

**No. D-14014/1/2023-Admn.  
Government of India  
Ministry of Law and Justice  
Legislative Department  
Official Languages Wing**

**Room No. 730, 7<sup>th</sup> Floor,  
Shastri Bhawan, New Delhi  
Dated 1<sup>st</sup> May 2023**

**NOTICE**

**Subject: Annual maintenance contract for repairing & maintenance of office furnitures etc. for the year 2023-24.**

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 2023-24. Sealed quotations are invited for the above-mentioned job on the terms and conditions mentioned in the following paras. Parties/firms who are interested in undertaking the work are requested to submit quotations to the undersigned by name not later than 15.00 hrs on 17<sup>th</sup> May 2023 in sealed envelopes marked with "ANNUAL MAINTENANCE CONTRACT FOR REPAIRING & MAINTENANCE OF OFFICE FURNITURES. The job will be entrusted to a successful tenderer under the terms and conditions mentioned below: -

2. The quotations will be opened at 16.00 hrs on 17<sup>th</sup> May 2023 in room No. 727 'A' Wing, Shastri Bhawan, New Delhi in the presence of the tenderers or their representatives.
3. The terms & condition of the tender is as under: -
  - a. The maintenance & repair contract of office furnitures will be for one year from the date of awarding of contract. However, this Wing has the right to terminate the contract any time without assigning any reason thereof.
  - b. The firm awarded the work will be required to depute an experienced service mechanics/helper, who will also remain available in the premises of Ministry.
  - c. The work of repair and servicing is to be carried out in the office premises itself.
  - d. This office reserves the right to accept or reject any quotation in full or in part without assigning any reasons there for.
  - e. The firm will have to attend all the complaints even on the receipt of information from the users of this office directly. The services should also be provided on regular basis during the office hours and in case of emergency beyond office hours holidays etc.
  - f. No increase in rates shall be considered at all during the entire period of AMC once the contract has been finalized. No. other charges like transportation,

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4. The eligibility conditions of a tenderer are as under: -
  - a) The bidding firm should be registered in Delhi/New Delhi and should have a well established office in the limits of NCT of Delhi.
  - b) The firm should have an experience of at least 5 years of working in Government offices and should enclose copy of experience.
  - c) The firm should have an annual turnover of not less than 20 lakhs per annum in the last two years certified by chartered accountant.
  - d) The company should not be blacklisted by any authority. A certificate to this effect should be submitted along with quotation.
  - e) Bid should be valid for 60 days.
  - f) Tenderers should furnish Earnest Money Deposit (EMD) amounting to Rs. 10,000/- (Rupees ten thousand only) in the form of demand draft in favour of Drawing & Disbursing Officer, Official Languages Wing, New Delhi. EMD will be forfeited if the successful bidder withdraws his offer in due course.
  - g) The tender should be accompanied with a signed copy of the terms & conditions stipulated for award of the contract conveying his acceptance on same.
  - h) Tenderer may also furnish registration copy of Tin number, Service tax number and Pan number certificate



( Rakesh Kumar )

Deputy Legislative Counsel

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To

NIC, Legislative Department for uploading in the website of this Wing/Department.

S.No.	Name of item	
	<b>Wooden Table</b>	
1.	Providing/fixing of Handle	
2.	Providing/fixing 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 (rate should be per sq.ft.)	
11.	Painting of steel table	
12.	Polishing of wooden table (rate should be per sq.ft.)	
13.	P/F of new locking system	
14.	Providing/fixing of wooden board (rate should be per sq.ft.)	
15.	Providing/fixing of ply (rate should be per sq.ft.)	
16.	Providing/fixing of new locking system	
17.	Providing/fixing of sliding channel	
	<b>Wooden Table (Moudler)</b>	
1.	Providing/fixing of top (rate should be per sq.ft.)	
2.	Supply/fixing of complete drawer (three drawer) (rate should be per sq.ft.)	
3.	Providing/fixing of Modular board (rate should be per sq.ft.)	
4.	Providing/fixing of round lock	
5.	Providing/fixing of Modular kabza	
6.	Providing/fixing of round china lock	
7.	Providing/fixing of legs to table (rate should be per sq.ft.)	
	<b>Steel Almirah</b>	
1.	Providing/fixing of new lock	
2.	Providing/fixing 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) (rate should be furnished whole almirah not in sq.ft. )	
10.	Painting of Almirah (Small) (rate should be furnished whole almirah not in sq.ft. )	
11.	P/F of steel legs	
12.	P/F of whole locking system	
13.	P/F of bush	
14.	Repairing of door	
	Steel Book Case	
1.	Providing/fixing of lock	
2.	Providing/fixing of handle	
3.	Providing/fixing of glass pane (rate should be sq.ft.)	
4.	Opening of book case	
5.	Providing/fixing of glass pane to wooden book case	
	<b>Steel Filling Cabinets</b>	
1.	Providing/fixing of lock	
2.	Providing/fixing 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	
	<b>Steel Chair</b>	
1.	Providing/fixing of new wooden seat	
2.	Providing/fixing of new wooden back	
3.	Providing/fixing of new wooden arms	
4.	Providing/fixing of rubber caps	
5.	Minor repair of steel chair	
6.	Painting of steel chair	
7.	P/F of steel strip of support with welding	
	<b>Steel Revolving chair</b>	
1.	Minor repairing of revolving chair	
2.	Overhauling & greasing of chair	

3.	Providing/fixing of wheel	
4.	Providing/fixing of axel	
5.	Providing/fixing of base	
6.	Painting of chair	
7.	Welding per point	
8.	Providing/fixing of wooden handle of chair	
	<b>Executive Revolving Chair</b>	
1.	Repair of revolving chair	
2.	Overhauling & greasing	
3.	Providing/fixing of wheel	
4.	Providing/fixing of Axel	
5.	Providing/fixing of spring	
6.	Providing/fixing of Base	
7.	Providing/fixing of rod	
8.	Providing/fixing of hydraulic system	
	<b>Door Lock</b>	
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	
	<b>Sofa set/Cushion chair</b>	
1.	Complete renovation of 5 seater executive sofa set including internal material like jute, tat, convas, cotton with fabric (good quality) and leather foam (good quality) etc. with labour charges (Rate should be furnished per seat basis separately for with fabric and with leather foam	
2.	Renovation of Cushion visitor chair (Revolving)	
3.	Renovation of Executive revolving chair	
4.	Renovation of Visitor chair wooden with polish	
	<b>Dry Cleaning</b>	
1.	Vertical Blinds (rate should per strip)	
2.	Venetian Blinds (rate should per strip)	
3.	Sofa set (rate should be per seat)	
4.	Cushion Visitor Chair (rates should be per chair)	
5.	Executive chair (rates should be per chair)	

	<b>Door Closer</b>	
1.	Providing/fixing of New Spring	
2.	Repair of door closer	
3.	Oiling & greasing	
4.	Providing/fixing of rod (small)	
5.	Providing/fixing of rod (Big)	
6.	P/F of new door closer	
7.	Door closer fitting charges	
8.	Providing/fixing of door lock	
9.	Providing/fixing of plastic name plate	
10.	Providing/fixing of Door Stopper	
11.	P/F of plywood	
12.	P/F of sliding channel	
13.	Providing/fixing of brass name plate 1", 2" size	
14.	Providing/fixing of plastic channel	
	<b>Polishing of wooden furniture/Misc items</b>	
1.	Polishing of wooden almirah (rate should be sq.ft.)	
2.	Polishing of book shelf (rate should be per sq.ft.)	
3.	Polishing of table (rate should per sq.ft.)	
4.	Polishing of wooden rack (rate should be per sq.ft.)	
5.	Polishing of stool (rate should be per sq.ft.)	
6.	P/F of ply to wooden table	
7.	P/F of sunmica on wooden table	
8.	Minor repair of wooden chair	
9.	Minor repair of wooden table	
10.	Repairing of drawers of wooden table	
11.	P/F of kunda chhapoka	
12.	Polishing of wooden table (rate should be per Sq.ft.)	
13.	Polishing of wooden chair (rate should be per Sq.ft.)	
14.	P/F of new lock to wooden table	
15.	P/F of Godrej Night Latch	
16.	Fixing of photograph/maps big size & small size	
17.	Manufacturing of foot rest in standard size	