting of Door Hing	Per piece	
bm	Providing/fitting Door set lock	Per piece	
bn	Providing/fitting Drawer handle	Per piece	
bo	Providing Harison Padlock (Big)	Per piece	
bp	Providing Harison Padlock (Medium)	Per piece	
bq	Providing Harison Padlock (Small)	Per piece	
br	Providing/fitting Tower bolt	Per piece	
bs	Refixing Hot case stand	Per piece	
bt	Installation of TV (including material)	Per piece	
bu	Installation of TV (without material)	Per piece	
bv	Removing TV	Per piece	
bw	Movable TV stand (40")	Per piece	
bx	Deco Painting	Per sq ft.	
by	Plastic Paint	Per sq ft.	
10) SUPPLY OF FURNITURE ITEMS			
a	Supply of Wooden Cabinet/Storage/Book Shelf/Cupboard/Almirah made of teak board and teak wood with different shades natural teak, rose wood rust and white cedar etc., duly lacquer polish with all necessary hardware fittings	per sq feet	
b	Supply of Wooden Cabinet/Storage/Book Shelf/Cupboard/Almirah made of commercial board and lamination fitted with different shades natural teak, rose wood rust and white cedar etc., with all necessary hardware fittings	per sq feet	
c.	Supply of Wash Basin with wooden stand made of 19mm thick commercial board and teak wood with provision for bucket	per sq feet	
d.	Supply of Central Table/Side Table/Stool made of teak wood and top glass fitted	per sq feet	
e.	Supply of Photocopy Trolley made of wood with sun mica, box and wheels (size: 24"×24"×18")	Per piece	
f.	Supply of Steel Book Shelf (size: 78"×36"×19")	Per piece	
g.	Supply of Steel Book Shelf (size: 50"×36"×19")	Per piece	
h.	Supply of Steel File Rack (size: 78"×36"×19")	Per piece	
i.	Supply of Steel File Rack (size: 50"×36"×19")	Per piece	
j.	Supply of Steel Table with sun mica top and 3 drawers (size: 5'×3')	Per piece	

k.	Supply of SS brackets for set top box	Per piece	
l.	Supply of Iron revolving chair base	Per piece	
m.	Supply of wooden wi-fi box with locking system	Per piece	
n.*	Repairing & alignment of compactor with greasing	Per compactor	
o.	Upholstery of special executive chair with leather foam & cushion	Per seat	
p.	Repairing of wash basin	Per piece	
11 MISCELLENIOUS			
a.	Parking labels' fitting	Per piece	
b.	Supply of drawer channel lock	Per piece	
c.	Supply of curtain rod	Per piece	
d.	Change of push back system of branded executive chair	Per seat	
e.	Change of back of revolving chair	Per seat	
f.	Repairing of WC point of toilets with new angle valve & brass extension piece and old angle valve threading replaced with new one	Per piece	
g.	Repairing of WC inter-connection angel valve made	Per piece	
h.	Repairing of pipe work	per point	
i.	Plumber work/labour charges	Per day	
j.	Window repairing	Per window	
k.	Repairing of mortise handle	Per piece	
l.	Supply of big size godrej brass pad lock	Per piece	
m.	Supply of big size link make pad locks	Per piece	
n.	Removing and refitting of aluminium window grill	Per window	
o.	Fitting of looking mirror	Per piece	
p.	Fitting of calendar on wall	Per piece	
q.	Supply and fitting of steel towel rod	Per piece	
r.	Oiling of doors	Per door	
s.	Supply of push back mechanical system rod of branded executive chair	Per piece	
t.	fitting of notice board	Per piece	
u.	Filling hole with wooden/cement/pop etc.	Per hole	
v.	Supply of jet-spray with pipe and others fittings	Per piece	
w.	Supply of urinals censor battery	Per piece	
x.	Supply of urinal battery holder	Per piece	
y.	Removal and refitting of hot case stand	Per piece	
z.	Supply and fitting of mosquito net (steel)	Per sq. ft.	

Note: Leaving any of the items will be treated as incomplete and unresponsive bid and therefore liable to be rejected. * Items may be inspected before quoting the price

Handwritten signature

DETAILS OF BANK ACCOUNT

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) Facility For Receiving Payments)

S. No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

(Signature of Account Holder)

Date :

Name:

Place :

Designation:

Seal:

Note: Please attach a photocopy of cheque

