

नगर विमानन महानिदेशालय

डी. जी. सी. ए. (मुख्यालय)
में
फर्नीचर और फिक्सचर्स के वार्षिक रखरखाव
के लिए
निविदा आमंत्रण सूचना

भारत सरकार
नगर विमानन महानिदेशालय

दिनांक- 01st नवंबर, 2019
सफदरजंग एयरपोर्ट के सामने
औरोबिंदो मार्ग, नई दिल्ली



भारत सरकार / Government of India
नागर विमानन मंत्रालय / Ministry of Civil Aviation
नागर विमानन महानिदेशालय / Directorate General of Civil Aviation

E-Tender Notice


Dated: 01/11/2019

Subject: e-Tender for Annual Maintenance Contract for repair and maintenance of furniture and fixtures items in DGCA, Opp. Safdarjung Airport, New Delhi - 110003 and Central Examination Organisation, R K Puram, New Delhi - 110066.

Critical Dates and Information		
S.No.	Description	Dates
1	Notice Inviting Tender Start Date and Time	05.11.2019, 2:00 PM
2	Document Download Start Date and Time	05.11.2019, 2:00 PM
3	Pre-bid conference Date and Time	07.11.2019, 11:30 AM
4	Pre-bid conference Place	Conference Hall, DGCA
5	Bid Submission Start Date and Time	13.11.2019, 12:00 PM
6	Bid Submission End Date and Time	27.11.2019, 2:00 PM
7	Tender (Technical Bid) Opening Date and Time	28.11.2019, 2:30 PM
8	Tentative Contract Period	Two year
9	Purchaser of Services	Directorate General of Civil Aviation
10	EMD money	Rs.20,000/-
11	EMD money Instrument	Demand Draft

Note:-

- E-Tender are invited under two bid system, i.e. Technical Bid and Financial Bid for Annual Maintenance Contract for repair and maintenance of furniture and fixtures items in Office of Director General of Civil Aviation, New Delhi and Central Examination Organisation, R K Puram for a period of **two year** from the date of contract.
- If at any stage, it is found that any of the details / documents furnished by the bidder are false/ misleading/fabricated, he/she would be liable to legal action and forfeiture of the Earnest Money Deposit. Also, any bid with **NIL/N.A./BLANK/ZERO service charge** will summarily be rejected.
- Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in/eprocure/app> and dgca.nic.in.


(Suman Velayudhan)
Deputy Director (Adm.)
For Directorate General of Civil Aviation

b) 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: <http://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://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.
- 2) Bidders may refer to the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in



the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 11) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- 12) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 13) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- 14) The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time **(as per Server System Clock)**.

Suman

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200 462/0120-4001 002/0120-4001 005/0120-6277 787.

A handwritten signature in blue ink, appearing to read "Srinivas", with a horizontal line underneath it.

INSTRUCTIONS TO BIDDERS

1. GENERAL:-

The present tender is being invited for **Annual Maintenance Contract for repair and maintenance of furniture and fixtures items in DGCA, Opp. Safdarjung Airport, New Delhi - 110003 and Central Examination Organisation, R K Puram, New Delhi – 110066** under which the contractor shall provide Comprehensive Annual Maintenance Contract for furniture/steel/other fixtures items. However, Directorate General of Civil Aviation is the sole purchaser of services for this contract.

2. ELIGIBILITY/QUALIFICATION OF BIDDERS:-

2.1. The bidder should have the experience of completion of at least **two** similar contracts in two different calendar years in any of the Central Government or State Government Ministry/Central or State Government Departments/Autonomous Body/Public Sector Undertakings of the Government of India or Government of any state. **The experience clause is relaxed for MSME and start-up in consonance with Government of India (MSME) Policy circular-1(2)(1)/2016-MA dated 10th March, 2016 and O.M. No.F.20/2/2014-PPD(Pt.) dated 25th July, 2016 Procurement Policy Division, Department of Expenditure, M/o Finance, Government of India.**

2.2. The bidder has to specify following details as well:-

2.2.1. Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership. A certified copy of Memorandum of Association and certificate of incorporation needs to be provided in case the bidder is a Company.

2.2.2. Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm; and in case of Company the authorization and board resolution in respect of authorization must be submitted.

2.2.3. Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members. In case of Company the details of shareholders is to be submitted.

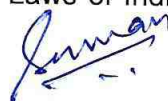
2.3. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof. In case of company the details of Board of Director and shareholders is required to be submitted.

2.4. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act.

2.5. Bidder must submit ONLINE copies of all documents required, duly self-attested, along with technical bid of the tender. NO offline copies of documents will be considered for participation in this tender.

2.6. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate company is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the DGCA subsequently finds to the contrary, the DGCA reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

2.7. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the



rejection of bid, in addition to other punitive measures.

3. ONE BID PER BIDDER:-

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

4. COST OF BID:-

The bidder shall bear all costs associated with the preparation and submission of his bid and the DGCA will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

5. VISIT TO DGCA:-

The bidder is required to provide Annual Maintenance service for repair and maintenance of furniture and fixtures in DGCA, Opp. Safdarjung Airport, Aurobindo Marg, New Delhi - 110003 and Central Examination Organisation, R K Puram, New Delhi - 110066.

TENDER DOCUMENTS:-

6.1. Contents of Tender Documents

The Tender Document has been prepared for inviting tenders for providing Annual Maintenance service for repair and maintenance of furniture and fixtures in DGCA, Opp. Safdarjung Airport, New Delhi - 110003 and Central Examination Organization, R K Puram, New Delhi - 110066. The Tender document comprises:

- (b) Notice Invitation of Tender
- (c) Instruction on online bid submission
- (d) Instructions to bidders
- (e) Terms and Conditions
- (f) Technical Bid and Financial Bid

6.1.2 The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

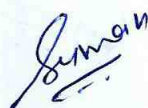
6.1.3 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

6.1. CLARIFICATION OF TENDER DOCUMENT

6.1.1. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Section Officer, General Section, DGCA.

6.1.2. Except for any such written clarification by DGCA, which is expressly stated to be an addendum to the tender document issued by the General Section of DGCA, no written or oral communication, presentation or explanation by any other employee of DGCA shall be taken to be part of conditions of tender and shall not bind DGCA or fetter the DGCA under the contract.

6.1.3. Any bid of the bidder is liable to be rejected, summarily if the proposed bid is found to be deviated from the terms and conditions mentioned in the notice inviting tender.



7. PREPARATION OF BIDS

7.1. Language

Bids and all accompanying document shall be in English OR in Hindi. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

7.2. Documents Comprising the Bid

Tender document issued for the purposes of tendering as described in Clause 6.1 and any amendments issued shall be deemed as incorporated in the Bid.

7.2.1. The bidder shall, on or before the date given in the Notice Inviting Tender, submit his bid online.

7.3. BID PRICES:-

Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Annual Maintenance service for Annual Maintenance service for repair of furniture and fixtures in DGCA, Opp. Safdarjung Airport, New Delhi and Central Examination Organization, RK Puram, Delhi. This includes all the liabilities of the contractor and all other statutory liabilities like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc.

7.3.1. The rates quoted by the bidder should be as specified in the financial bid annexed in the tender document.

7.3.2. Conditional bids/offers will summarily be rejected. Also, the bids which are not conforming to terms and conditions of the tender document are liable for rejection out rightly.

7.3.3. Any bid with zero/NIL/N.A./blank financial bid will be rejected summarily and DGCA will not be held responsible, whatsoever, for any clarification on rejection of bid.

7.4. CURRENCIES OF BID AND PAYMENT-

7.4.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

7.5. DURATION OF CONTRACT:-

7.5.1. The contract will be valid initially for **TWO YEAR**.

7.5.2. DGCA reserves the right to curtail the contract period, without giving any reason by giving **one month notice** depending on the decision taken by competent authority.

7.5.3. DGCA may extend the contract for a period of one year on mutual consent on same rates and same terms and conditions, if the services provided by the contractor are satisfactory to DGCA. Such extension, in any case, cannot be for more than one.

7.6. EMD money and Performance Security/Guarantee:-

7.6.1. The contractor shall deposit EMD money (Earnest Money Deposit) for an amount of **Rs.20,000/- (Rupees twenty Thousand only)** in the form of Account Payee Demand Draft/Banker's Cheque/Fixed Deposit Receipts/Performance Bank Guarantee by any Scheduled Commercial Bank drawn in favor of **PAO, DGCA, Ministry of Civil Aviation** payable at **NEW DELHI**. The EMD money will remain valid for a period of 45 days beyond final bid validity period. **The EMD is not applicable for Micro and Small Enterprises (MSEs), Small and Medium Enterprises (MSME) or start-up as recognized by Department of Industrial Policy and Promotion (DIPP) or are registered with the**

Suman

Central Purchase Organization or the concerned Ministry or Department. The contractor should provide scanned copy of certificates from the concerned department, if claiming relaxation.

7.6.2. The Original EMD must be delivered to the Reception, DGCA, Opp. Safdarjung Airport, New Delhi-110003 on or before last date of bid submission date/time as mentioned in critical date sheet in an envelope super-scribed "**EMD for Annual Maintenance service for repair and maintenance of furniture and fixtures in DGCA, New Delhi & CEO, RK Puram**".

7.6.3. Any bid not accompanied by EMD money shall be rejected. However, EMD exemption may be allowed as per the GFR rule 170 provided relevant supporting documents are submitted while submitting the bids.

7.6.4. EMD money so deposited shall not carry any interest.

7.6.5. EMD money of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity.

7.6.6. EMD money of the successful bidder shall be returned on receipt of Performance Security in the form of Account Payee Demand Draft/Bankers Cheque/Fixed Deposit Receipts/Performance Bank Guarantee by any Scheduled Commercial Bank of an amount **Rs.50,000/- (Rupees fifty-thousand only)** in the favor of "**PAO, DGCA, Ministry of Civil Aviation** payable at **NEW DELHI**". The Performance Security must be deposited in O/o DGCA within 15 days from the receipt of award letter.

7.6.7. EMD money shall be forfeited if the bidder withdraws his bid during the period of Tender validity. However, the bids will be valid for a period of 90 days from the opening of the bids.

7.6.8. Successful bidder has to furnish the acceptance of the award letter issued to him/her within 07 days from date of issue of award letter.

7.6.9. EMD money shall be forfeited if the successful bidder refuses to execute the Contract or fails to furnish the required Performance Security within 15 days from the date of receipt of award letter.

7.6.10. DGCA will not be held responsible to pay any interest, whatsoever, on EMD money and performance security.

7.7. SUBMISSION OF BIDS:-

7.7.1. The bidder shall submit the Technical Bid and the Financial Bid online on central public procurement portal only.

7.7.2. The submission of bids will imply that bidder has acquainted himself with the operational conditions of DGCA and has acquainted with terms and conditions of tender document, notice inviting tender, addendum, and corrigendum, if any.

7.7.3. The bid should be submitted online as per instructions provided to the bidder on CPPP :-

a) Technical Bid

- 1) Scanned copy of EMD or supporting documents.
- 2) Self-attested scanned copy of PAN card of firm/proprietor.
- 3) Self-attested scanned copy of Good & Service Tax Registration Number.

4) Self-attested scanned copy of **income tax returns** for the **Assessment Year 2017-18 & 2018-19 along with audited balance sheet for FY 2016-17 & FY 2017-18. Audited Balance sheet is mandatory for technical evaluation of bids.**

5) Self-attested scanned copy of Certificate of Incorporation/ Firm's Registration Certificate.

6) Self-attested scanned copy of experiences along with work order as per clause 2.1 supported by documents from the concerned Government organizations. DGCA reserves the right to verify the experience certificates along with work orders in original. The bidder has to produce the same before Tender Evaluation Committee as and when required.

7) Signed & scanned copy of Annexures-1, 2 & 4.

b) Financial Bid

7.7.4. The financial Bid should be submitted online as per the financial bid annexure-5. The bidder has to quote the price for AMC for repair and maintenance of furniture and fixtures in O/o DGCA and CEO R K Puram **excluding** GST. The GST shall be paid at the applicable rates of the Government of India.

7.7.5. The bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender.

7.7.6. Financial Bid will be accepted in the proforma given as in Annexure-5. No other proforma shall be considered for Financial Bid Evaluation and such bids will be out rightly rejected.

8. BID OPENING AND EVALUATION:-

8.1. BID OPENING

8.1.1. The authorized representatives of the DGCA will open the Technical Bids. However, any bidder wishes to attend can do so without giving any prior intimation and also, if any bidder(s) fail to attend, DGCA is not responsible for this whatsoever.

8.1.2. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

8.1.3. Conditional bids will also be summarily rejected.

8.2. RIGHT TO ACCEPT/REJECT BIDS:-

8.2.1. Normally, the tender will be awarded to the lowest bidder. However, DGCA is not bound to follow this in any situation whatsoever. Also, DGCA is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

8.2.2. DGCA may terminate the contract or cancel the award letter if it is found that the contractor is black listed on previous occasions by the any of the Central or State Government/Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

8.2.3. DGCA may cancel the award of contract in the event of the successful bidder fails to furnish the Performance Security or fails to execute the agreement within the time specified.

8.2.4. In case any attempt is made by contractor to bring pressure towards DGCA's decision making process, such contractor shall be disqualified for participation in the present tender. Also, any act on the part of the tenderer to influence anybody in DGCA is liable to rejection of his tender.

Suman

8.2.5. Upon verification, evaluation / assessment, if in case any information furnished by a contractor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.

9. Award of Contract:-

9.1. DGCA will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

9.2. DGCA will communicate the successful bidder by e-mail provided and will be confirmed by letter sent to successful bidder by registered post/speed post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Award of Contract (AoC)" shall prescribe the duration of contract and the amount which DGCA will pay to the contractor in consideration of the execution of services by the contractor as prescribed in the contract.

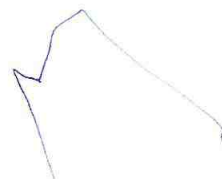
9.3. The successful bidder will be required to execute an agreement in the form specified in Annexure-3 within a period of 15 days from the receipt of Award of Contract.

9.4. Failure of the successful bidder to comply with the requirements of any clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of EMD money.

(d) **Terms and Conditions :**

1. The articles used for maintenance and repair should be of original and standard quality.
2. The rates should be inclusive of delivery charges to the Directorate General of Civil Aviation, Opp. Safdarjung Airport, New Delhi or CEO R K Puram.
3. Any item which is found to be defective, or not of the desired quality etc. shall not be accepted by this office.
4. The payment to the contractor will be made on quarterly basis based on the number and kind of maintenance done in a quarter. The contractor is required to submit the satisfactory report from the concerned section/officials and the same shall be enclosed along with the bills.
5. **A complaint register for all the repair or maintenance related work shall be maintained in the General Section and the contractor shall deploy a skilled carpenter in uniform to attend all the work related to maintenance mentioned in the register within working hours 09:30 AM to 6:00 PM on each working day and obtain the satisfactory report on completion of the work by concerned officer/official/section/Directorate.**
6. The antecedents of the person deployed should be properly verified and their details (Name, address, mobile number, photograph) will have to be provided to this office by the contractor.
7. The contract shall be for maintaining/repairing/polishing of various furniture items, upholstery of sofa set, visitor chairs etc in DGCA and CEO R K Puram. The tentative details has been indicated in the quotation/Financial Bid letter the requirement may vary as may be decided by DGCA from time to time. This shall be kept in view by the prospective bidders while submitting their bids.
8. DGCA reserves the right to award the contract to more than one contractor on common lowest rates or split the same. The contract shall normally be awarded to the bidder who emerges L1 in majority of the items on common minimum rates i.e., the L1 bidder has to match the L1 rates of the other bidders for the items for which his rates are higher.
9. No labour charges whatsoever will be given to contractor in any case as the price bid contains the comprehensive amount.
10. The contractor has to keep at least one dozen pieces of security locks, handle locks, door handles, door closers or other commonly used items in stock every time to meet any emergency, so that urgent complaints may not remain unattended for want of such necessary items.
11. There will be no employer-employee relation between the personnel employed by the service provider in DGCA with DGCA. DGCA will not be responsible of any kind of due payable to staff of service provider.
12. Before quoting the rates, contractor may visit the site to ascertain the conditions of the existing furniture/office in O/o DGCA and CEO R K Puram. The cost to visit the site will be borne by the contractor.
13. The firm shall not assign or sublet the work / job or any part of it to any other person or party without having first obtained permission in writing of this Department, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
14. **Definition for default:** Default is said to have occurred:-
 - a. If the selected service provider fails to attend the complaints within the specified period of reporting the same (refer clause-15, Penalty).
 - b. If the selected service provider fails to perform any other obligation (s) of the contract,
 - c. If the selected service provider during any maintenance of furniture or fixtures etc. is found to be using substandard parts.
 - d. Delaying or not completing the maintenance of furniture or fixtures etc.
 - e. DGCA reserves the right to impose the penalty (and/or forfeiture of Performance

Suman



Security) in the event of default mentioned above or any other default as per the tender document.

15. Penalty:

All faults booked before 12.00 Hrs. on any working day will have to be rectified the same day. Fault booked after 12.00 Hrs. will have to be attended latest by next day. If the firm fails to make the system working penalty of **Rs 200/- (Rupees two hundred only) will be imposed on each occasion of the default.** Fault booked will be treated as rectified if and only the Contractor gets satisfactory report from the user on the date of rectification. **In case of repetitive default in a quarter, 10% of the quarterly bill raised by the contractor will be imposed on the firm and the decision of DGCA in this regard, shall be treated as final and binding on the contractor.**

16. Financial bids of only those bidders will be entertained who fulfill the Technical qualification mentioned in the Technical Bid.


17. DGCA reserves the right for discontinuation of the service at any time by giving **one month's notice** if the services are found to be unsatisfactory and also DGCA has the right to award the contract to any other agency at the costs, risks and responsibilities of the current agency and excess expenditure incurred on account of this could be recovered from the Performance Security Deposit or pending bill or by raising a separate claim on defaulting service provider agency.

18. Indemnification:

DGCA will not be responsible for any injury or losses sustained by agency's personnel during the performance of their duties and also for any damages or compensation due to any dispute between the agency and its workers. With all the liabilities arising out of any provisions of the labour laws / Acts / enactments / instructions in-force or enacted from time to time during the duration of this agreement, shall be the responsibility of the agency. Furthermore, the agency shall be responsible for the payment of compensation, insurance or other claims of its employees or any other kind what so ever. DGCA will not be responsible of being a principal employer for the employees deployed on the work by the agency. DGCA will not be responsible for any misinterpretation of terms and conditions or wrong assumption by the contractor. Further in case of any loss/damage is caused to DGCA's equipment/property due to negligence/wrong/faulty maintenance carried out by the technicians/Engineers/Personnel of the contractor, then the contractor shall indemnify DGCA against all such losses. The contractor shall indemnify DGCA against all third party claims (including reasonable litigation cost) which may arise due to negligence/wrong/faulty maintenance carried out by the contractor during this contract.

19. Force Majeure:

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more; either party may at its option terminate the contract.



20. Termination of contract:

- A. DGCA has the rights to terminate this AMC at any time during the contract by giving **one month's notice** without assigning any reason whatsoever, if the services are found to be unsatisfactory.
- B. It may be ensured that rates for parts of Original Equipment manufacturer should be quoted and supplied for repair and replacement. In case if it is found at any stage during the tenure of the contract that sub-standard /inferior quality items supplied, necessary action will be taken against such tenderer which may include termination of contract and forfeiture of their Performance Security and debarring them for quoting future tenders.
- C. If the tenderer fails to undertake the job satisfactorily at any period of time during the contract or withdraw his services permanently for more than **one consecutive week** or do not respond to the complaints satisfactorily, DGCA has every right to terminate the contract and forfeit the Performance Security Deposit without assigning any reason whatsoever.

21. Dispute resolution:-

Any dispute and/or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. Each party is required to give one month notice for dispute and the dispute resolution should be as per terms and conditions of the contract and with the mutual settlement of both the parties. In case both the parties fail to reach any settlement, then the dispute resolution will be as per applicable Indian Laws. The Agreement shall be deemed to have been concluded in the Delhi and all obligations hereunder shall be deemed to be located at the Delhi and court within Delhi will have jurisdiction to the exclusion of other courts.



(On Company letter head)

UNDERTAKING

To
Directorate General of Civil Aviation,
Opp. Safadrjung Airport,
Aurobindo Marg, New Delhi-110003

Name of the firm/Agency_____

Name of the tender_____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We shall provide Annual Maintenance Contract (AMC) for repair of furniture and fixtures in DGCA Hqrs. And CEO, RK Puram as per the requirement mentioned in tender document.
4. I/We do hereby undertake that Comprehensive AMC for repair of furniture and fixtures in DGCA & CEO R K Puram shall be ensured by our Agency/firm.
5. I/We do hereby undertake that we comply with all the applicable statutory provisions and shall ensure that we remain in compliance with all applicable statutory provisions during the currency of contract.

(Signature of the Bidder)
Name and Address of the Bidder
Telephone No.



Directorate General of Civil Aviation

AGREEMENT

THIS AGREEMENT is made on the _____ day
 _____ (Month) _____ (Year) Between the President of India
 through _____ (Name and address of the
 Department) (hereinafter called "the Department" which expression shall, unless excluded by or
 repugnant to the context be deemed to include his successors in office and assigns) of the one
 part AND _____ (Name and address of the contractor) through Shri
 _____, authorized representative (hereinafter called "the contractor" which
 expression shall, unless excluded by or repugnant to the context, be deemed to include his
 successors, heirs, executors, administrators, representatives and assigns) of the other part for
 providing Maintenance service for repair and maintenance of furniture and fixtures items at DGCA,
 Opp. Safdarjung Airport, New Delhi and Central Examination Organization, RK Puram, Delhi to
 the Directorate General of Civil Aviation.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Notice Inviting Tender for AMC for repair of furniture and fixtures in DGCA Hqrs. And CEO, RK Puram
 - b. Award of contract;
 - c. Terms and Conditions;
 - d. Addendums, if any; and
 - e. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Department to execute and the maintenance service for repair and maintenance of furniture and fixtures items w.e.f _____ as per the provisions of this Agreement and the tender document.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. _____ (_____ Rupees in words)
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor
 Signature of the authorized official

For and on behalf of the DGCA
 Signature of the authorized Officer

Name of the official
 Stamp/Seal of the Contractor

Name of the Officer
 Stamp/Seal of the Employer

By the said

By the said

_____ Name
 on behalf of the Contractor in
 the presence of:

_____ Name
 on behalf of the Employer in
 the presence of:

Witness _____

Witness _____



Name _____

Address _____

Telephone No: _____

Name _____

Address _____

Telephone No: _____

Sung

111

UNDERTAKING

It is certified that _____ (name of the firm/agency/company) has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on the _____ (**date of submitting the bid online**).

Place:

Signature of the Tenderer
Name of the Signatory
Date: ___/___/2019
Name of the Firm/agency
Seal of the Firm/Agency

Note: Date of submitting the bid online (as mentioned in above para) is mandatory.



FINANCIAL BID INFORMATION

I _____ intend to submit the quotation for Annual Maintenance Contract for repair of furniture and fixtures items in the Directorate General of Civil Aviation, Opp. Safdarjung Airport, New Delhi and CEO R K Puram, New Delhi and hereby agree to all terms and conditions stipulated in DGCA, Hqrs Tender No: **D-14014/1/2019-GENERAL SECTION-DGCA** Dated _____. The information desired and the rates quoted are as follows:-

Sl.No.	Items/Description	Unit in which items to be procured	Rate or unit of items (Excluding Tax) (in Rs)
1	STEEL TABLE		
a	P/fixing of new locking system	Each	
b	Replacement of Lock	Each	
c	Adjustment of drawer	Each	
d	Minor repair of table	Each	
e	Providing of Key	Each	
f	Opening of drawer	Each	
g	Repair of Lock	Each	
h	P/fixing of complete drawer Box with three drawers	Each	
i	P/fixing of new single drawer	Each	
j	P/fixing of sunmica top	Each	
k	Replacement of handle	Each	
l	P/fixing of novapan top 18mm with rubber beeding	Each	
m	P/fixing of new drawer channel	Each	
2	STEEL ALMITAH		
a	Replacement of Lock	Each	
b	Replacement of Handle	Each	
c	Repair of Locking system	Each	
d	Providing of keys	Each	
e	Opening of Almirah	Each	
f	Repair of Lock	Each	
g	P/fixing of new Locking system	Each	
3	STEEL FILING CABINET		
a	Replacement of Lock	Each	
b	Replacement of Handle	Each	
c	Providing of key	Each	
d	Opening of filing cabinet	Each	
e	Repair of Lock	Each	
4	STEEL REVOLVING CHAIR		
a	Repair of revolving chair	Each	
b	Replacement of wheel (ISI) mark	Each	
c	Overhauling & greasing	Each	
d	Replacement of sparing	Each	
e	Providing of steel base	Each	



f	P/fixing of PU plastic arms	Each	
g	Repair of seat & back	Each	
h	P/fixing of new revolving system	Each	
i	P/fixing of wheel (Godrej type)	Each	
j	Replacement of hydraulic cylinder	Each	
5	STEEL BOOK CASE		
a	P/fixing of lock	Each	
b	P/fixing of handle	Each	
c	Providing of key	Each	
d	Opening of book case	Each	
e	Repair of Lock	Each	
f	Repair of Locking system	Each	
6	DOOR LOCK		
a	P/fixing of door lock with both side handles complete	Each	
b	Repair of Old lock	Each	
c	Replacement of Door Lock (Godrej)	Each	
d	Replacement of brass handle	Each	
e	Replacement of door handle (Godrej)	Each	
f	Opening of Locked door	Each	
g	P/fixing of door stopper	Each	
h	Repairing of door	Each	
i	P/fixing of new hinges 4" SS finish	Each	
j	P/fixing of Link Lock (Sliding Bold)	Each	
k	P/fixing of tower bolt (Iron)	Each	
l	i) 6" ii) 8"	Each	
m	P/fixing of tower bolt (Iron)	Each	
n	a) 6" b) 8"	Each	
o	P/fixing of Godrej Cylindrical Lock	Each	
p	P/fixing of Aldrej (Brass)	Each	
q	P/fixing of Aldrej (Powder coated)	Each	
r	P/fixing of Aldrej (Alum)	Each	
s	P/fixing of new door closer (Godrej)	Each	
t	Fixing of door closer	Each	
u	Repair of door closer	Each	
v	P/fixing of spring	Each	
w	P/fixing of small rod	Each	
x	P/fixing of Big rod	Each	
y	Supply and fixing of New Moriice Pad lock with three key 60mm	Each	
z	Supply /fixing of New Mortice Pad lock with 80mm	Each	
aa	Supply /fixing of new handles of Mortice	Each	
bb	Removing of Mortice lock	Each	
cc	Repair of Mortice lock including of oiling & greasing	Each	
dd	Supply / fixing of Secret lock with three keys (Godrej make)	Each	
ee	Opening of secret lock	Each	

Suman

ff	Removing of secret lock	Each	
gg	Refixing of secret lock	Each	
hh	Repair of secret lock in all respect including replacement of lever, spring, buttonin etc.	Each	
ii	Supply of duplicate keys	Each	
jj	Supply / fixing of new iron chitkani 4"	Each	
kk	Supply / fixing of new iron chitkani -6"	Each	
ll	Supply / fixing of new iron chitkani -6"	Each	
mm	Supply / fixing of new aluminium chitani size: 4"	Each	
nn	Supply / fixing of new aluminium chitani of size: 6"	Each	
oo	Supply / fixing of new aluminium chitani of size: 9"	Each	
pp	Repair / fixing of chitakani	Each	
qq	Supply / fixing of new iron sliding bolt 12"	Each	
rr	Supply / fixing of new iron sliding bolt 10"	Each	
ss	Removing of sliding bolt	Each	
tt	Refixing of sliding bolt	Each	
7	WOODEN TABLE:		
a	Minor repair of wooden table	Each	
b	Major repair of wooden table with wood	Each	
c	P/fixing of key board channel to wooden table	Each	
d	Repair of drawer of wooden table	Each	
e	P/fixing of Multipurpose Lock (Harrison)	Each	
f	Replacement of Handle – 4"	Each	
g	Replacement of Handle – 6"	Each	
h	P/fixing of legs to wooden table	Each	
i	P/fixing of Lock to wooden table	Each	
j	P/fixing of knob/handle (Brass)	Each	
k	P/fixing of knob/handles (ord)	Each	
l	P/fixing of Fm lock	Each	
m	P/fixing of new drawer to wooden table	Each	
n	P/fixing of ply table drawer	Each	
8	Providing & fixing of wooden rack made of 19mm thick commercial board / teak board /18mm thick pre- laminated board finished with decorative teak ply / sunmica of appropriate colour and brand having shelves, sliding glass shutters, drawers, doors etc. as per requirement with all necessary exclusive hardware fitting of standard make finished with fine polyurethane lacquer finish in desired shade. (Per Sft)	Per Sft	
9	Supply of wooden notice board / key board / pin up board made of 19mm thick commercial board, 1 st class teak wood frame, blazer cloth, cover on 12mm	Per Sft	

Samson

	thick soft cellotex duly fine lacquer polished. (Per Sft)		
10	Supply & installation of white marker board with all necessary accessories (magnetic) (Per Sqft)	Per Sft	
11	Acrylic elevator / writing stand made of acrylic sheet 10mm thick, adjustable height with brass handle (Each)	Each	
12	Storage unit / rack made of first class ISI mark commercial board (Green / Duro / Laser or equivalent) of 19mm, 12mm /6mm / pre laminated board of 18mm, 12mm or 9mm with 1mm merino /green century or equivalent make with Godrej / Harrison locking system complete with melamine polish mat finish (depth) (per sft)	Per Sft	
13	P/fixing of wooden door frame made of first class teak wood/sal wood of section 5"X2 1/2" fitted with all necessary hardware materials (per sqft)	Per Sft	
14	P/fixing of wooden chowkhat frame (per sqft)	Per Sft	
15	Supply of coat stand with brass fitting (per sqft)	Per Sft	
16	P/fixing of aluminium glazed low height/full height partition outer and vertical frame work Middle section and bottom section made of 2 1/2" X 1 3/4" respectively. All section made in 14 gauge thickness with 3mm joining angles. Partition made of 12mm thick pre-laminated board both side laminated up to a total height (900mm or 1500mm) and 5mm thick (ISI) glass above up to a total height of 2.10 Mtr /3.10 Mtr. Glass fix with rubber gasket and aluminium beeding		
a	Aluminium partition (Anodized)	Per Sft	
b	Aluminium partition (Powder coated)	Per Sft	
c	Dismantling of old Aluminium Partition	Per Sft	
d	Repairing of Aluminium Partition	Per Sft	
e	Refixing of Aluminium Partition	Per Sft	
17	POLISHING WORK		
a	Officer table/ centre table / Astt. Table etc.	Per Sft	
b	Office chair	Each	
c	Sofa set a) Single Seater b) Two Seater c) Three Seater		
d	Partition screen	Per Sft	
e	Side rack /cupboard / wooden almirah / book shelf/ card cabinet / display rack / notice board etc.	Per Sft	

Jawan

f	Almirah steel	Per Sft	
g	Painting of partition with plastic paint	Per Sft	
h	Polishing of wooden partition	Per Sft	
i	Spirit polishing of wooden furniture items with putty etc.	Per Sft	
j	Painting of partition with DUCO paint	Per Sft	
k	Removing of old polishing of wooden furniture with scrapping /rubbing and making smooth surface	Per Sft	
l	Lacquer polishing of wooden furniture items	Per Sft	
m	painting with synthetic enamel paint with approved brand and shade to wooden partition / wall cupboard racks etc.	Per Sft	
n	Painting with plastic emulsion paint including rubbing, filing with altex on wall	Per Sft	
o	Cleaning of aluminium partition with thinner, dhoti etc.	Per Sft	
p	Cleaning of wooden partition with thinner, dhoti and other necessary materials	Per Sft	
q	Cleaning of flooring with thinner, spirit etc	Per Sft	
18	REPAIR OF WOODEN FURNITURE (WITH SCRE & NAILS)		
a	Minor repair of chairs	Each	
b	Minor repair of screen	Each	
c	Minor repair of almirah	Each	
d	P/fixing of arms to chairs	Each	
e	P/fixing of legs of chairs	Each	
f	Minor repair of any other items	Each	
g	Fixing of exhaust fan with wood, screw, nut bolt etc.	Each	
h	Major repair of chair	Each	
i	Major repair almirah	Each	
j	Major repair of wooden rack	Each	
k	Major repair of screen	Each	
l	Repairing of wooden bench	Each	
m	P/fixing of 4mm ply (teak)	Per Sft	
n	P/fixing of 6mm ply (teak)	Per Sft	
o	P/fixing of 12mm ply (teak)	Per Sft	
p	P/fixing of 19mm ply (teak)	Per Sft	
q	P/fixing of 6mm ply (commercial)	Per Sft	
r	P/fixing of 12mm ply (commercial)	Per Sft	
s	P/fixing of 19mm ply (commercial)	Per Sft	
t	P/fixing of board 12mm ply (commercial)	Per Sft	
u	P/fixing of board 18mm ply (commercial)	Per Sft	
v	P/fixing of board 19mm ply (commercial)	Per Sft	
w	P/fixing of prelaminated (19mm)	Per Sft	
x	P/fixing of prelaminated Board (12mm)	Per Sft	
y	P/fixing of 19mm board (teak)	Per Sft	
z	P/fixing of 12mm board (teak)	Per Sft	
aa	P/fixing kunda chapka	Each	

Suman

bb	P/fixing of aluminium sheet	Per Sft	
cc	P/fixing of wooden bracket	Per Sft	
dd	P/fixing of wooden pieces of suitable pie	Per Rft	
ee	P/fixing of wall catcher	Each	
ff	P/fixing of wooden beeding / moulding	Per Rft	
gg	P/fixing of sunmica on wooden furniture items	Per Sft	
hh	P/fixing of legs to sofa	Each	
19	P/fixing of Acrylic sheet 8mm	Per Sft	
20	P/fixing of Rugs carpet (Freelance)	Per Sft	
21	P/fixing of Aluminium window (Powder coated)	Per Sft	
22	P/fixing of Aluminium window (Anodized)	Per Sft	
23	P/fixing of wooden paneling (various type)	Per Sft	
24	P/fixing of Falls ceiling (2" X2") grid aluminium channels, beeding as including all necessary hardware fitting and tools etc.	Per Sft	
25	P/fixing of Gypsum falls ceiling with plaster of paris board, made of aluminium channels grid, roll paper and finish with one or two white wash coat on ceiling.	Per Sft	
26	P/fixing of wooden Modular furniture	Per Sft	
27	P/fixing of wooden partition		
28	Supply of wooden stool of standard size : 18"X18"	Each	
29	Supply of wooden stool of standard size : 24"X24"	Each	
30	Supply of wooden foot rest of standard size : 24"X18"	Each	
31	Supply of wooden foot rest	Each	
32	P/fixing of wooden flooring	Per Sft	
33	Supply /fixing of wall tiles (imported)	Per Sft	
34	P/fixing of Vitrified tiles imported	Per Sft	
35	P/fixing of vertical blinds (MAC)	Per Sft	
36	P/fixing of sun control film on Glass window door/partition etc of approved quality and shade.	Per Sft	
37	P/fixing of Antilo Glass film 5mm in windows	Per Sft	
38	P/fixing of Roman Blind /Roller Blind	Per Sft	
39	P/fixing of chick Blind	Per Sft	
40	P/fixing of Zebra Blind	Per Sft	
41	Lamination of Photo Pictures (ord)	Per Sft	
42	Lamination of Photo Pictures (Designer)	Per Sft	
43	Providing & fixing of photo pictures	Per Sft	
44	Fixing of photo frame	Each	
45	P/fixing of looking Glass with frame	Per Sft	
46	P/fixing of curtain Rod/ channel (Aluminium)	Per Sft	
47	P/fixing of M-channel	Per Sft	

48	P/fixing of lamination of photo pictures (ord)	Per Sft	
49	P/fixing of Telescopic channel a. Size : 12" b. Size : 14 c. Size : 16" d. Size : 18:	Each Each Each Each	
50	Supply of Glass (Plain) (Per Sft) a. 6mm thick b. 8mm thick c. 10mm thick d. 12mm thick	Per Sft Per Sft Per sft Per sft	
51	Supply of brown Glass (per Sqft) a. 6mm thick b. 8mm thick c. 10mm thick d. 12mm thick e. Bevelling charges f. Providing & fixing of rubber beeding g. Glass cutting charges h. Providing & fixing of aluminium beeding	Per sft Per sft Per Rft Per sft Per Rft Per Rft Per Rft Per Rft	
52	Change of Upholstery of sofa set, including providing of tat, cotton, jute, markin, Dori, Bostic, nail, thread, spring and labour charges.		
a	Five seater	Each	
b	Four seater	Each	
c	Three seater	Each	
d	Two seater	Each	
e	Single seater	Each	
f	Cushioned office chairs	Each	
g	Executive revolving chair	Each	
h	Computer Revolving chair	Each	
i	Wooden cushioned settees	Each	
j	Cushioned Visitor chair	Each	
K	Supply of sofa cloth (as per sample approved)	Per Mtr	
53	P/fixing of Rubber cushions (ISI Mark)		
a	Size : 21"X22"X4"	Each	
b	Size : 21"X22"X3"	Each	
c	Size : 21"X22"X2"	Each	
d	Size : 18"X18"X2"	Each	
e	P/fixing of foam sheet 25mm (HD) to sofa set	Each	
f	P/fixing of foam sheet 50mm (HD) to sofa set	Each	
g	Stitching of curtain with pleat & lining (ord)	Per Panel	
h	Stitching of I-Let curtain	Per Panel	
i	P/fixing of Hooks of curtain	Each	

Suman

j	Repair of wooden frame of set by providing of wood etc.	Per Seat	
k	Supply of curtain cloth (as per sample approved)	Per Mtr	
L	Supply of lining of cloth as per sample approved	Per Mtr	
M	P/fixing of new partition made of 2' X2' frame with both side teak ply / sunmica	Per sft	
54	DRY CLEANING OF FURNITURE ITEMS :		
a	Sofa set	Per seat	
b	Cushioned office chairs	Each	
c	Executive Revolving chairs	Each	
d	Computer Revolving chairs	Each	
e	Wooden cushioned settees	Each	
f	Cushioned visitor chairs	Each	
g	Vertical Blinds (per strip)	Per Strip	
h	carpet	Per Sft	
55	Stamps and Name Plates		
a	Supply and fixing of plastic name plate	Per sq inch	
b	Supply and fixing of brass name plate with engraved letters in English and Hindi	Per sq inch	
c	Supply and fixing of acrylic name plate with engraved letters in English and Hindi	Per sq inch	
d	Supply and fixing of steel/metal name plate with engraved letters in English and Hindi	Per sq inch	
e	Computerized stamp self-ink (small)	each	
f	Computerized stamp self-ink (Big)	each	
g	Pre-inking stamp (Dura stamp)	each	
h	Date stamp (Big with handle)	each	
i	Rubber stamp (small)	each	
J	Rubber stamp (big)	each	
k	Round rubber stamp (big)	each	
56	Banners		
a	Flex banner with stand	Per sq ft	
b	Suspended and Hanging banner	Per sq ft	
57	MISCELLANEOUS ITEMS :		
a	Dismantling of wooden storage	Per sft	
b	Refixing of wooden storage	Per sft	
c	Dismantling of wooden partition	Per sft	
d	Refixing of wooden partition	Per sft	
e	P/fixing of setup box with wooden fitting	Each	
f	P/fixing of setup box with Glass fitting	Each	
g	P/fixing of Cross jail (Aluminium)	Per sft	
h	Repair of aluminium window	Per sft	
i	Writing / numbering with enamel paint of furniture items /articles	Each	
j	P/fixing of iron grill -3"	Per sft	
k	P/fixing of iron grill -2"	Per sft	
L	P/fixing of Mosquito jali	Per sft	

Suman

M	P/fixing White Board Magnetic (Repair, Wall hanging fitting)	Per sqft	
N	Repair of computer table and cubicle furniture with ply wood and sun mica work	Per sqft	
O	Repair of TV cabinet by fixing plywood and sun mica	Per sqft	
P	Lab table, printer table etc. (Wooden) (Repair , plywood, Sun Mica work)	Per sqft	
Q	Table Tennis table repair and paint with top change (size 9ft X 5ft)	Per sqft	

Signature with date
:

Name & Address and Contract No. of the Firm