

No.D-14014/1/2015-Genl.  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
(Department of Food & Public Distribution)

Krishi Bhawan, New Delhi  
Dated: 12<sup>th</sup> August, 2016

**e-Tender Enquiry**

**Subject:** Annual contract for supply, repair & maintenance of furniture items etc. of the Department for a period of one year from the date of signing of the relevant agreement following the e-tender process:

**{Accepting Officer**

**Under Secretary to the Government of India  
Department of Food & Public Distribution (DFPD)  
(ON BEHALF OF THE PRESIDENT OF INDIA)}**

For and on behalf of the President of India, the undersigned is directed to invite quotations from Dealers/Vendors/Contractors/Firms as per list for supply, repair & maintenance of furniture items etc. for a period of one year from the date of signing of the agreement prescribed as 'Annexure - I'. The other firms which fulfil the following minimum criteria may also apply:-

- (i) The firm should be registered with relevant authorities [Registration with Sales Tax/TIN No./Service Tax/TAN No. etc.].
- (ii) The firm should have similar work experience in executing contract for the last Three Financial Years in the Government Sector/PSU.
- (iii) The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone Nos. Photograph) will have to be provided to this office.

2. Interested Contractors/Firms/Dealers/Vendors may view and download the tender documents containing the detailed terms & conditions free of cost from the website of the Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> or Department of Food & Public Distribution (DFPD) Website: <http://dfpd.nic.in>.

3. The online bids can be submitted till 15.00 hours on 02.09.2016 and the same will be opened at 15.30 hours on 02.09.2016.

**Critical Date Sheet:**

Tender Publish Date/time	12.08.2016/17.30 hrs.
Pre-Bid Meeting Date/time	-
Document Download Start Date/time	12.08.2016/18.00 hrs.
Document Download End Date/time	02.09.2016/14.30 hrs.
Bid Submission Start Date/time	12.08.2016/18.00 hrs.
Bid Submission End Date/time	02.09.2016/15.00 hrs.
Bid Opening Date/time	02.09.2016/15.30 hrs.

4. The rates quoted of the required items must be all inclusive (i.e. inclusive of taxes, levies, transportation charges, etc.).

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5. This contract shall be for a period of one year from the date of signing of the agreement unless terminated earlier by either party by giving the other party one month's notice in writing. No requests for revision of rates or extra charges would be entertained during the period/currency of the contract. The contract may be renewed for further periods with mutual consent.

6. The Department reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms & conditions contained in the Tender Document without assigning any reason, thereof. Any enquiry, after submission of the bid shall not be entertained. In case of withdrawal of bid (after opening of the tender), the EMD will stand forfeited.

7. **Earnest Money Deposit:**

An Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees twenty thousand only) in the form of Demand Draft/Bankers Cheque drawn in favour of DDO (Cash), Department of Food & Public Distribution shall accompany the quotation payable at Delhi. The scanned copy of the EMD of Rs.20,000/- (Rupees twenty thousand only) must be uploaded as part of online bid submission and original in a sealed envelope be deposited in Department of Food & Public Distribution as per instructions. The EMD should be kept valid for a period of 45 days beyond the final tender validity period. Bid Security known as earnest money deposit will be obtained from the bidder except those who are registered with the Central Purchase Organization and National Small Industries Corporation as per rule. A certificate of registration in this regard must be uploaded for exemption. EMD furnished by all the unsuccessful tenderer shall be returned to them without any interest whatsoever, (after expiry of the final tender validity period but not later than 30 days after award of the contract) EMD of the successful tenderer(s) will be refunded, without any interest whatsoever, after receipt of performance security from it and its acceptance by this Department.

8. **OTHER TERMS & CONDITIONS**

8.1 The bidder shall submit the price bid in the prescribed format enclosed at Annexure-1 of the tenderers documents in BOQ\_XXXX.xls format. The rates so quoted should be inclusive of all taxes and transportation charges and no request of other charges would be entertained. No transportation charges, delivery charges etc. will be paid to the successful bidder and the same should be borne by the successful bidder.

8.2. Tenderers are advised to follow the instructions provided in the tender for the e-submission of the Bid online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>. Tender must be electronically submitted (on-line at <https://eprocure.gov.in/eprocure/app> through internet) within the prescribed date and time as mentioned in the e-Procurement portal. Hard copy of the Tender documents will not be accepted.

8.3. If the date fixed for opening of the Tender is declared as a holiday, the tender will be opened on the next working day at 15.30 hrs.

8.4. The offers submitted would be governed by all the terms & conditions as laid down in the prescribed Tender form and terms & conditions indicated therein.

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8.5. Neither Department of Food & Public Distribution nor NIC shall be responsible for non-accessibility of e-Procurement Portal due to technical glitches or internet connectivity issues at Tenderers end. Request for postponement of tender on this ground will not be accepted.

8.6. In case of any clear indication of cartelization or express or implied anti-competitive agreements amongst the tenderers at the time of finalization of tender or thereafter, which at any time i.e. before or after award of the contract comes to the notice of this Department the Government may reject the tenders/contract/forfeit their EMD/Security Deposit, recover the losses as assessed by the authority arising out of such anti-competitive practice of the Tenderer(s) and also recommend the case to the Ministry of Finance/Registrar of Companies/NSIC/Competition Commission of India or any other Department having appropriate jurisdiction or Authority, for initiating necessary action including blacklisting, banning of business dealings with all the Government Departments and deregistration etc.

8.7. Department of Food & Public Distribution may, at its discretion, seek from any or all tenderers clarification(s) in respect of any particulars furnishing in their offer which do not have any impact on the prices quoted. The request for such clarifications and the response will be in writing only.

8.8. Each Successful bidder will submit Rs.50,000/- (Rs. fifty thousand only) as Security Deposit in the form of Demand Draft/Bankers Cheque, Bank Guarantee drawn in favour of DDO (Cash), Department of Food & Public Distribution shall accompany the quotation payable at Delhi. No interest will be paid on Performance Security by this Department. The Bid security/EMD will be forfeited in the following conditions – a) if at any stage, any of the information/declaration given by the bidder is found false. b) if a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender. c) In case of any lapse/default in honouring of the terms and conditions at any state after submitting the tender or the contractor fails to adhere to the delivery period specified in the supply/work order. d) In case of final selection of bidder, if he fails to furnish Performance Security in accordance with the terms and conditions of the tender. The Performances Security/Bank Guarantee shall be valid upto 60 days from the date of expiry of the contract awarded. Performance Security will have to be deposited by the successful bidder(s) awarded the contract irrespective of the fact that they are registered with NSIC, Central purchase organisation or any other Government Department, Performance Security is liable to be forfeited and credited to this Department in the event of a breach of contract by the supplier/contractor Performance Security, if furnished by way of a Bank Guarantee should be executed in the format to be furnished by this Department within one week of the award of contract to the successful bidder EMD of the successful bidder(s) shall be returned only after the Performance Security Bank Guarantee is accepted by this Department.

Performance Security shall be refunded to the supplier/contractor without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

8.9 The firms intending to participate in the tender process with their offer of tender are expected and also advised to read and understand carefully the terms & conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no change



or violation of the aforesaid terms & conditions shall be permissible once the tender is accepted by this Department.

8.10. The firm must be financially sound and possess requisite technical expertise of working in the Government Ministries/Departments for at least three years.

8.11 The articles supplied should be in original/standard quality duly ISI marked(if BIS marking exists for such product).

8.12 The rates should be inclusive of delivery charges to the Department of Food & Public Distribution, Krishi Bhavan, New Delhi.

8.13 Order for items will be placed on requirement basis and payment will be released only after it is ensured that the items /quantity/quality of items supplied are to the entire satisfaction of this Office.

8.14 Any items which is found to be defective, or not of the desired quality, etc. shall be returned by this office and the order placed therefore shall stand cancelled.

8.15. Rates quoted by the tenderers shall be inclusive of all statutory taxes & duties (VAT, Local Sales Tax, Central Sales Tax, with or without Form-C etc.) and freight (free delivery at consignee's premises) etc. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished. The bill raised by the Firm should have tax registration number printed on the bill. Prices should be quoted on a firm and fixed price basis and shall also remain firm and fixed during the entire currency of the contract. Any quotation for price variation shall be treated as unresponsive and accordingly rejected.

8.16. No claim on account of sales taxes or any other statutory taxes/charges for execution of work awarded under this contract shall be entertained by DFPD and such taxes and charges shall be paid by the contractor/firm himself. Even if the duties and taxes are revised upwards by the Government during the currency of the contract, price awarded shall remain unchanged.

8.17. Contract shall be awarded to the firm offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if price for each & every items is not quoted, Net-bundled price offered shall not be accepted.

8.18. In case two firms offering the exactly same lowest net bundled prices, then only item-wise rate will be evaluated for those firms and the contracts will be awarded to the firms item-wise on L-1 basis.

8.19 In case of failure of the contractor to repair or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores.

8.20 **Liquidated damages:** In case the firm does not comply to the terms & conditions mentioned in the contract, action shall be taken against the firm to recover from the contractor as

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agreed liquidated damages including administrative expenses and not be way of penalty, a sum equivalent to ½ % per week and the total damages so claimed shall not exceed 10% of the total contract amount.

8.21 100% payment shall be released on satisfactory receipt of the goods/articles and/or execution of work ordered. Advance payment will not be made under any circumstances.

8.22 This office will have the authority to select more than one firm for award of contract for the same or all items. This office further reserves the right to decide whether a Firm should be selected for supply of some or all items listed in the tender form.

8.23 The tenderer should upload a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.

8.24 In the event of any dispute as to whether any minor details/items of work is included in the contract shall be referred to the Accepting Officer. Appeal against the decision of the Accepting Officer in this regard shall lie to the Joint Secretary (Admn.), Department of Food & PD and the decision given by him shall be final and binding.

8.25 The quotations received will be opened on the same day i.e. 02.09.2016 at 15.30 hours in the room of undersigned (Room No.44-B), Krishi Bhawan, New Delhi. The tenderers or his representative may, if they so desire, be present at the time of opening of quotations. Any tender received after closing time and date prescribed in this tender shall not be accepted under any circumstances.

8.26 During the period of the contract, the contractor or his authorised worker(s) should visit the General Section of the Department (Room No.44-A, Krishi Bhavan, New Delhi-110001) every day at 09:15 AM, for attending to the complaints, if any, on top priority basis. Failure to do so (without justifiable reasons) will result in the work being entrusted to another party/parties and the cost thereof would be recovered from the contractor. The dues of the contractor would be payable on monthly basis on submission of relevant bills along with supporting documents.

8.27 The rates quoted should be realistic. Tender with unrealistic rates like free of cost etc. will not be entertained and reasonability of rates shall be ascertained according to the item of work. Reasonability of rates will also be evaluated of each tenders.

8.28 It will be responsibility of contractor to pay the salary/wages to worker deployed by them as per law. This Department will not be liable for the same.

8.29 Incomplete or conditional tenders or unsigned tenders will be rejected straight away.

8.30 Tax Deduction at Source (TDS): TDS shall be deducted from each bill (as applicable) of the contractor under the laws of Union Govt. in respect of Income Tax & other Taxes etc.


8.31 The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.

8.32 All disputes are subject to Delhi jurisdiction only.

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9. The price bid format is at Annexure-1.
10. The foremost requirement of participation in e-tender is to have a digital signature. Instructions to the Bidders to submit the bids online are also enclosed herewith as Annexure-2.
11. The firm will be required to submit the tender acceptance letter Annexure-3.
12. Tenderers are required to keep their offer valid for acceptance by this Department for a period of 90 days from the date of opening of the bid or the revised tender opening date (if any). Tenders received with a shorter validity shall be rejected without any reference to them.
13. Tenders received without the valid EMD, unless exempted, shall stand rejected and not considered for award of the contract.
14. Tenderers should carefully note that on evaluation of the bids received, award of contract may be considered to lowest evaluated responsive and eligible tenderer and not simply to the bidder quoting the lowest rates.
15. The lowest price quoting offer shall be arrived at after assessing the competence of terms and conditions and the eligibility conditions of the tender. The bids of only those tenderers will be considered for award of contract who are found to comply with the terms and conditions of the tender in all respects. Among such eligible bidders, the bidders quoting the lowest prices shall be ranked as L-1 and the next higher will be ranked L-2, L-3 etc. The L-1 bidder will be considered for award of contract. The Government will have the right to conduct negotiations with the selected L-1 bidder in accordance with the provisions of General Financial Rules, 2005 (as amended upto the date of opening of the tender). However, in no case such negotiations shall be allowed to result into increase in financial cost as originally quoted by the bidder. If the negotiations with the L-1 bidder fail, the bidding shall be cancelled and Government will re-invite the bids.

**THE DEPARTMENT ON THE BEHALF OF PRESIDENT OF INDIA DOES NOT BIND HIMSELF TO ACCEPT THE LOWEST OR ANY TENDER.**

  
(Rajesh Kumar Pandeer)  
Under Secretary to the Government of India  
Tele : 23097040

Format of Price Bid  
Repair of furniture items

	Unit	Rate (Per Unit)
<b>01. ALMIRAH STEEL</b>		
1.-Minor repairs of almirah with nails, screws etc.	One	
2.-Supply & fixing of new iron lock	One	
3.-Supply & fixing of new brass lock	One	
4.-Opening of locked almirah	One	
5.-Supply of duplicate Key	One	
6.-Repair of lock	One	
7.-Supply & fixing of new handles	One	
8.-Supply & fixing of new locking system	One	
9.-Repair of locking system	One	
10.-Supply & fixing of new bhogli	One	
11.-Repair/ adjustment of shelf	One sq. ft.	
12.-Supply & fixing of new steel shelf	One point	
13.-Repair with welding	One	
14.-Providing & fixing of new base.	One	
15.-Repair of door		
<b>02.ALMIRAH WOODEN</b>	One	
16.-Minor repair of almirah with nails, screws etc.	One	
17.-Supply & fixing of new wooden handle	One sq. ft.	
18.-Supply & fixing of new wooden shelf	One	
19.-Supply & fixing of new Kunda-chapka	One	
20.-Supply & fixing of new hinges		
<b>03. BOOK CASE/ SHELF STEEL</b>	One	
21.-Supply & fixing of new iron lock	One	
22.-Supply & Fixing of new brass lock	One	
23.-Opening of locked book case	One	
24.-Supply of duplicate key	One	
25.-Supply & fixing of new metallic handle	One	
26.-Supply & fixing of new metallic nob	One sq. ft.	
27.-Supply & fixing of glass/pane on doors	One sq. ft.	
28.-Supply & fixing of new steel shelf	One	
29.-Adjustment of Shelf	One	
30.-Minor repairs of steel book case.	One sq. ft.	
31.-Supply & fixing of new steel shelf	One	
32.-Adjustment of Shelf	One	
33.-Minor repairs of steel book case.		
<b>04. BOOK CASE/ SHELF WOODEN</b>	One	
34.-Supply & fixing of new iron lock	One	
35.-Supply & Fixing of new brass lock	One	
36.-Opening of locked book case	One	
37.-Supply & fixing of new Kunda Chapka	One	
38.-Supply & fixing of new wooden handle	One	
39.-Supply & fixing of new metallic handle	One sq. ft.	
40.-Supply & fixing of glass/pane on door	One sq. ft.	
41.-Supply & fixing of new shelf	One	
42.-Minor repairs with screws/ nails etc.		
<b>05.CHAIR STEEL/WOODEN</b>	One	
43.-Minor repair with nails, screws etc.		

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44.-Supply & fixing of new wooden seat duly caned	One	
45.-Supply & fixing of new wooden back duly caned	One	
46.-Supply & fixing of new wooden arm	One	
47.-Supply & fixing of new rubber shoes	One	
48.-repair with welding	One point	
<b>06.CHAIR EXECUTIVE / REVOLVING/COMPUTER</b>		
49.-Minor repair with nails/screws etc.	One	
50.-Repair with welding per point	One	
51.-Overhauling/ oiling/greasing.	One	
52.-Supply & fixing of new ball wheel	One	
53.-Supply & fixing of new plate wheel	One	
54.-Supply & fixing of new axel	One	
55.-Supply & fixing of new spring	One	
56.-Supply & fixing of new wooden arm	One	
57.-Refixing of wheel	One	
<b>07- SOFA /CHAIR CUSHIONS</b>		
58.-Sofa Cushion ISI Mark	One	
59.-U-Foam Sheet	One	
60.-Supply of cushion of ISI Mark of Executive Chair	One	
61.-Supply of cushion of ISI Mark of Visitor Chair/Computer Chair	One	
62.-Supply of readymade foam chair cushion ISI (for seat/back) mark with cloth of standard size	One	
63.-Supply of readymade Narial chair cushion ISI(for seat/back) mark with cloth of standard size	One	
<b>08. CHITKANI</b>		
64.-Supply & fixing of new iron chitkani (size 4")	One	
65.-Supply & fixing of new iron chitkani (size 6")	One	
66.- Supply & fixing of new iron chitkani (size 9")	One	
67.- Supply & fixing of new Aluminium chitkani (size 4")	One	
68.- Supply & fixing of new Aluminium chitkani (size 6")	One	
69.-Supply & fixing of new Aluminium chitkani (size 9")	One	
70.-Repair/Fixing of chitkani	One	
<b>09. DOOR CLOSER</b>		
71.-Supply & fixing of new door closer of reputed Co.	One	
72.-Removal of door closer	One	
73.-Refixing of door closer	One	
74 . Replacement of spring including repair of door closer	One	
75.-Replacement of chimta including repair	One	
76.-Replacement of rod including repair	One	
77.-Oiling of door closer including repair	One	
<b>10. FILING CABINET</b>		
78.-Supply & fixing of new iron lock	One	
79.-Supply & fixing of new Brass Lock	One	
80.-Supply & fixing of new locking system	One	
81.-Opening of locked filing cabinet	One	
82.-Supply & fixing of new metallic handle	One	
83.-Supply of duplicate Key	One	
84.Supply & fixing of new push butten	One	
85.-Minor repair of filing cabinet	One	
86.-Repair with welding	One	
87.-Repair /Adjustment of drawers	One	
88.-Overhauling & greasing of cabinet	One	
89.-Repair of locking system.	One	
<b>11.FOOT REST</b>		

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90.-Supply of new wooden foot rest of standard size	One	
91-Repair of foot rest with nails/screws etc.	One	
<b>12.MIRROR</b>		
92-Supply & fixing of simple wall mirror with plastic frame	One sq. feet	
93-Supply & fixing of simple wall mirror with wooden frame	One sq. feet	
94- Hanging/fixing map, calender, wall clock, photograph or any other item with plug, nails, wires etc.	One	
95-Replacement of mirror only (per unit/ per sq. feet)	One	
96-Removing of wall mirror	One	
97-Fixing of wall mirror with nails, screws etc.	One	
<b>13.MORTICE / PAD LOCK</b>		
98-Supply & fixing of new Mortice Lock with handles	One	
99-Supply & fixing of new Mortice Lock without handles	One	
100-Supply & fixing of new handles of Mortice Lock	One	
101-Oiling / greasing of Mortice Lock	One	
102-Removing of Mortice Lock	One	
103-Refixing of Mortice Lock	One	
104-Repair of Mortice Lock including oiling/greasing	One	
<b>14. NAME PLATES</b>		
105-Removing / Fixing of name plates	One	
<b>15.PELMET</b>		
106-Supply & Fixing of new 4" wide pelmet complete in all respect	One running feet	
107.Supply & Fixing of new 6" wide pelmet complete in all respect	One running feet	
108-Supply & fixing of new wooden curtain rod	One running feet	
109-Supply & fixing of new aluminium curtain rod	One running feet	
110-Supply & Fixing of new wooden brackets	One	
111-Supply & Fixing of fancy drapery curtain rod with rings etc.	One running feet	
112-Supply & Fixing of brackets for fancy rod	One	
113-Minor repair of pelmet	One	
<b>16.PHOTO FRAME</b>		
114-Supply & Fixing of ordinary photo frame complete in all respect including glass	One running feet	
115-Supply Fixing of good quality photo frame complete in all respect including glass	One running feet	
116-Mounting/ laminating photos, posters etc. on board	One sq. feet	
<b>17. PAINTING OF FURNITURE etc.</b>		
117-Steel Almirah (Small)	One	
118 -Steel Almirah (Big)	One	
119-Steel Book Shelf	One	
120-Steel Filing Cabinet	One	
121-Steel Filing Rack(Small)	One	
122-Steel Filing Rack(Big)	One	
123-Steel Table(Clerk/Assistant)	One	
124-Steel Table(Officer)	One	
125-Steel Revolving Chair	One	
126-Steel Office Chair	One	
127-Steel Visitors Chair	One	
128-Steel Filing Tray	One	
129-Ply/Wooden/Metal Surface, partitions etc.	One sq. feet	

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130-Pelmet	One running feet	
131-Wooden mirror stand	One	
132-Window including grill	One sq. feet	
133-Ventilator	One sq. feet	
134-Room Door	One sq. feet	
135.-Wiremesh	One sq. feet	
<b>18. Scrapping and Licker polishing</b>		
136.-Wooden Almirah (Small)	One	
137.-Wooden Almirah (Big)	One	
138.-Wooden Book Shelf	One	
139.-Wooden Filing Cabinet	One	
140-Wooden Filing Rack(Small)	One	
141.-Wooden Filing Rack(Big)	One	
142.-Wooden Table(Clerk/Assistant)	One	
143.-Wooden Table(Officer)	One	
144.-Wooden Corner Table	One	
145.-Wooden Center Table	One	
146-Wooden Conference Table	One	
147-Wooden Revolving Chair	One	
148-Wooden Office Chair	One	
149-Wooden Visitors Chair	One	
150-Wooden Filing Tray	One	
151-Wooden side screen	One	
152-Wooden mirror frame	One	
153-Wooden photo frame	One	
154-Pelmet	One running feet	
155-Wooden/ply surface, partition etc.	One sq. feet	
156-Wooden Notice Board	One	
157-Wooden Foot Rest	One	
158-Wooden Writing Pad	One	
159-Wooden Key Board	One	
160-Wooden Sofa Arms	One	
161-Wooden legs	One	
162-Wooden frame sofa set five seater	One	
<b>19. RACK STEEL( small/big)</b>		
163-Minor repairs of rack	One	
164-Repair of rack with welding	One	
165-Repair/Adjustment of shelf	One	
166-Supply & Fixing of new steel shelf	One sq. feet	
167-Supply & fixing of new steel bracket	One	
<b>20. RACK WOODEN(Small/ Big)</b>	One	
168-Minor repair of rack with nails, screws etc.	One	
169-Supply & fixing of new wooden shelf	One sq. feet	
170-Supply & fixing of new leg	One running feet	
<b>21. SECRET LOCK/ NIGHT LATCH</b>		
171-Supply & fixing of a new Secret Lock with three keys (ISI)	One	
172-Opening of Secret Lock	One	
173-Removing Secret Lock	One	
174-Refixing of Secret Lock	One	
175-Repair of Secret Lock in all respect including replacement of lever, spring, button, sliding bolt etc.	One	

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176-Supply of duplicate Key	One	
<b>22. COMPUTER TABLE</b>		
177- Supply/fixing of channels in key board	One	
178.- Repair of key board including channels etc.	One	
179- Minor repair of computer table with nails screw etc.	One	
<b>23. STITCHING OF CURTAINS (Labour Charges)</b>		
180-curtain plain	One	
181-curtain with lining	One	
182-Supply/fixing of curtain rings/hooks metallic or plastic per dozen	One	
<b>24. TABLE STEEL(Big/Small)</b>		
183-Minor repairs with nail,screws etc.	One	
184-Supply & fixing of iron lock	One	
185-Supply & fixing of brass lock	One	
186-Opening of locked drawer	One	
187-Supply of duplicate key	One	
188-Repair of lock	One	
189-Supply & fixing of new steel drawer with lock	One	
190-Supply & fixing of new wooden handles of drawer	One	
191-Repair/Adjustment of drawers	One point	
192-Repair with welding	One running feet	
193-Supply & fixing of new foot rest phatti	One	
194-Supply & fixing of new metallic nob on drawer	One	
<b>25. TABLE WOODEN(Big/ Small)</b>		
195.-Minor repairs with nail,screws etc.	One	
196. -Supply & fixing of iron lock	One	
197. -Supply & fixing of brass lock	One	
198. -Opening of locked drawer	One	
199. -Supply of duplicate key	One	
200. -Repair of lock	One	
201. -Supply & fixing of new drawer	One	
202. -Supply & fixing of new wooden handles	One	
203. -Repair/Adjustment of drawers	One	
204. -Supply & fixing of new Kunda-Chapka	One running feet	
205. -Supply & fixing of new foot rest phatti	One	
206. -Supply & fixing of new metallic nob on drawer	One	
207. -Supply & fixing of new wooden nob on drawer	One	
208. -Supply & fixing of new bracket	One	
<b>26. TABLE GLASS</b>		
209.-Supply of new table glass upto 6 sq. feet(5 mm)	One sq. feet One	
210.-Supply of new table glass above 6 sq. feet (5mm)	One sq. feet	
211.-Cutting of table glass with grinding( per running feet)	One	
212. Supply of new table glass brown/black (8mm)	One sq. feet	
<b>27. TABLE TOP(Writing Top)</b>		
213.-Supply of adjustable writing pad/ top made of teak wood with glass	One sq. feet	
214.-Supply of acrylic writing pad/ top of standard size	One sq. feet	
215.Repair of writing pad	One	
<b>28. WIREMESH</b>		
216.-Supply & fixing of wiremesh on windows alongwith wooden frame	One sq. feet	
217.-Repair/ refixing of wire mesh with screws,nails etc.	One	
<b>29. UPHOLSTERY WORK (Labour Charges Only)</b>		

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218.-Sofa set with or without arms	One	
219.-Visitors cushioned chairs	One	
220.-Executive Chairs(High Back / Low Back)	One	
221.-Computer Chair	One	
<b>30-FABRICS FOR SOFA SET, CHAIRS AND CURTAINS</b>		
222.-Cotton cloth good quality	One Mtrs.	
223.-Velvet or equivalent quality superior cloth	One Mtrs.	
224.-Handloom Cloth good quality	One Mtrs.	
225.-Terricot Cloth	One Mtrs.	
226.- Cloth for banner writing		
<b>31. VERTICAL/VENETIAN BLINDS</b>		
227.Repair of Chain, dori	One	
228.Change of Dori/Chain	One	
229.Replacement of channel (per running feet)	One	
230.Replacement of weight		
<b>32. REPAIR OF MODERN FURNITURE</b>		
231.Supply/Fixing lock in Modern Table, Almirah.	One	
232.Opening of table/almirah drawer.	One	
233.Repair of cup board/almirah door	One	
234.Supply/Fixing of handle	One	
235-Supply/fixing of hinges of cup board/almirah door	One	
236- Supply/fixing of multipurpose lock		
<b>33. MISCELLANEOUS</b>		
237.-Supply & fixing of new sun-mica on tables, racks and unspecified items	One sq. feet	
238.-Supply & fixing of new ply on tables, racks and unspecified items	One sq. feet	
239.-Supply & fixing of new glass pane on unspecified items	One sq. feet	
240.-Supply & fixing of new black handle for room door	One	
241.-Supply & fixing of new aluminium handles for door	One	
242.-Supply & fixing of new metallic door stopper	One	
243- Supply/fixing of wooden stopper on doors	One inch	
244.-Supply & fixing of new iron hinges	One inch	
245.-Supply & fixing of new brass hinges	One sq. feet	
246.-Supply & fixing of new ply board of $\frac{1}{2}$ " / $\frac{3}{4}$ "	One	
247-Writing of letter(per inch ) with paint of any colour in Hindi on wall/ wooden/ metal surface etc.	One	
248-Writing of letter(per inch ) with paint of any colour in English on wall/ wooden/ metal surface etc.	One	
249.-Writing of Hindi letters on banner	One inch	
250.-Writing of English letters on banner	One inch	
251.- Supply/fixing of standard quality hydraulic compressor for chairs	One	
252.-Pasting of PVC patch/ flooring,carpet etc. with solution	One sq. feet	
253. Supply and fix new Pin lock	One	
254. Supply and fix one Iron Brackets for Almirah	One	
255.Supply and fix new Cylindrical lock	One	
256. Repairing of Cylindrical lock.	One	
257.supply and Fix wooden Hot Case stand with sunmica and Angles	One	
258. Repairing of hot case stand	One	
259.S/F fancy looking Mirror(standard size)	One	
260.Supply of wooden stool (Standard Size)	One	
261.Repairing of wooden stool	One	
262.Supply and Fix new Aldrop 10" on door	One	
263. Supply and fix wooden key board with sunmica	One	
264.Brasso Polishing of Name Plate	One	

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265. supply and fixing of Brass Door Stopper	One	
266. Supply and fixing of Acrylic Door Sheet	One sq. feet	
267. Brass polish of flower pots Big and small	One	
268. Removing and repairing of main door	One	
269. cutting, oiling, making hole in wooden door	One	
270. Supply/fixing Towel Hanger.	One	
271. Supply/Fixing Brass Hanger	One	
272. Supply/Fixing new Fastner 2"1/2"	One	
273. Supply & Fixed Magnetic Catcher	One seat	
274. Supply sofa Loose cover (Teri coat Cloth)	One	
275. Supply of Executive Chair Head rest cover (Teri coat)	One	
276. Supply of visitor chair Head rest cover (each)	One	
277. wooden supports	One	
278. Three phase lock	One	
279. S/F Iron Triangle supports, Size: 18"×18"	per sq. feet	
280. aluminum sheet	One	
281. base of Executive chair	per sq. mtr.	
282. Set top box stand	per sq. mtr.	
283. Blind	One	
284. Blind channel	One	
285. Stool 18"×18"×18"	One	
286. Stool 18"×18"×24"	One	
287. piano Hingis	One	
288. wooden file tray	One	
289. base of lock	One	
290. Removing of cupboard	One	
291. Refixing of cupboard	One	
292. Brass Door Handle	One	
293. Brass Door Stopper	One	
294. Brass chitkani	One	
295. Back cushion for Sofa	One	
296. Cushion Cover for sofa	One	
297. Cushion Cover for chair	One	
298. Big Back Rest (Amron make)	One	
299. Small Back Rest (Amron make)	One	
300. Jute Door mat	One	
301. Rubber Door mat	One	
302. Cane Chair	One	
303. Pad Lock	One	
304. Foot Rest	One	
305. hydraulic system of Executive chair	One	
306. side base of night latch in door	One	
307. new chair base with wheels, hydrlic ompressor etc. completed	One	
308. Godrej make Door Closer	One	

Rajesh

309. Water dispenser stand (wooden)	One	
310. PU Rubber chair handle	One	
311. steel base of chair (without wheel)	One	
312. plastic base of chair (without wheel)	One	
313. Steel leg of sofa	One	
314. SS handle for cupboard, table etc.	One	
315. Magnetic Duster	One	
316. Wooden chowki for UPS, freedge etc. Size (4'x1.5'x6")	One	
317. American white board (Size:3'x2')	One	
318. Brass chitkani (10")	One	
319. Bush in steel almirah	One	

Total:

Net Bundled Price in Indian National Rupees .....In  
words .....

*Rajan*

**Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:  
<https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC/e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

**PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.