

No.D-14018/08/2010-Admn.-III
Government of India
Ministry of Information & Broadcasting
A-Wing, Shastri Bhawan, New Delhi: 110001

Shastri Bhawan, New Delhi
Dated 07.09.2012

To

All Intended Persons / Firms.

Subject: Annual contract for upholsting/renovation work of Sofas / Chairs etc and providing / installation of venetian blinds in the Ministry of Information & Broadcasting.

Ministry of Information & Broadcasting invites **SEALED QUOTATIONS** for the work of **renovation/upholsting of Sofas / Chairs etc and providing / installation of venetian blinds in the Ministry of Information & Broadcasting** for a period of one year from the date of awarding the contract. This period can be extended further / curtailed based on the performance.


2. Intended persons / firms may submit their quotations completed in all respects to Admn.-III Section, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi up to 02:00 P.M. on 21.09.2012 in Room No. 548, A-Wing, Shastri Bhawan, New Delhi. These quotations will be opened on 21.09.2012 at 3:00 p.m. in Room No. 544-A. The interested tenderers may remain present. The tenders received after due date & time will not be accepted.

3. "Quotations for the work of renovation/upholsting of Sofas / Chairs etc and providing / installation of venetian blinds in the Ministry of Information & Broadcasting" must be super scribed on the top of the Envelope of the quotation.

4. The Ministry reserves the right to cancel the process of tender / contract at any point of time without assigning any reason.

5. Intended persons / firms may quote the rates as per enclosed performa.

6. Terms & Conditions for the contract / quotations are enclosed which will required to be signed by the Contractor.


(S.B. Pandey)
Under Secretary to the Govt. of India
Ph. No. ~~23076776~~
23384990

Copy to:-

1. **All Ministries / Departments of Govt. of India**, New Delhi with the request that this enquiry may please be given wide publicity and contractors employed by them may please be persuaded to submit their quotation.
2. **NIC** with the request to post the tender notice on the official website of the Ministry and **Central public procurement portal** and withdraw from the site in the afternoon of 21.09.2012.
3. **Hindi Unit** for Hindi version of Tender Notice.

Terms & Conditions

1. This contract will be for a period of one year initially. Ministry of Information & Broadcasting can extend the period if services found up to the mark. In case of complaint / non-satisfactory performance the period will be reduced.
2. Contractor should have a valid PAN No, Service Tax No. and should have filed Income Tax returns for the last three years. (copy of PAN No. should be attached).
3. Contractor or his authorized representative shall have to visit the Ministry as directed to attend the work. The work shall have to be completed as per the requirement.
4. Ministry of I&B reserves the right to reject any quotation completely or partially without assigning any reason.
5. Reasonable deductions as decided by the Ministry on the written complaint will be made from the payment of the Contractor if any items be damaged/ missing during the renovation. Ministry of I&B also reserves the right to cancel the contract during the contract period, if the services of the contractor are not found satisfactory.
6. Experience certificate from at least two Government offices be enclosed.
7. Contract can be terminated by this Ministry at any time if the work of the contractor is not found satisfactory. Ministry will have the exclusive right to impose the provisions / Terms & Conditions as decided on the Contractor.

Signature of the Contractor _____

Name & Address of the Person / Firm. _____

Phone Number : _____

Renovation/providing/installation of following items is required

S.No.	Name of items	Rate
1.	Renovation/upholsting of Executive Chair inclusive of all charges.	Rs.
2.	Renovation/upholsting of Visitor Chairs inclusive of all charges.	Rs.
3.	Renovation/upholsting of Sofa set per seat inclusive of all charges.	Rs.
4.	Rate for Providing of Venetian Blind per sq foot inclusive of installation charges.	Rs.
