

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

ARUNA ASAF ALI MARG, NEW DELHI – 110 067

Tel.: 26741849/51 (EPABX) Fax: 26741836

Website: www.icssr.org

F.No.2-12/2018-19-A

Dated 01/11/2018

NOTICE INVITING QUOTATIONS

Sealed quotations under Limited Tender Enquiry are invited on or before **15.11.2018 upto 3:00 pm** from the Manufactures/Suppliers/Firms/Agencies/Vendors for the work of '**Repair of office Furniture**' in the Indian Council of Social Science Research under the Ministry of Human Resource Development, as per details at **Annexure – 'A'**. The prescribed quotation form along with applicable terms & conditions can be downloaded from ICSSR website **www.icssr.org**.

Quotation forms can be collected from the office of the undersigned on all working days between 11.00 am to 4.00 pm upto **14.11.2018**.

TERMS AND CONDITIONS:

1. The work of repairs of office furniture should be done as per ICSSR requirement from time to time.
2. The Work Order will be for one year period or as required by the Council.
3. The Council reserves the right to accept or reject any or all quotations so received without assigning any reason.
4. All necessary tax deductions/ recoveries as per Govt. of India's rules shall be made as applicable.
5. All quotations should be computerized typed.
6. The Manufactures/Suppliers/Firms/Agencies/Vendors are required to enclose a copy of PAN No./GST No. If the above said documents are found wrong, the action against the firm/vendor will be taken as per rules.
7. The envelope must be marked with **Tender Notice for Repair of office Furniture and date**.
8. The quotation should be accompanied by Earnest Money Deposit (EMD) of **Rs.20,000/-** through Demand Draft in favour of ICSSR (name of the firm with contact number should be written on the backside of DD), without EMD the quotation will not be considered.
9. The sealed quotation should reach to the undersigned either in person or by Registered / Speed Post / Courier on or before **15.11.2018 upto 3:00 p.m.**

(Ashish Deolia)
Administrative Officer

Copy to:-

1. Systems Analyst for uploading on official web site www.icssr.org.
2. Firms / Agencies for **Repair of office Furniture**, as per list

S. No.	Work job	Brand/ make	Rate per job (with Material)
1	Door		
	Providing & Fixing of Door Lock	Godrej	
	Repair of Door Lock	Existing	
	Providing & Fixing of Door Lock set	Godrej	
	Providing of Duplicate Door Lock Key	Existing	
	Providing & Fixing Door Stopper of Stainless Steel	Good quality approved by ICSSR	
	Providing & Fixing of Door Closer	Godrej	
	Providing & Fixing of L drops of Stainless Steel	Good quality approved by ICSSR	
	Providing & Fixing of Tower bolts of Stainless Steel	Good quality approved by ICSSR	
	Providing & Fixing of Hinge of Stainless Steel	Good quality approved by ICSSR	
	Repair of Door	--	
	Replacement of Panel of Glass Door	--	
2	Steel Almirah (Big)		
	Providing & Fixing of Almirah lock	Godrej	
	Providing & Fixing of Almirah Handle of Stainless Steel	Good quality approved by ICSSR	
	Providing of Duplicate Almirah lock key	Existing	
	Providing & Fixing of Almirah lock Bush of Stainless Steel	Good quality approved by ICSSR	
	Spray denting & painting of Almirah inside	Existing	
	Spray denting & painting of Almirah outside	Existing	
	Steel Almirah change of leg sets	Heavy	
3	Wooden Almirah		
	Providing & Fixing of Lock	Godrej	
	Providing of Duplicate Key	Existing	
	Providing & Fixing of Handle of Stainless Steel	Good quality approved by ICSSR	
4	Steel Table		
	Providing & Fixing of Lock	Godrej	
	Providing of Duplicate Lock Key	Existing	
	Providing & Fixing of Handle of Stainless Steel	Good quality approved by ICSSR	
5	Wooden Tab		
	Providing & Fixing of Lock	Godrej	
	Providing of Duplicate Key	Existing	
	Providing & Fixing of Handle of Stainless Steel	Good quality approved	

	Steel	by ICSSR	
	Repair of Wooden Table	--	
6	File Cabinet		
	Providing & Fixing of Lock	Godrej	
	Providing of Duplicate Key	Existing	
	Providing & Fixing of Channel of Stainless Steel	Good quality approved by ICSSR	
7	Computer Table		
	Change of Key board shelf	Existing	
	Change of key board shelf channel set	Good quality approved by ICSSR	
8	Revolving Chair		
	Overhauling & Greasing	Existing	
	Providing & fixing of Wheel	Existing	
	Providing & fixing of hydraulic of Stainless Steel	Good quality approved by ICSSR	
	Providing & fixing of Steel Base of Stainless Steel	Good quality approved by ICSSR	
9	Renovation of visitor chair		
	Change of cover per seat and back	Good quality approved of ICSSR	
	Change of cushion seat	Good quality approved of ICSSR	
	Change of cushion back	Good quality approved of ICSSR	
	Repair of seat	--	
	Repair of back	--	
10	Renovation of Revolving chair		
	Change of cover per seat and back	Good quality approved by ICSSR	
	Change of cushion seat	Good quality approved by ICSSR	
	Change of cushion back	Good quality approved by ICSSR	
	Repair of seat	Good quality approved by ICSSR	
	Repair of back	Good quality approved by ICSSR	
11	Renovation of Wooden Sofa		
	Change of cover per seat and back	Good quality approved by ICSSR	
	Change of cushion seat	Good quality approved by ICSSR	
	Change of cushion back	Good quality approved by ICSSR	
	Repair of seat	--	
	Repair of back	--	
	Polishing of wooden sofa	--	

12	Vertical/Venetian Blind		
	Providing & fixing Vertical Blinds (per Sq. ft.)	Good quality approved by ICSSR	
	Repair of Vertical Blinds	--	
	Providing & fixing Venetian Blinds (per Sq. ft.)	--	
	Repair of Vertical Venetian Blinds	--	
	Roller vertical Venetian Blinds	--	
13	Polishing of Wooden Chair	--	
13	Polishing of Wooden Sofa set (per seat)	--	
14	Polishing of Wooden table, door, Amirah (per sq. ft.)	--	
15	Glass Window / Table		
	Providing & fixing window Glass (4 mm) (per Sq. ft.)	Good quality approved by ICSSR	
	Providing & fixing Table Glass (6 mm) (per Sq. ft.)	Good quality approved by ICSSR	
	Providing & fixing Table Glass (10 mm) (per Sq. ft.)	Good quality approved by ICSSR	
	Providing & fixing Table Glass (8 mm) (per Sq. ft.)	Good quality approved by ICSSR	
16	Labour Charges per day		
	Repair of wooden Items	--	
	Repair of Glass Items	--	
	Repair of Miscellaneous Items	--	

Signatures & Seal of bidder