

Subject: Quotation for Repairing of Office Furniture-reg.

Dear Sir/Madam,

The Board intends to invite rates through sealed Tender for repair of furniture at various units of CBSE located at Preet Vihar, Rouse Avenue (Near Bal Bhawan), ROD I.P. Extn and Noida. You are, therefore, requested to quote your competitive rates in the attached Financial Bid performa (Annexure-III). The rates quoted should be inclusive of all the taxes including GST, Service Tax, etc. An earnest money of Rs.5,000/- (Rupees Three Thousand Only) in the shape of Bank Draft in favour of Secretary, CBSE, Payable at Delhi may also be enclosed with the tender. Incomplete, conditional or those received without EMD and after due date & time shall be summarily rejected. The Limited Tender in sealed cover super scribed “LIMITED TENDER FOR REPAIR OF OFFICE FURNITURE” may be put in the Box kept near the Security Guard counter at ground floor on or before 12-10-2017 up to 2:30 pm positively and will be opened by the committee at 3:00 pm on the same day. The Board reserves the right to cancel any or all tenders without assigning any reason thereof. The EMD of successful/unsuccessful bidders shall be returned without interest. The limited tender documents can also be downloaded from the CBSE website www.cbse.nic.in. The rates will be valid for a period of one year and liable to be extended up to three years or more subject to satisfactory work.

Joint Secretary (A & L)

Encls:- Tender document

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ELIGIBILITY CRITERIA

- a) The invitation is open to all registered/well established service providing agencies who are having PAN/TAN/VAT/GST registration.
- b) The Tender agency should have minimum three years past experience of repairing the office furniture to the Central/ State Govt. and Educational institutions/Any Board/ University (attach documentary evidence in Technical bids).
- c) Conditional Bid document shall be disqualified.
- d) The total turn over in executing the AMC for repair of furniture of the bidder should be at least 3 lakhs in each financial year 2013-14, 2014-15, 2015-16.

Terms and conditions for Repair of Office Furniture

1. The quotation is required to be submitted in a sealed envelope. The envelope shall be super scribed “ Quotation for Repairing of office Furniture”. Incomplete and conditional rate quotation will be rejected. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm.
2. Successful Agency also may deposit the Earnest Money of Rs.5000/- through Bank Draft in favour of the Secretary, CBSE, Delhi payable at Delhi
3. The earnest money will be forfeited if firm backs out after submission of quotation or withdraws from the contract.
4. Tenderers may please quote their unconditional rates/charges
5. The firm should be in a position to provide effective service at a spot repair of various furniture items at short notice.
6. The Tenderes may please quote their unconditional rates/charges
4. The Secretary of the Board reserves the right to accept any quotations or reject it entirely without assigning any reason.
5. The Chairman of the Board reserves the right to terminate the contract at any time without any notice and forfeit the earnest money in case of unsatisfactory services of the concerned vendor.
6. The increase in rates will not be allowed during the contract period and taxes shall be deducted as per rules.
7. The work order of machines can be increased/decreased depending on the requirement of the office and non-stop work has to be ensured. Essential arrangement will be made so that there is no disruption in office work.
8. No transportation charges will be paid by the Board.
9. Any dispute arising out this contract, the court in Delhi shall have the jurisdiction.

10. Taxes shall be deducted as per rules.
11. No advance payment shall be made to the agency, however quarterly payment shall be made subject to satisfactory report received from the users. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions.
12. Work of Repair of Office Furniture at different offices of CBSE and they are located at Preet Vihar, Rouse Avenue(near I.T.O) and I.P Extension, Patparganj Industrial Area, Delhi/New Delhi/Noida.
13. 2% Penalty may be imposed to the agency if, the services of the agency is unsatisfactory.

The above said Terms & Conditions are acceptable to me/us.

Authorized Signatory.....
Name & Stamp of Agencies.....
Mobile No.....
Telephone No.....

'TECHNICAL BID' PROFORMA FOR REPAIR OF FURNITURE'

1.	ABOUT THE FIRM	
	A. Name and address of the Firm	
	B. Telephone NO.	
	C. Type of Firm Proprietary/ Private Ltd./ Govt. undertaking.	
	D. Registration No. & year of Regn. (with documentary evidence)	
	E. Organisation to whom the Agency has been register with	
	F. name of the Proprietor / Partners	

2.	PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)		
Sl. No.	Year	Name of Organisation	Details of work executed (with proof)**
1	2014		
2	2015		
3	2016		

** Total period of experience of repair of furniture along with the name of the institution with supporting documents.

2.1 Has the firm ever been debarred / Black listed by any Organisation? If 'Yes' the details thereof.'

2.3 Whether the firm is capable of repairing the all types of furniture

3. CLIENTS OF THE FIRM :

- | | |
|------------------------------|--------|
| A. Govt. Deptt./ Ministries | Yes/No |
| B. MNC | Yes/No |
| C. Public Sector Undertaking | Yes/No |
| D. Private Sector | Yes/No |

Note : Please attach a list of clients

4. INFRASTRUCTURAL DETAILS:-

a. Physical Capital

b. Financial

S.No.	Financial Year	Annual Turnover (In lakhs (Rs.))
01	2013-14	
02	2014-15	
03	2015-16	

5. SALES TAX NO.

(The firm should be registered with Sales Tax/ VAT/ Excise/ IT Authorities)

6. EARNEST MONEY DETAILS :

Bank Draft No. _____ Date _____ for Rs.5,000/-

Name of the Drawee Bank _____

7. PAN /TIN NO. _____

8.GST NO. _____

9. For RTGS/NEFT details:

- i) Bank Name : _____
- ii) Nature of Account : _____
- iii) Account No. : _____
- iv) IFSC Code No. : _____
- v) Beneficiary Name/Company Name : _____

The Terms and Conditions of the Tender have been read and understood and are acceptable to me/us.

Authorised Signatory
(With full name and designation)
Seal :
Mobile no. : _____
Phone No.: _____

FINANCIAL BID

Annexure-III

S.NO	DESCRIPTION OF WORK	RATES (inclusive of all taxes)
A	WOODEN/MODULAR FURNITURE	
1	Repair of Wooden Chair (Any type)	
2	Repair of Wooden Table	
3	Repair of Wooden Almiran	
4	Repair of Wooden Work Station	
5	Repairing/Adjustment of Drawers of Wooden Table/Work station etc.	
6	Providing & Fixing of Kunda Chhapka	
7	Providing & Fixing of Handle	
8	Providing & fixing of Knobs	
9	Providing & fixing of Multi purpose lock	
10	Providing & fixing of new sliding Channel (Telesopic) to Key Board	
11	Providing & Fixing of New Key Board for Computer Table 18"x 18"	
12	Repair of Sliding Key Board Stand/Tray	
B	STEEL TABLE	
1.	Replacement of lock (Godrej)	
2	Adjustment/repairing of Drawer	
3	Providing of Key	
4	Opening of lock drawer	
5	Repair of lock/locking system	
6	Opening of drawer by prepaid of key	
C	STEEL ALMIRAH/STEEL BOOK CASE	
1	Replacement of lock(Godrej)	
2	Replacement of lock(Ordinary)	
3	Replacement of handle(Godrej)	
4	Replacement of handle(Ordinary)	
5	Repair of lock/locking system	
6	Minor Repair	
7	Providing & fixing of new bush	
8	Providing and fixing of new legs(Base)	
9	Adjustment/repairing of shelves	
10	Providing & fixing of new locking system.	
11	Providing of key	
12	Opening of Almirah by preparing of a key.	
13	Repairing of door	
14	Repair of lock	

D	REVOLVING CHAIR	
1	Repairing of revolving Chair	
2	Replacement of wheel	
3	Replacement/providing & fixing of new Hydraulic Cylinder	
4	Repair of Hydraulic System	
5	Providing & fixing of steel Base/PVC Base	
6	Providing & Fixing of Caster Bush Wheel	
7	Welding per point	
8	Painting of chair	
9	Providing & fixing of PU Arms	
10	Providing & Fixing of New Revolving System (Synchro Tilt Place)	
E	SPRAY PAINTING OF ALMIRAH & TABLES	
1	Steel Almirah(Big Size)	
2	Steel Almirah(Small Size)	
3	Steel table big	
4	Steel table small	
F	STEEL FILLING CABINET	
1	Replacement of Lock(Godrej)	
2	Replacement of lock(Ordinary)	
3	Replacement of handle(Godrej)	
4	Replacement of handle(Ordinary)	
5	Replacement of handle(Godrej)	
6	Replacement of handle(Ordinary)	
7	Repair of Cabinet	
8	Repairing of lock	
9	Overhauling and Greasing	
10	Steel Ball	
11	Repairing of locking system	
12	Opening of filling cabinet	
13	Adjustment of Drawer	
14	Providing of Key set	
15	Providing & fixing of new channel	
16	Providing & fixing of push Button	
G	WOODEN/STEEL DOORS	
1	Replacement OF Mortice Lock	
2	Replacement of Handle	
3	Repair of Lock	
4	Providing of Keys	
5	Repairing of Door	
H	IMMOVABLE EXECUTIVE CHAIR	
1	Repair of Executive Chair	
2	Replacement of Executive Chair	
3	Minor repair of Executive Chair	
4	Replacement of Arm	

I	STEEL CHAIR	
1	Replacement of new wooden seat (Duly caned polish & fitting)	
2	Replacement of new wooden back(duly canned, polish & filling)	
3	Replacement of new wooden arm	
4	Replacement of rubber shoes	
5	Replacement of Steel caps	
6	Minor repair of steel chair	
7	Painting of steel chair	
8	Providing & fixing of steel strips for support with welding	
9	Providing & fixing of nut bolt)	

The Terms and Conditions for 'Repair of Furniture' given along with the Tender are acceptable to me/us.

Taxes as applicable shall be deducted by the CBSE as per rules.

Authorized Signatory_____

Name & Stamp of Agencies _____

Mobile No._____

Telephone No_____

Address_____
