

No. CT-62140/R.F.  
Government of India  
India Meteorological Department  
Office of the Director General of Meteorology

Dated: 18.11.2020

Subject: - Annual Maintenance Contract for the Minor  
Repairing/Maintenance of Furniture in IMD office Complex.

Sir,

This office requires the services mentioned in enclosed-1. Tender for the same may be submitted to following Terms & Conditions.

1. Rates for each items/services should be quoted in prescribed Performa (copy enclosed) in sealed envelope clearly superscribing "Quotation for Repairing of Furniture" and should be addressed to "The Administrative officers (Caretaker). DGM office, Mausam bhawan, Lodhi Road, New Delhi -110003". The Quotation should reach to this office by 09.12.2020 on or before 1200 hrs positively. The Quotation received after due date will not be entertained at all.
2. An "A/s Payee Bank Draft for Rs. 10,000/- (Rupees Ten Thousand Only) payable to Administrative officer (DDO)" O/o the Director General of Meteorology, Mausam Bhawan, Lodhi Road, New Delhi – 110003, towards earnest money must be enclosed with the quotation.
3. Products/Spares are to be used having ISI/BIS Certification. A sample of the items/services for which rates are quoted should be provided to his office for inspection and approval as and when asked for products demonstration shall be shown in the office at the cost of the contractor.
4. The payment will be made on satisfactory delivery and working of supplied items/services to the office. Payment will be made on submission of pre-receipt bill (in triplicate) with the satisfactory work completion certificate from the user countersigned by the Administrative officer (caretaker). Defective items/services, if any supplied by the contractor will be replaced by him immediately at his own cost.
5. The decision of the competent authority would be final in all respect. It may be noted that this office reserve the right to accept or reject any or all quotation in full or in part without assigning any reason whatsoever and also reserves the right to make the purchase on the basis of quotation for each items/services separately or collectively.
6. Will not be considered the firm submitting the tender must have the GST No. Pan. No. and Tin No.

7. The firm participating in the tender must have at least 3 years of work experience of similar nature. An undertaking on the firm's letter head must be enclosed with the tender document.
8. Satisfactory work performance certificate from two Govt. /Semi. Govt. Offices must be enclosed where the work has been performed during 2019-20.
9. The quotation will be opened at 1530 Hrs of 09.12.2020.
- 10.No advance payment will be made in any case.
- 11.Validity of this contract will be for one year from the date of award of work order extendable for another one year with same term & conditions

  
(Chinni Lal)

A.O-II

Caretaker Unit

For Director General of Meteorology

Enclosed:

1. Annexure-1
2. Form for submitted the Tender.

### List for Repair & Maintenance of Furniture Items

S.No.	Check list Point	Rate
1.	STEEL CHAIR	
a)	Replacement of new wooden seat	
b)	Replacement of new wooden back	
c)	Replacement of new wooden arms	
d)	Replacement of new Rubber Shoe	
e)	Replacement of new Rubber Caps	
f)	Minor Repair of Steel chair	
g)	Providing & fixing of steel strips for support with welding	
h)	Painting of steel chair	
2.	STEEL CHAIR/CANING CHAIR	
a)	Replacement of new wooden seat	
b)	Replacement of new wooden back	
c)	Replacement of new wooden arms	
d)	Replacement of new Rubber Shoe	
e)	Replacement of new Rubber Caps	
f)	Minor Repair of Steel chair	
g)	Providing & fixing of steel strips for support with welding	
h)	Painting of steel chair	
3.	STEEL REVOLVING CHAIR	
a)	Repair of Revolving Chair	
b)	Overhauling & Greasing	
c)	Replacement of Wheel	
d)	Replacement of Spring	
e)	Replacement of Shocker	
f)	Welding per Unit/Point	
g)	Replacement of seat of revolving chair	
h)	Replacement of back of revolving chair	
i)	Replacement of Hydraulic cylinder	
j)	Providing of Steel base	
k)	Painting of revolving chair	
4.	STEEL ALMIRAH	
a)	Replacement of Lock	
b)	Replacement of steel handle	
c)	Repair of locking system	
d)	Minor Repair and adjustment of Shelves	
e)	Providing of new keys	
f)	Opening of Almirah	
g)	Replacement of bush	
5.	STEEL BOOK CASE/FILLING CABINET	
a)	Replacement of Lock	
b)	Replacement of cabinet	
c)	Overhauling and greasing	
d)	Repairing of locking system	
e)	Providing of new keys	
f)	Opening of filling cabinet	
g)	Repair of Locks	
h)	Adjustment of drawer	
i)	Providing and fixing of push button	
j)	Providing and fixing of new channel	
k)	Replacement of steel handle	
6.	STEEL TABLE	
a)	Replacement of locks	
b)	Providing of new key	
c)	Adjustment of drawer	
d)	Repair of locks	
e)	Providing & fixing of drawer channel	
7.	SPIRIT POLISHING OF WOODEN FURNITURE	
a)	Wooden table (all size). (per sq. ft.)	
b)	Wooden side rack (small size) (per sq. ft.)	
c)	Wooden side rack (big size) (per sq. ft.)	
d)	Officer chair (cane and cushioned) (per sq. ft.)	
e)	Partition screen	
f)	Spirit polishing of other items (per sq. ft.)	

8.	SPRAY PAINTING OF STEEL FURNITURE	
a)	Steel Almirah (big Size)	
b)	Steel almirah (med/small size)	
c)	Steel fitting cabinet (2 drawer)	
d)	Steel fitting cabinet (3 drawer)	
e)	Steel fitting cabinet (4 drawer)	
f)	Steel table (Officer)	
g)	Steel table (Asstt. Table)	
h)	Steel side rack (big)	
i)	Steel side rack (small)	
j)	Steel locker (all size)	
k)	Steel file tray	
l)	Spray painting of other items (per sq.ft.)	
9.	DRY CLEAN OF FURNITURE	
a)	Sofa set (five seater)	
b)	Sofa set (four seater)	
c)	Sofa set (three seater)	
d)	Sofa set (Two seater)	
e)	Cushioned Chair/ Single Seat Sofa	
f)	Dry clean of Vertical blinds (per strips)	
10.	Replacement of plywood (per strips)	
11.	Providing & fixing of pre-laminated top (per sq.ft.)	
12.	Providing & fixing of Drapery Rod	
13.	Providing & fixing of Al-doop	
14.	Providing & fixing of Kunda Chapka/Hinch	
15.	Providing & fixing of Multipurpose lock	
16.	Repair of Vertical Blinds (per sq. ft.)	
17.	Providing new lock in wooden table	
18.	Repair of wooden table.	
19.	Repair of steel table	
20.	Complete renovation of sofa set including providing tat, cotton, jute, marking door, spring with handloom cloth with repairing etc.	
a)	With cushioned four seater sofa (Cushioned ISI Mark)	
b)	With cushioned three seater sofa (Cushioned ISI Mark)	
c)	With cushioned two seater sofa (Cushioned ISI Mark)	
d)	With cushioned Single seater sofa (Cushioned ISI Mark)	
e)	With cushioned two seater sofa.	
f)	With cushioned single seater sofa.	

#### Terms & Conditions

1. Products/ Spare Parts having ISI/BID Certification are to be used for repairing.
2. The Payment will be made on satisfactory delivery of services to this office. The Firm has to contact to the office (Caretaker Unit) for work details at 0930 hrs on working days. Payment shall be made on submission of pre-receipt bill (in triplicate) with the satisfactory work completion certificate from the user countersigned by Section Head/In-Charge.
3. The decision of the competent authority will be final in all respect. It may be noted that this office has reserve the right to accept or reject any or all quotation in full or in part without assigning any reason whatsoever and also reserves the right to make the purchases on the basis of quotation for each items/services separately or collectively.
4. No advance payment will be made in any case.
5. Validity of this contract will be for one year from the date of award of work order.
6. The repair /maintenance are to be carried out on working days between 0930 IST to 1730 IST.
7. The repair work has to be done as per work order from office.

*(Signature)*  
18/11/2020

(Chunni Lal)

A.O-II

Caretaker Unit

For Director General of Meteorology