

F.No.32011/2/2018-Admn.
Government of India
Ministry of Chemicals and Fertilizers
Deptt. of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi.
Dated the 24/12/, 2020

To

As per list

Subject: Award of contract for Rubber stamp, Name plate, lock change and repair work etc in the Department of Chemicals and Petrochemicals.

Sir,

Department of Chemicals & Petrochemicals intends to award annual contract for Rubber stamp, Name plate, lock change and repair work etc in various rooms of Shastri Bhawan, Janpath Bhawan, and Udyog Bhawan, New Delhi. The Department is looking for reputed firms having adequate familiarity/experience in the field.

2. The tender form(Annexure-1) must be sent in sealed cover prominently marked as "ANNUAL CONTRACT FOR RUBBER STAMP, NAME PLATE, LOCK CHANGE AND REPAIR WORK". Sealed tenders are to be dropped in the tender box kept in the Reception of Department of Chemicals and Petrochemicals, Gate No.3, Shastri Bhawan, New Delhi by 1:00 P.M of 15-1-2021. The tenders will be opened on 15-1-2021 at 3-30 P.M. in Room No. 434-C wing, Shastri Bhawan, New Delhi in the presence of the tenderers or their representatives who may wish to be present at that time.

Terms and conditions of the tender & resultant contract shall be as under:-

1. Tenders from only those firms will be entertained which are registered for the services desired in the tender and have Service PAN No. **The quotation must be submitted in the proforma given at Annexure-I**
2. The successful bidder would have to deposit an amount of Rs. 5000/- as security deposit in the form of Bank Guarantee drawn in favour of P&AO, Department of Chemicals and Petrochemicals, New Delhi.
3. The advance payment will not be made in any condition.
4. The firm should have an experience of 3 years in related works. It should produce a certificate from Government Departments or Public Sector Undertakings/reputed private institutions/firms to the effect that the Firm has given satisfactory service/performance alongwith the bids.
5. During the period of contract the firm will have to depute a qualified person to visit General Section of the Department everyday to rectify the problem of Rubber stamp, Name plate, lock change and repair work etc in various rooms of Shastri Bhawan, Janpath Bhawan, and Udyog Bhawan, New Delhi.
6. The Department reserves the right summarily to terminate the contract at any time without assigning any reason.
7. The tender should be accompanied with the Earnest Money Deposit of 5,000/- in the form of DD/ Pay order issued from any of the Nationalized

Handwritten signature

Annexure-I

Sl. No.	Item			
1.	Replacement of Lock			
2.	Replacement of Handle			
3.	Providing of Keys			
4.	Force Opening of Almirah			
5.	Replace of Lever Set			
6.	Replace of Godrej Lock			
7.	Replace of New Shelve Hook			
8.	Multi Purpose Lock			
9.	Godrej Lock Brass Table & Drawer			
10.	Repairing of Cabinet			
11.	Overhauling and Greasing			
12.	Providing of Keys			
13.	Opening of Cabinet Key			
14.	Overhauling and Greasing			
15.	Replace of wheel			
16.	Welding per point			
17.	Godrej Wheel			
18.	Replace of Door Handle			
19.	Replace of Door Lock			
20.	Providing of door Keys			
21.	Replace of Table Handle			
22.	Side Screen Stand sq ft.			
23.	Door Polish per sq ft.			
24.	Wooden Sofa Set 5 Pcs			
	Conference Table			

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51.	Looking Mirror	<u> </u>	<u> </u>	<u> </u>
52.	Looking Mirror Fixing			
53.	Charges			
54.	Painting on Wooden Partitions			
55.	Polishing on Wooden Partition			
56.	Enamel Paint (Fan)			
57.	Window Glass per sqft. 4mm			
58.	Table Glass per sqft. 4mm			
59.	Centre Table Black Glass 1/2" p.sft.			
60.	Centre Table White Glass 1/2"			
61.	Looking Mirror 4mm p.sft.	<u> </u>	<u> </u>	<u> </u>

Final