

F.No.D-13012/3/2012-Admn.CAS

Government of India

Ministry of Law & Justice

Department of Legal Affairs

Central Agency Section

2nd Floor, ILI Building,

New Delhi, dated 7th December 2012.

To,

Subject : All inclusive service contract for repairing/ polishing of furniture and upholstery of sofa sets/ visitor chairs of the Ministry of Law & Justice, Department of Legal Affairs, Central Agency Section, Supreme Court Compound for one year w.e.f. 1.1.2013.

Sir,

I am directed to say that this section requires the service of the contractor who is prepared to undertake the job of maintenance repairs/ polishing of furniture and upholstery of sofa sets/ visitor chairs for one year i.e 1.1-2013 to 31-12-2013 of the Department of Legal Affairs, Central Agency Section and to invite sealed quotations for the above job and the items and conditions mentioned in the following paragraphs of this letter. In case you interested in undertaking the work, you are requested to submit your quotations by post to the undersigned by name in double sealed cover, the outer cover being addressed to the undersigned, so as to reach the undersigned not later than 16.00 hrs on 24-12-2012. The outer cover should be prominently marked with words " QUOTATIONS FOR SERVICING AND MAINTENANCE OF OFFICE FURNITURE i.e. REPAIRS / POLISHING AND UPHOLSTERY OF SOFA SETS / VISITOR CHAIRS.

2. The quotations will be opened at 16.00 hrs on 27-12-2012 room No. 75 A, Central Agency Section, Supreme Court Compound, New Delhi. You may be present at the time, if you so desire you may depute one of your representative to be present at that time.

3. The job will be entrusted to the successful tendered under the terms and conditions mentioned below :

- a) The successful firm will be requested to do the work during 1-1-2013 to 31-12-2013. This section shall however reserve the right to terminate the contract at any time without assigning any reasons.
- b) The job will be entreated on the basis of all inclusive rate contract on "As is where is" on competitive rates basis.
- c) It may be specifically mentioned the rates as per the annexure enclosed. For the purpose, you are requested to examine the condition of all the equipment in question before tendering your rates.
- d) The repair and maintenance of all the furniture under contract would be the responsibility of the contractor.
- e) It may particularly be noted that after the contract is awarded, the contractor will be required to fix all required accessories in question, bring them in perfect working order so that these are ready for use before the commencement of the next session. The contractor will be required to depute, competent persons to inspect the FURNITURE ITEMS at least once in a week and put one whole time expert carpenter on duty exclusively for this Section on all working days to attend expeditiously to the works and whenever defect arises therein any complaint to this effect is made.
- f) If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/ party at the risk expenses of the defaulting contractor.
- g) The work is to be carried out in the office premises itself. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of the section officer, CAS and no extra payment would be made on this account.
- h) The successful tenderer will be required to furnish a " Security Deposit" of Rs.5000/- (Rupees five thousand only) before the commencement of the contract. The security deposit shall be in the form of Demand Draft drawn in favor of the Pay & Account Officer (L.A.), Department of Legal Affairs, New Delhi. The security deposit will be refunded only after the expiry of the contract. The security deposit will be forfeited if during the period

of contract, the service of the contractor are found unsatisfactory in any respect or if any of the condition of the contract is contravened toward any damage due to negligence on the part of the contractor, besides any action that may have to be taken against the contractor.

- i) The contract can be terminated summarily by this Section at any time if the work of the contractor is found unsatisfactory. In this connection, the decision of the undersigned shall be final and binding on the contractor.
- j) Payment of the work done and services rendered will be made to the contractor after completion of the work.
- k) A specific mention must be made in your quotation to the effect that the terms and conditions mentioned above are acceptable to your firm in full.
- l) The undersigned reserves the right to accept or to reject any quotation in full or in part without assigning any reason therefore.
- m) The tender must be sent in the following manner :

You are requested kindly to indicate the name of the Ministry/ Department where you have undertaken such assignment.

Yours faithfully

(D. S. MAHRA)

Dy. Govt. Advocate/HOO

1. All Ministries/ Departments of the Government of India, New Delhi/ Delhi.
2. Notice Board.
3. Website [http; // lawmin.noc.in](http://lawmin.noc.in) of Department of Legal Affairs, NIC Unit, Shastri Bhawan, New Delhi.

Sl. No.	Name of the items	Rates
	STEEL ALMIRAH	
1.	Repair of Almirah	
2.	Providing & fixing of lock	
3.	Providing & fixing shalf	
4.	Providing & fixing steel handle	
5.	Opening of steel almirah	
	REVOLVING CHAIR/ CHAIR	
1.	Repair of chair	
2.	Repair of Revolving chair	
3.	Replacement of wheels	
4.	Welding per point	
5.	Replacement of spring set	
6.	Upholstery of visitor chair	
	SOFA SET	
1.	Repair of sofa (per seat)	
2.	Upholstery of sofa (per seat)	
	TABLE	
1.	Repair of Table	
2.	Repair of Drawer	
3.	Replacement of lock	
4.	Replacement of brass/ delite lock	
5.	Replacement of multi purpose lock	

MISCELLANEOUS

1. Fixing of name plate
2. Fixing of Wall Mirror/ Wall clock
3. Repair of Door closer
4. Providing & fixing of Door Closer
5. Providing & fixing of ply board (per Sq, fit)
6. Replacement of window glass (per Sq. fit)

POLISHING/ PAINT

1. Officer Table
2. Assistant Table
3. Clerk Table
4. Visitor Chair
5. Sofa Set (five seater)
6. Sofa Set (2 seater)
7. Steel Almirah
8. Book Shelves
9. Side Screen
10. Side Rack
11. Steel Rack