



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

NOTICE INVITING TENDER

Sealed quotations are invited from the reputed firms for repair and renovation of furniture items on annual contract basis in the UGC office & its branch offices viz. 35, Feroze Shah Road, New Delhi-110 001 and UGC NET Branch office at South Campus of Delhi University, Benito Juarez Marg, New Delhi-110 021

Sealed quotations properly superscribed as “Quotation for Repair of Furniture & Fixture etc.(with material)” addressed to Mr. Charan Dass, Section Officer (Genl.Admn), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002 should reach the UGC office in Room No.207 latest by 14th November, 2008

1. Our offices are located in three different places as per addresses indicated here under:-
 - (i) UGC Main Office at Bahadur Shah Zafar Marg, New Delhi – 110 002.
 - (ii) UGC Branch Office at 35- Feroze Shah Road, New Delhi – 110 002.
 - (iii) UGC Branch Office at South Campus of Delhi University, Benito Juarez Marg, Near Dhaula kuan, New Delhi-110 021.
2. Over- writing must be avoided, otherwise quotation is liable to be rejected.
3. A Demand Draft of Rs. 10,000/- (Rupees ten thousand only) in favour of the Secretary, UGC, New Delhi may be enclosed as Earnest Money. The quotation received without Earnest Money will not be considered.
4. The Security Deposit will be refunded without any interest after the successful completion of the contract subject to the adjustment of dues against the Contractor.
5. The Security Money will be forfeited if, during the period of the contract, the services of the contractor are found unsatisfactory in any respect or in

the event of breach of contract by him before the date of maturity of the contract.

6. The Earnest Money received from the unsuccessful tenderer will be returned without any interest.
7. This office reserves the right to terminate the contract at any time without assigning any reason thereof.
8. The work is to be carried out in the office premises at (i) Bahadur Shah Zafar Marg, (ii) 35, Feroze Shah Road and (iii) South Campus Office, New Delhi
9. Only such work which cannot be carried out in the office premises will be allowed to be done outside the office premises and no extra charges will be paid for that.
10. No advance payment will be made in any case.
11. Payments will be made strictly on receipt of the satisfactory report of the work from the users concerned.
12. It will be the responsibility of the successful tenderer to report to the Section Officer, General Administration Section of UGC on all working days for collecting orders for repairs etc.
13. If the work of the contractor is found unsatisfactory or his visits to the office are not regular, the contract can be terminated by this office at any time without assigning any reason thereof. The decision on the Commission shall be final and binding on the Contractor.
14. The Secretary, UGC reserves the right to accept or reject any of the tenders without assigning any reason thereof.
15. The PAN number and Service Tax number of the firm may be indicated. The quotations of the firms who do not have PAN number will not be considered.

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FORMAT FOR QUOTING THE RATES TOWARDS THE REPAIR OF FURNITURE & FIXTURE ETC. (WITH MATERIAL) ON ANNUAL CONTRACT BASIS IN THE UGC OFFICE.

S.NO. PARTICULARS	RATES QUOTED
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GROUP - (A)

STEEL CHAIR

- | | |
|--|-------------------------------|
| 1. Replacement of wooden seat | Rs. _____ |
| 2. Replacement of wooden back
(duly canned, polished and fitting) | Rs. _____ |
| 3. Replacement of wooden arms | Rs. _____ (each) |
| 4. Replacement of rubber shoes | Rs. _____ (each) |
| 5. Replacement of rubber caps | Rs. _____ (each) |
| 6. Providing and fixing of steel strips for support with welding | Rs. _____
(For two strips) |
| 7. Replacement of Foam & Rexin of seat, ISI mark | Rs. _____ |
| 8. Replacement of Foam & Rexin of Back, | Rs. _____
ISI mark |
| 9. Replacement of Foam & Rexin of arms, ISI mark | Rs. _____ (each) |

STEEL REVOLVING CHAIRS

- | | |
|--------------------------------|----------------------------------|
| 10. Repair of revolving chairs | Rs. _____ |
| 11. Overhauling and Greasing | Rs. _____ |
| 12. Replacement of wheels | Rs. _____ (each,
ISI Mark) |
| | Rs. _____ (each,
Godrej make) |
| 13. Replacement of Axle | Rs. _____ |
| 14. Replacement of Spring | Rs. _____ |

15. Providing of steel base Rs. _____
16. welding per point Rs. _____

STEEL TABLE

17. Replacement of Handle Rs. _____
18. Replacement of Lock Rs. _____
19. Minor repair of table Rs. _____
20. Opening of drawers Rs. _____ (each)
21. Repair of lock Rs. _____
22. Providing and fixing of sunmica top Rs. _____ (per sq.ft.)
23. Providing & fixing of new drawers Rs. _____ (each)
24. Providing and fixing of commercial Boards Rs. _____
25. Providing and fixing of new lock Rs. _____ (with lock)
Rs. _____ (without lock)
26. Adjustment of drawer Rs. _____ (each)

STEEL ALMIRAH

27. Replacement of Lock Rs. _____ (Heavy, ISI Mark)
28. Replacement of Handle Rs. _____
29. Repair of locking system Rs. _____
30. Minor repairs Rs. _____
31. Providing of fixing of new Locking system (without lock) Rs. _____
32. Adjustment of shelves Rs. _____
33. Repair of door Rs. _____
34. Providing and fixing of new bush Rs. _____

STEEL FILEING CABINET

- 35. Replacement of Handle Rs. _____
- 36. Repair of cabinet Rs. _____
- 37. Overhauling and greasing Rs. _____
- 38. Providing and fixing of new channel Rs. _____
- 39. Providing and fixing of push button Rs. _____
- 40. Adjustment of drawer Rs. _____
- 41. Steel boll Rs. _____

STEEL BOOK CASE

- 42. Providing and fixing of locks Rs. _____
- 43. Providing and fixing of handle Rs. _____ (each)
- 44. Providing and fixing of glass pane Rs. _____ (per sq. ft.)
- 45. Providing and fixing of glass pane at wooden book shelf. Rs. _____ (per sq. ft.)

GROUP - (B)

REPARING OF WOODEN FURNITURE

WITH SCREW AND NAILS

1. Minor repair of chair Rs. _____
2. Minor repair of table Rs. _____
3. Minor repair of almirah Rs. _____
4. Providing and fixing of legs to chairs Rs. _____ (each)
5. Providing and fixing of legs to table Rs. _____ (each)
6. Providing and fixing of sunmica for
Wooden table (1mm) Rs. _____ (per sq. ft.)
7. Providing and fixing of new drawers Rs. _____ (each)
8. Providing and fixing of commercial ply Rs. _____ (per sq. ft.)
9. Providing and fixing of kunda/chhapka Rs. _____

OTHER REPAIRS WITH MATERIAL

10. Fixing of magnetic board Rs. _____
11. Repair of door handle locks Rs. _____
12. Providing and fixing of secret/
night latch locks for doors Rs. _____
13. Replacement of curtain hooks and
ring etc. Rs. _____ (each)
14. Providing and fixing glass pane for
Windows /doors / table top Rs. _____ (per sq. ft.)
15. Providing of foot rest Rs. _____
16. Hanging of wall fan by providing &
fixing of hook
17. Providing and fixing of door stopper Rs. _____ (each)

DOOR CLOSER

- | | | |
|-----|--|--------------------|
| 18. | Repair of door closer | Rs._____ |
| 19. | Oiling and greasing | Rs._____ |
| 20. | Providing and fixing of new door
Closer | Rs._____(ISI mark) |

GROUP - (C)

**PAINTING OF STEEL FURNITURE (WITH SPRAY AND WITHOUT
SPRAY)**

- | | | |
|-----|----------------------------|----------|
| 1. | Steel almirah (big size) | Rs._____ |
| 2. | Steel almirah (small size) | Rs._____ |
| 3. | Book shelf (big size) | Rs._____ |
| 4. | Book shelf (small size) | Rs._____ |
| 5. | Steel rack (big size) | Rs._____ |
| 6. | Steel rack (small size) | Rs._____ |
| 7. | Officer table | Rs._____ |
| 8. | Assistant table | Rs._____ |
| 9. | Clerk table | Rs._____ |
| 10. | Steel revolving chairs | Rs._____ |
| 11. | Steel ordinary chair | Rs._____ |

SPIRIT POLISHING OF WOODEN FURNITURE

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|-----|--------------------|----------|
| 12. | Officer table | Rs._____ |
| 13. | Assistant table | Rs._____ |
| 14. | Clerk table | Rs._____ |
| 15. | Officer chair | Rs._____ |
| 16. | Partition Screen | Rs._____ |
| 17. | Side rack | Rs._____ |
| 18. | Centre table | Rs._____ |
| 19. | Almirah (big size) | Rs._____ |

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|-----|--|------------------------|
| 20. | Almirah (small size) | Rs._____ |
| 21. | Mirror Stand | Rs._____ |
| 22. | Stool | Rs._____ |
| 23. | Book shelf | Rs._____ |
| 24. | Partition etc. | Rs._____ |
| 25. | Laquer Polish (fresh) | Rs._____ (per sq. ft.) |
| 26. | Laquer Polish (after scratching old one) | Rs._____ (per sq. ft.) |

REPAIR OF VENETIAN BLINDS

- | | | |
|-----|----------------------------|----------|
| 27. | Tighting lock/ gear | Rs._____ |
| 28. | Strips | Rs._____ |
| 29. | Tilting gear | Rs._____ |
| 30. | Dori / web | Rs._____ |
| 31. | Pelmet (Aluminum) | Rs._____ |
| 32. | Washing & fixing | Rs._____ |
| 33. | Fixing of vanishing blinds | Rs._____ |

**COMPLETE RENOVATION OF SOFA SET INCLUDING PROVIDING
COTTON MARKIN DORI SPRING CLOTH LEATHER FOAMS &
SEAR
CUSHION**

- | | | |
|-----|-------------------------------|-----------------|
| 34. | Three seater
seat) | Rs._____ (each |
| 35. | Single seater
seat) | Rs._____ (each |
| 36. | Cushioned visitor chair | Rs._____ (each) |
| 37. | High back chair | Rs._____ (each) |
| 38. | New rubber cushion (ISI Mark) | Rs._____ |

REPLACEMENT OF SOFA CLOTH

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|-----|--------------------------|-----------|
| 39. | Three seater | Rs. _____ |
| 40. | Single seater | Rs. _____ |
| 41. | Cushion chair | Rs. _____ |
| 42. | Cover cloth/ loose cover | Rs. _____ |

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