

F.No. 10-1/2015-CCRAS/Admn./Store

**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan,
No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi – 110058**

Sub: Tender for Repair of Steel and Wooden Furniture in CCRAS Hqrs. Office at New Delhi.

The CCRAS invites sealed quotations from reputed, financially sound and experienced firms for Repair of Steel and Wooden Furniture in CCRAS hqrs. Office at New Delhi, for a period of one year from the date of signing of contract:-

2. General information about the tender:-

a)	Tender Reference No.	F. No. 10-1/2015-CCRAS/Admn./Store
b)	Last date and time for receipt of Tenders	18/01/2016 upto 02.00 PM
c)	Time and date of opening of Tenders	18/01/2016 upto 03.00 PM
d)	Place of opening of Tenders	Conference Hall Room No. 223, 2 nd Floor, CCRAS HQs Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

3. The Tender shall be submitted in sealed envelope clearly super scribing on the envelope "Bid for Repair of Steel and Wooden Furniture". The sealed Tenders may be put in the Tender Box placed on the 2nd floor near the chamber of Deputy Director (Admn.), Room No. 222, CCRAS, by due date and time. Tenders received late will be rejected outright.

4. The tenders shall be subject to the following condition:-

1. The rates should be firm for a period of two months from the date of opening of tender and should be all inclusive for repair work at CCRAS Hqrs. Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.
2. Each bidder should submit an EMD of ₹1,000/- alongwith the quotation for Repair of Steel and Wooden Furniture as mentioned Annexure-I. EMD should be in the form of Demand Draft, drawn in favour of Director General, CCRAS, New Delhi. The E.M.D. will be returned to the unsuccessful bidders after the bids are finalized. In case of successful bidders they will be required to deposit Rs. 2,000/- as Performance Security which will be retained by the Council till two months after expiry of the contract period.
3. The firm should not handover execution of order to any other/sister firm(s) and in such a case it will amount to violation of contract and may entail cancelation of contract and forfeiture of Performance Security.
5. Bills should be submitted for every calendar month and payment will be made only after receipt of satisfactory report from the officer concerned.
6. The tenders will be opened on stipulated date and time in the presence of the tenderers or their authorized representatives who may like to be present.

7. The tenderers may quote their rates (including taxes) for all or any of items mentioned in the enclosed list.
8. If any tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be forfeited and no correspondence in this regard will be entertained thereafter.
9. Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful tenderer shall also bear all costs for executing an agreement on non-judicial stamp paper of **₹100/- (Rupees One Hundred Only)** for the fulfillment of the contract within the period specified in the letter of acceptance. The contractor shall have to bear all costs, including stamp duty, of the agreement. Failure to execute the agreement within the period specified will entail forfeiture of EMD amount.
10. In case where a successful tenderer, does not repair the items in full or in time the Council at its discretion may get such items repaired from the next higher tenderer and the loss, if any, caused to the Council due to increased rates shall be borne by the defaulting tenderer.
11. The performance security shall be returned to the contractor within two months after expiry of the contract period, but in the event of any dispute arising between the Council and the contractor, the Council shall be entitled to deduct such sums which in the opinion of the Council is due from the contractor.
12. Any sum of money due and payable to the contractor, including Performance Security under this contract may be appropriated by the Director General, CCRAS and set off against any claim of the Director General, CCRAS against the tenderers.
13. No enhancement of rates will be considered during period of contract.
14. The Director General has every right to reject/accept any bid without assigning any reasons.



(K.R. Rajan)

Administrative Officer (Admin.)

Annexure-I

List of Items for Repair of Steel and Wooden Office Furniture etc.

Sl. No.	Name of Items for Repair and Replacement	Rate per unit excluding Tax
1.	Rate of Low and back each sheet for Canning of steel Chair Arms and without Arms	
2.	Replacement of Low and back each sheet of steel Chair Arms and without Arms	
3.	Replacement of Arms of steel Chair	
4.	Minor repair of Steel Chair	
5.	Changing of cloth of Revolving Chair	
6.	Changing of cloth of Visitors Chair	
7.	Changing of foam Low and back each sheet of Revolving Chair	
8.	Changing of foam Low and back each sheet of Visitors Chair	
9.	Changing and Repair of PU Arms of Revolving Chair	
10.	Change of Wheels of Revolving Chair	
11.	Changing of Hydraulic systems of Revolving Chair	
12.	Welding per point of Revolving chair etc.	
13.	Minor repair of revolving chair	
14.	Replacement of Base (Plastic) of Revolving chair	
15.	Replacement of Base (Metal) of Revolving chair	
16.	Replacement of Lock of Filing Cabinet	
17.	Preparing of Key of Filing Cabinet	
18.	Repairing of Drawers of Filing Cabinet	
19.	Opening of Filing Cabinet	
20.	Repairing of Locking systems of Filing Cabinet	
21.	Minor repair of Filing Cabinet	
22.	Polishing of Filing Cabinet	
23.	Replacement of Lock and Handle of Steel Book Self	
24.	Opening of Book Self	
25.	Polishing of Book self	
26.	Preparing of key of Book self	
27.	Adjustment of self Drawer of Book self	
28.	Replacement of Glass of Book self	
29.	Replacement of Lock and handle of each Big and Medium size Steel Almira	
30.	Repair of Lock and Handle of each Big and Medium size Steel Almira	
31.	Replacement of Bush of each Big and Medium size Steel Almira	
32.	Minor repairing of each Big and medium size Steel Almira	
33.	Opening of each Big and medium size Steel Almira	
34.	Adjustment of Selves	

35.	Preparing of key of Steel Almira	
36.	Repair of Locking system each Big and Medium size Steel Almira	
37.	Painting of each Big and Medium size Steel Almira	
38.	Renovation of sofa set each sheet with materials (foam, cloth, leather bond)	
39.	Renovation of sofa set & polish of sofa each sheet with materials (foam, cloth, leather bond)	
40.	Repair of Locks of Steel Door	
41.	Replacement drawers lock of Steel Table	
42.	Preparing of key of drawers Steel Table	
43.	Opening of Drawers of Steel Table	
44.	Repair and adjustment of drawer Steel Table	
45.	Minor repair and locking system of Steel Table	
46.	Providing and fixing of new door closer ISI brand	
47.	Providing and fixing of table glass size 5mm Only	
48.	Replacement of Key Board of Computer Table	
49.	Repair of Key Board of Computer Table	
50.	Changing of cloth and foam of Computer Chair Sheet	
51.	Dry Cleaning of Sofa	
52.	Dry Cleaning of Revolving Chair	
53.	Dry Cleaning of Visitors Chair	
54.	Repair of Vertical Blinds	
55.	Providing & Fixing of New Vertical Blinds (Channel & Fabric etc.)	
56.	Providing & fixing of Roller Blinds (Channel & Fabric etc.)	

Signature & Seal of the Bidder/Agency/firm