

No.D-14014/1/2015-Admn.
Government of India
Ministry of Law and Justice
Legislative Department
Official Languages Wing

Room No. 730, 7th Floor,
Shastri Bhawan, New Delhi
Dated 24th March 2015

To

M/s _____

Subject: Annual maintenance contract for repairing & maintenance of office furnitures etc. for the year 2015-016.

Sir,

This office requires the service of experienced contractor for repairing and maintenance of office furnitures as per list attached in this office for the year 2015-16. Sealed quotations are invited for the above-mentioned job on the terms and conditions mentioned in the following paras. If, you are interested to undertake the work, may send your quotation to the undersigned in sealed cover so as to reach by 13.04.2015. The cover should be marked as **QUOTATION FOR SERVICING AND MAINTENANCE OF OFFICE FURNITURES**

2. The job will be entrusted to a successful tenderer under the terms and conditions mentioned below: -

- a) The successful firm will be required to do the work/job during the year 2015-16. This office shall however, reserve the right to terminate the contract during the contract without assigning any reason there for.
- b) It shall be contractor's responsibility to make all office furnitures in good working conditions throughout the contract period. For the purpose, he may have to put experienced person to work in the Wing so as to be available during the working hours.
- c) The work of repair and servicing is to be carried out in the office premises itself.
- d) The tenderer will have to submit the rate for providing/fixing of parts of furnitures, which is shown in the Annexure-I, attached with this.
- e) This office reserves the right to accept or reject any quotation in full or in part without assigning any reasons there for.
- f) If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be got done by any other firm at the risk and expenses of the defaulting contractor.
- g) The successful firm will have to furnish Security Deposit' of Rs. 10000/- (Rupees ten thousand only). The Security deposit will be refunded on expiry of the service contract. The Security Deposit will be forfeited wholly or partly if the work is not found to the satisfaction of this office.

Yours faithfully,

(Gorke Beri)
Section Officer (Admn.)
Phone No. 23386709

Annexure-I

S.No.	Name of item	Rate
	Steel Table	
1.	Replacement of Handle	
2.	Replacement of lock	
3.	Adjustment of Drawer	
4.	Minor Repair of table	
5.	Providing of key	
6.	Opening of Drawer	
7.	Repair of lock	
8.	P/F of complete drawer box with three drawers	
9.	P/F of new drawer	
10.	P/F of sunmica top	
11.	Major Repair of table including welding etc.	
12.	Painting of steel table	
13.	Polishing of wooden table (officer)	
14.	Polishing of wooden table (Asstt.)	
15.	P/F of new locking system	
	Steel Almirah	
1.	Replacement of lock	
2.	Replacement of handle	
3.	Repair of locking system	
4.	Minor Repair	
5.	Adjustments of shelves	
6.	Providing of key	
7.	Opening of Almirah	
8.	Repair of lock	
9.	Painting of Almirah (Big)	
10.	Painting of Almirah (Small)	
11.	P/F of steel legs	
12.	P/F of new locking system	
13.	P/F of bush	
14.	Repairing of door	
	Steel Filling Cabinets	
1.	Replacement of lock	
2.	Replacement of handle	
3.	Overhauling & greasing	
4.	Steel Ball	
5.	Repair of locking system	
6.	Providing of key	
7.	Opening of filling cabinet	

8.	Repair of lock	
9.	Adjustment of drawer	
10.	P/F of new channel	
11.	P/F of push button	
	Steel Chair	
1.	Replacement of new wooden seat	
2.	Replacement of new wooden back	
3.	Replacement of new wooden arms	
4.	Replacement of rubber caps	
5.	Minor repair of steel chair	
6.	Painting of steel chair	
7.	P/F of steel strip of support with welding	
	Steel Revolving Chair	
1.	Repair of revolving chair	
2.	Overhauling & greasing	
3.	Replacement of wheel	
4.	Replacement of Axel	
5.	Replacement of spring	
6.	P/F of steel Base	
7.	Painting of revolving chair	
8.	Welding per point	
	Door Lock	
1.	P/F of new lock	
2.	Repair of door lock	
3.	Providing of key	
4.	P/F of new handle	
5.	Opening of door lock	
	Sofa set/Cushion chair	
1.	Complete renovation of 5 seater sofa set wooden including internal material like jute, tat, convas, cotton nd leather foam etc. with labour charges	
2.	Complete renovation of sofa-cum-bed (Steel) including internal material like jute, tat, convas, cotton and leather foam etc. with labour charges	
3.	Cushion visitor chair	
4.	Executive revolving chair	
	Wooden furniture/Misc items	
1.	P/F of ply to wooden table	
2.	P/F of sunmica on wooden table	
3.	Minor repair of wooden chair	

4.	Minor repair of wooden table	
5.	Repairing of drawers of wooden table	
6.	P/F of kunda chhapoka/knob	
7.	Polishing of wooden table	
8.	Polishing of wooden chair	
9.	P/F of new lock to wooden table	
10.	P/F of Godrej Night Latch	
	Dry Cleaning	
1.	Vertical Blinds	
2.	Venetian Blinds	
3.	Sofa set	
4.	Cushion Visitor Chair	
5.	Executive chair	
	Door Closer	
1.	New Spring	
2.	Repair of door closer	
3.	Oiling & greasing	
4.	Replacement of rod (small)	
5.	Replacement of rod (Big)	
6.	P/F of new door closer	
7.	Door closer fitting charges	
8.	Replacement of door lock	
9.	Providing of plastic name plate	
10.	Door Stopper	
11.	P/F of plywood	
12.	P/F of sliding channel	

