

No. 29017/1/2017-GA  
Government of India  
Ministry of Environment, Forest & Climate Change  
(GA Section)

Indira Paryavaran Bhawan  
Jor Bagh,  
New delhi-110003.

Dated: 19/06/ 2018.

**Notice Inviting E-Tender**

**(Closing Date : 1500 hours of 17/07/2018)**

**Subject:** E-Tender for Annual Maintenance Contract ( AMC ) for furniture items in the Ministry of Environment, Forest & Climate Change Indira Paryavaran Bhawan Jor Bagh, New Delhi.

1. Online tenders, containing, both technical and financial bids, are invited from the experienced Firms interested in Annual Maintenance of various wooden / steel furniture/Sofa set /Visitor chairs/Executive chair/misc. furniture items (**as per Annexure-I**) in the Ministry of Environment, Forest & Climate Change. The contract shall initially be for a period of one year, which may be extended for two years, on year to year basis, subject to satisfactory performance and mutually agreed upon by the Firm and Ministry of Environment, Forest & Climate Change. The estimated annual cost of the tender will be Rs.1 Crore(Rupees One Crore Only).

2. The bid shall consist of two parts – Technical bid and Financial bid. Both the bids are submitted online on website <http://envfor.nic.in/>, and <https://moefcctender.euniwizard.com/etender> All the information sought under the head 'Conditions' and 'other information to be supplied' is to be given in Technical Bid while prices quoted for the same will have to be mentioned only in the financial Bid Format as per Annexure-I. The Financial Bids of only those firms shall be opened whose Technical Bids are found to be eligible.

3. The offers, in the prescribed format, shall be submitted online at <https://moefcc.euniwizard.com/> as per the tender document. No tender will be accepted in fax, e-mail or any other such means. The intending bidders must be registered with e-Procurement <https://moefcc.euniwizard.com/> the tender document is also available on website: <https://moefcc.euniwizard.com/>

a.	Availability of tender document on website : <a href="http://envfor.nic.in/">http://envfor.nic.in/</a> and <a href="https://moefcc.euniwizard.com/">https://moefcc.euniwizard.com/</a>	
b.	Last date of sale of tender document	17/07/2018 at 2:50PM
c.	Last date of submission of tender	17/07/2018 at 3:00PM
d.	Technical bid online submission start date.	19/06/2018 at 2:00PM
e.	Technical bid online submission end date.	17/07/2018 at 3:00PM
f.	Date and time for opening online technical bids	17/07/2018 at 3.30 PM
g.	Date and time for opening online financial bids for technically qualified bidders.	
i.	Estimated Value of the Contract	1.00 crore
j.	Registration Charges for One Year	Rs. 2360/- (GST included)
k.	Tender Processing Fee	7000/- + 18% GST

4. An earnest money amounting Rs. 2,00,000/- (Rupees Two lakh only) in the form of Demand Draft/Pay Order drawn in favour of the Pay and Accounts Officer, Ministry of Environment, Forest & Climate Change, payable at New Delhi has to be enclosed with the Technical Bid, failing which, the Technical Bid shall be rejected.

**5. The tender should be submitted online through e-Procurement portal <https://moefcc.euniwizard.com/> or before the closing date i.e. 17/07/2018 at 3.00 P.M. Tenders received after closing date and time shall not be considered.**

6. The Technical bids shall be opened in Satluj Conference Hall, Indira Paryavaran Bhavan, Jor Bagh, New Delhi on or after 17/07/2018 at **3.30 P.M.** in the presence of representatives of the Bidders who wish to be present. The Financial bids of only technically qualified Bidders shall be opened. Request for extension of opening date of tenders shall not be considered.

7. Tenders document may be directly down-loaded from the Ministry's website <https://moefcc.euniwizard.com>, and [www.moef.nic.in](http://www.moef.nic.in).

8. Technical Qualifying Criteria:

Only those Firms which have the experience of at least five years in the relevant field of maintenance and repairing of furniture items in Government Ministries/ Departments /Government Organizations /PSUs/Corporate Sector etc. need to apply. While submitting the tender, the intending tenderer shall have to furnish self-attested copies of following certificates/documents to this Ministry:-

- I. The experience certificates should be issued by a Gazetted
- II. Copies of valid certificates of Income Tax clearance for the last three years i.e. 2014-15, 2015-16 and 2016-17 must be submitted.
- III. Proof of annual turnover which should not be less than Rs. 1.50 crore (Rupees One Crore Fifty lakh only) for the last three each years i.e. 2014-15, 2015-16 and 2016-17 alongwith the audited balance sheet and Profit and Loss Account for the last three years i.e. 2014-15, 2015-16 and 2016-17 shall also be provided with the quotations.
- IV. The Firm must have an office or workshop of its own in Delhi / NCR, which should be registered with MCD or NDMC (copy of the same must be provided).
- V. The Firm must have GST Number (copy of the same must be provided)
- VI. List of Clients :
- VII. An undertaking that they are not barred from any organization

## Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://moefcc.euniwizard.com>

### REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://moefcc.euniwizard.com> ) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Query contact to our helpdesk Number 011-49606060, Email: [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) Mr. Birendra ,9205898228, Mr. Varun - 9205898229

### SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee **Rs.7000/- + 18% GST (NOT REFUNDABLE)** by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee, tenders will be moved to the respective "Register" Tab. This would enable the e e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

### **Terms and Conditions:**

- i) Rates shall be quoted for each item separately in the format prescribed in the Annexure-I.
- ii) The Firm will be required for Annual Maintenance of furniture items in any of the premises of the Ministry. For the purpose, no extra payment shall be made by this Ministry and the arrangement shall be made by the Firm on its own for supply and installation of the items related to maintenance of the furniture in the Ministry, as and when required. Any layout / sketch of plans of placing the furniture in any particular room, if required, has to be prepared and furnished by the Contractor in consultation with the concerned user of the Ministry. No expenditure shall be borne by the Ministry in this regard and the Firm has to make its own arrangement for the same. If any furniture is found defective within a period of six months of the maintenance / repairing, the same shall be returned to the firm for which the firm will be liable to replace the same at its own cost. No extra charges towards transportation or any other item shall be borne by the Ministry. The successful Firm is required to depute one carpenter daily at 9.00AM to this Office, failing which, a penalty of Rs.1000/- per day will be deducted from the Bills received in this office for Payment.
- iii) The Firm shall carry all the repair work keeping the ambience / symmetry of the surrounding. Any deviation shall amount to loss of government property and the Firm shall be liable to pay damages as per calculation of the Ministry.
- iv) No Advance payment will be made in any case. The approved contractor shall submit the bills (in triplicate along with the user's report for payment).
- v) The payment shall be made on monthly basis.
- vi) The Ministry has the right to forfeit the security deposit in full or in part in event of failure on the part of contractor to fulfill the terms and conditions.
- vii) The contract can be terminated at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this connection, the decision of the Ministry will be final and binding on the firm.
- viii) The Successful bidder will have to deposit a Performance Security Deposit of Rs. 10.00 lakh (Rupees Ten Lakh only) in favour of PAO, Ministry of Environment and Forests, New Delhi, in the form of Bank Guarantee of any Nationalize Bank which shall be valid beyond 60 days after the expiry of the contract. The other terms and conditions incorporating penalty clause etc. which would be mandatory for the selected firm will be issued at the time of awarding the contract.

ix) The Bids / tenders of the Firm which are found to have quoted fake / unreasonable rates in any of the terms , shall summarily be rejected . Then decision of the Department in this regard shall be final and binding on the firm

x) The Ministry reserves the right to reject any or all quotations without assigning any reasons there of.

xi) Validity of tender shall be 180 days for finalisation of awarding the contract.

9. The L-1 bidder shall be decided on the basis of the total value of the tender.

10. Forfeiture of EMD : The bid security may be forfeited :

a. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form; or

b. In the case of successful bidder if the bidder:

i) Fails to sign the contract,

ii) Fails or refuses to honour his own quoted price for the work at specified premises.

c. In both the above cases i.e. para 9 (a) & (b), the bidder shall not be eligible to participate in any of the tender issued by MoEF&CC for one year from the date of issue of letter of intent. The bidder will not approach the court against the decision of MoEF&CC in this regard.

11. The contract between the MoEF&CC and the contractor can be cancelled by the contractor by giving prior notice of at least 45 days . The MoEF&CC reserves the right to terminate the contract at any time or stage during the period of contract, by giving seven days notice in writing without assigning any reason and without incurring any financial liability whatsoever.

## 12. **ARBITRATION**

12.1 In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Secretary, Ministry of Environment and Forests (MOEF&CC) or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Secretary or by whatever designation such officers may be called (hereinafter referred to as the said officer). In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or other wise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the Secretary, Ministry of Environment and Forests shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the

reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of MOEF&CC or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a MOEF&CC employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitrator and Conciliation Act 1996, or any statutory modification or re-enactment there of or any rules made thereof.

12.2 The venue of Arbitration proceeding shall be Office of MoEF&CC at New Delhi or such other place as the arbitrator may decide.

12.3 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

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13. Bidders/Agency who are having near relative(s) employed in the MoEF&CC are not allowed to participate in the tender. The Agency should give a certificate as given in

**Annexure-II** that none of his/her near relative is working in MoEF&CC. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the directors of the company. Due to any breach of these conditions by the company or firm or any other person the contract will be cancelled and Security deposit will be forfeited at any stage whenever it is noticed and MoEF&CC will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in any contract/tender of MoEF&CC.

The near relatives for this purpose are defined as :

- a. Member of a Hindu undivided family,
- b. They are husband and wife
- c. The one is related to the other in the manner as father, mother, son(s) and Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

14. Contact Person : In case any firm desires to have any clarification regarding the terms and conditions of the bid document or any interpretation thereof, it is advised to contact Under Secretary(GA) on telephone no. 24695358 between 1500 hrs and 1700 hrs on all working days.

( C.S.Thakur )  
Under Secretary to the Government of India

### CHECK LIST

Sl. No.	Documents	Yes/No & Page No.
1	EMD :Rs. 2,00,000 ( Rupees Two lakh Only )	
2.	The experience certificates should be issued by officers of the level of Section Officer and above;	
3.	Copies of valid certificates of Income Tax clearance for the last three years i.e. 2014-15, 2015-16 and 2016-17 must be submitted.	
4.	The firm must have an office or workshop of its own in Delhi / NCR, which should be registered with MCD or NDMC (copy of the same must be provided).	
5.	The firm must have VAT registration and Service Tax Registration Number (copy of the same must be provided)	
6.	List of Clients	
7.	An undertaking that they are not barred from any organization	
8.	Proof of Registration with the Delhi Sales Tax, Delhi Value Added Tax and Service Tax.	
9.	(DVAT) Act 2004 & its no dues Certificates. ( Latest Receipt & Challan )	
10.	Photocopy of VAT Registration certificate / TIN No.	
11.	Proof of Income Tax Return for the last Five Years.( upto 2016-2017)	
12.	Proof of Annual Turn Over which should not less than Rs 1.50 crore(Rupees one crore fifty lakh only) for the last five years (2012-2013, 2013-14, 2014-015, 2015-2016 and 2016-2017) along with audited Balance sheet and profit and Loss account for the last five years (2012-2013, 2013-14, 2014-015, 2015-2016 and 2016-2017)	
13.	Proof of Registration of Firm in the similar type of work/ category with any Govt. Deptts. / PSU Organization. The firm should be registered / empanelled at least with the Three reputed govt. Departments/ organizations ( photocopy of registration should be enclosed	
14.	Proof of Completion certificates of similar nature of work worth Rs. Five Lakhs from three Govt. Departments / Ministries during the last five years in the shape of single order / Performance certificate	
15.	The Firm should have a minimum composite value of work done during last three years to the tune of RS. 50.00 Lakhs or more. Undertaking / declaration on firm's letter head should be enclosed ( self attested copies of proof to be enclosed )	

Date:

Place:

Yours faithfully,

(Signature of the Authorized Person)

Name:

Designation:

Business Address:

Seal.

## **BIDDER'S DETAILS**

Name & Address of contractor :

Owner's Name :

Pan No :

Tin No :

Contact No. :

Residential Address :

Banker's Name & Address :

Experience ( in years ) :

List of major Clients ( Enclose Copy ) :

Performance Reports . If any :

References :

EMD details :

Any other information /documents,

Which may held in assessing tender

Capabilities for award of contract

**BIDDERS SIGNATURE / OFFICIAL SEAL/STAMP**

List of Items

Sl. No	Items of Work	Rate (in Rupees )	Unit
<b>A</b>	<b>Painting of Steel Furniture</b>		
1	Steel office Almirah (Big)		
2	Steel office Almirah (Small)		
3	Steel Rack (Big)		
4	Steel Rack (Small)		
5	Steel Storage Unit		
6	Steel Chairs (Office)		
7	Steel Chair Revolving		
8	Steel Table (Officer)		
9	Steel Table (Assistant)		
10	Steel Table (Clerk)		
11	Steel Bookcase		
12	Steel Filing Cabinet a. Four Drawers b. Three Drawers c. Two Drawers		
13	Steel Gun Almirah		
14	Steel lockers ( pigeon Hole) a. 12 Lockers b. 8 Lockers c. 6 Lockers d. 4 Lockers		

<b>B</b>	<b>Revolving Chair</b>		
1	Repair of Revolving System		
2	Replacement of Wheel		
3	Replacement of Hydraulic Cylinder		
4	Repair of Hydraulic System		
5	Providing & Fixing of Steel Base /PVC Base		
6	Providing & Fixing of Caster Bush		
7	Providing & Fixing of PU Arms		
8	Providing & Fixing of New Revolving System (Synchro Tilt Plate)		
9	Welding Point (Per Point)		
10	Providing & Fixing of New Handle/ P U Arms to Cushion Visitor Chair (All Types)		
<b>C</b>	<b>Steel Almirah / Steel Book Case/Lockers.</b>		
1	Replacement of lock		
2	Replacement of Handle		
3	Replacement of Bush		
4	Repairing of Locking system		
5	Minor Repair		
6	Adjustment / Repairing of Shelve		
7	Providing of Key		
8	Force Opening of Locked Almirah		
9	Providing & Fixing of New Legs / Base.		
10	Supply and Fixing of Plain Glass (Per Sqft.)		
11	Repairing of Lock		
12	Repairing of Door		
13	Providing & Fixing of Knobs / Kunda chapka/ Card holder.		

<b>D</b>	<b>Steel Table</b>		
1	Replacement of Lock		
2	Adjustment / Repairing of Drawer		
3	Providing of Key		
4	Opening of Locked Drawer		
5	Repair of Locking System		
6	Minor Repair of Table		
7	Replacement of Handle		
8	Repair of Lock		
<b>E</b>	<b>Steel Filling Cabinet.</b>		
1	Replacement of Lock		
2	Adjustment of Drawer		
3	Providing of Key		
4	Opening of Locked Cabinet		
5	Repair of Locking System		
6	Minor Repairs		
7	Replacement of Handle		
8	Repair of Lock		
9	Providing & Fixing of New Locking System		
10	Providing & Fixing of Steel Ball of Filling Cabinet		
11	Providing & Fixing of New Channel		
12	Providing & Fixing of Push Button		
<b>F</b>	<b>Steel Office Canned Chair</b>		
1	Replacement of New Wooden Seat (Duly Canned, Polish & Fitting)		
2	Replacement of New Wooden Back (Duly Canned, Polish & Fitting)		

3	Replacement of New Wooden Arms		
4	Replacement of Rubber Shoes		
5	Replacement of Rubber Caps		
6	Minor Repair of Steel Chair		
7	Painting of Steel Chair		
8	P/F of Steel Strips for Support with welding		
9	P/Fixing of Nut-Bolts		
<b>G</b>	<b><u>Wooden / Steel Doors</u></b>		
1	Replacement of Mortice Lock		
2	Replacement of Handle		
3	Repair of old Lock		
4	Providing of Keys		
5	Providing & Fixing of "Godrej" Night Latch		
6	Repairing of Door		
7	Providing & Fixing of Door Lock (Godrej)		
8	Providing & Fixing of Handle (Godrej)		
9	Providing & Fixing of Locking Bolt		
10	Providing & Fixing of Hinges		
11	Providing & Fixing of Door Stopper.		
12	Providing & Fixing of Tower Bolt.		
13	Providing & Fixing of Aldraj (Locking Bolt)		
14	Repair of Door Closer		
15	Replacement of Small Rod		
16	Replacement of Spring		
17	Replacement of Big Rod		
18	Providing & Fixing of Door Closer		
19	Providing & Fixing of Fancy Brass Handle to Doors.		

20	Providing & Fixing of Brass Tower Bolt to Door.		
21	Providing & Fixing of Brass Sliding Bolt to Door.		
<b>H</b>	<b>Polishing of Wooden Furniture.</b>		
1	Wooden Table Executive (Big)		
2	Wooden Officer Table (Big)		
3	Wooden Assistant Table		
4	Wooden Clerk Table		
5	Wooden Conference Table		
6	Wooden Almirah (Big)		
7	Wooden Almirah (Small)		
8	Wooden Mirror Stand		
9	Wooden Partition Screen		
10	Wooden Notice Board / Key Board/Horner Board etc.		
11	Wooden Display Rack		
12	Wooden Partition		
13	Wooden Storage Unit / Side Unit/ Storage Rack etc.		
14	Wooden Workstation.		
15	Wooden Cushion / Canned Chair (any Type)		
16	Sofa Set (All Type)		
17	Wooden File Tray		
18	Wooden Center Table		
19	Wooden Stool		
20	Wooden Door (after scraping of Existing Polish) (Per Sqft.)		
21	Wooden Paneling (Per Sqft.)		
22	Polishing of Wooden Partition including cleaning of sunmica (Per Sqft.)		
23	Wooden Bed – Double		

24	Wooden Bed –Single		
25	Wooden Side Table		
26	Wooden study Table		
27	Wooden furniture articles ( per sqft)		
<b>I</b>	<b>Repairing of Wooden /Modular Furniture.</b>		
1	Repair of Wooden Chair. (any Type)		
2	Repair of Wooden Table.		
3	Repair of Wooden Almirah		
4	Repair of Wooden Work Station		
5	Repair of side Table		
6	Repair of study Table		
7	Repair of wooden bed - Double		
8	Repair of wooden bed - Single		
9	Repairing /Adjustment of Drawers on Wooden Table / Work Station etc.		
10	Repair of Stool with nail etc.		
11	Providing & Fixing of Kunda Chhapka		
12	Providing & Fixing of Handle		
13	Providing & Fixing of Knobs		
14	Providing & Fixing of Multi purpose Lock		
15	Providing & Fixing of New Sliding Channel (Telescopic) to Key Board		
16	Providing & Fixing of New Lock to Wooden Furniture Articles		
17	Providing & Fixing of Glass Panes to Furniture Articles		
18	Providing & Fixing of Plywood		
19	Providing & Fixing of Wooden Beeding		
20	Repair of Sliding Key Board Stand / Tray		

21	Providing & Placing of New Wooden footrest to Wooden Table.		
22	Providing & Fixing of Wooden Brackets		
23	Providing & Fixing of Hinges		
24	Providing & Fixing of Wall Catcher		
25	Providing & Fixing of 19mm thick Ply Board (Commercial)		
26	Providing & Fixing of 12 mm Ply (Commercial)		
27	Providing & Fixing of 6 mm Ply (Commercial)		
28	Providing & Fixing of 6 mm Ply (Teak)		
29	Providing & Fixing of 4 mm Ply (Commercial)		
30	Providing & Fixing of 4 mm Ply (Teak)		
31	Providing & Fixing of sunmica for furniture articles .		
32	Fixing / Hanging Photo Frame / Wall Mirror / Wall Clock / Calendar Frame etc. with Gitties and Hook		
33	Providing & Fixing of New Key Board for Computer Table 18" X 18".		
34	Providing and Fixing of Modular Wooden Particle Board (pre – Laminated) with existing /Quality color. (Per Sqft).		
35	Providing and Fixing of Wooden beeding of Appropriate size and thickness to wooden furniture articles		
36	Providing & Fixing of Wooden Brackets		
37	Providing & Fixing of Iron Brackets.		
<b>J</b>	<b><u>Wooden / Steel Doors</u></b>		
1	Replacement of Mortice Lock		

2	Replacement of Handle		
3	Repair of old Lock		
4	Providing of Keys		
5	Providing & Fixing of "Godrej" Night Latch		
6	Repairing of Door		
7	Providing & Fixing of Door Lock (Godrej)		
8	Providing & Fixing of Handle (Godrej)		
9	Providing & Fixing of Locking Bolt		
10	Providing & Fixing of Hinges		
11	Providing & Fixing of Door Stopper.		
12	Providing & Fixing of Tower Bolt.		
13	Providing & Fixing of Aldraj (Locking Bolt)		
14	Repair of Door Closer		
15	Providing & Fixing of Door Closer (ISI)		
16	Providing & Fixing of Fancy Brass Handle to Doors.		
17	Providing & Fixing of Brass Tower Bolt to Door.		
18	Providing & Fixing of Brass Sliding Bolt to Door.		
<b>K</b>	<b>Dry Cleaning Of Sofa Set / Chairs etc.</b>		
1	Four Seater		
2	Three Seater		
3	Two Seater		
4	Single Seater		
5	Executive Revolving Chair High Back		
6	Executive Revolving Chair Low Back		
7	Cushioned Visitor Chairs (Steel)		
8	Cushioned Visitor Chairs (Wooden)		
9	Computer Chairs		

10	Carpet ( Woolen )		
11	Carpet ( Acrylic)		
12	Dry-cleaning of Vertical blinds including removing / re-fixing		
13	Dry-cleaning of Curtains		
14	Dry-cleaning of Cushioned Cover		
<b>L</b>	<b>Miscellaneous Items</b>		
1	Repairing / Servicing of Vertical Blinds including change of Parts if required.		
2	Minor Repair of Vertical Blinds		
3	Providing and fixing of vertical Blinds with 100mm wide superior fabric with all necessary mechanism ( as per sample approved )		
	Providing and fixing of Roller Blinds with superior fabric and aluminium channel with all necessary mechanism( as per sample approved		
4	Providing and fixing of Bamboo chick Blinds with designer cloth ( as per sample approved )		
5	Supply of Table raiser ( adjustable writing pad) of Acrylic Sheet with Brass fitting 10mm Acrylic Sheet (Rate per piece)		
6	Supply of Looking Glass with Wooden Frame duly polished. Size: 24" X 18"		
7	Providing and fixing of decorative Drapery Rod of standard size and specification.		
8	Providing of wooden (High) stool with foot step Size : 36" (H) and 12" X 12" (Top) duly polished		
9	Providing of Coat stand with Brass fitting of standard size and specification.		
10	Providing and fixing of glass stand for set top box with all necessary hardware fittings .		

11	Providing and fixing of PVC flooring of standard size and specification and of reputed brand .		
12	Providing and fixing of wooden flooring of standard size and specification and of reputed brand.		
13	Providing and fixing of acrylic carpet with backing of standard size and specification and of reputed brand.		
14	Providing and fixing of Loop pile imported with backing of standard size and specification and of reputed brand.		
15	Supply of Wooden Bed (Single) off standard size and specification and as per sample available Size: 75" X 36" X 18"		
16	Supply of Wooden Bed (Double) off standard size and specification and as per sample available Size: 75" X 72" X 18"		
17	Supply of Wooden Side Table off standard size and specification and as per sample available Size: 18" X 18" X 15"		
18	Supply of Wooden Flower Pot made of 19mm thick commercial board with teak ply / teak wood beeding with inner container of G.I Sheet. Size: a. 48" X 16" X 13" b. 16" X 16" X 13"		
19	Supply of Wooden Centre Table made of 1 <sup>st</sup> class teak wood having bottom shelf and glass Top duly polished. Size: a. 48" X 24" X 18" b. 36" X 24" X 18" c. 36" X 18" X 18"		
20	Providing & Fixing / Placing of Wooden Storage Cabinet / Book Cabinet/ Side Rack / Workstation etc. made of 19mm thick commercial board with 1.00mm thick laminate / teak ply / teak wood beeding having glass/ wooden doors with all necessary hardware fittings duly polished. (Per Sqft.)		

<b>M</b>	<b>Glass Work</b>		
1	Providing Table Glass Top (Modi Guard/ Gold Plus/ Saint Gobain or equivalent ) (Per Sqft.) <u><b>Plain Glass</b></u> 6 mm 8.mm 10mm 12mm		
2	Providing Table Glass Top (Modi Guard/ Gold Plus/ Saint Gobain or equivalent ) (Per Sqft.) <u><b>Coloured Glass (Brown/ Black)</b></u> 6 mm 8 mm 10 mm 12mm		
3	Beveling of glass ( per running feet )		
4	Cutting, grinding etc of glass ( per Sqft)		
<b>N</b>	<b>Renovation of Sofa Set, Including Providing of Tat, Cotton, Jute, Markin, Dori, Spring &amp; Change of Cloth/Leather Foam (As per Sample Approved )</b>		
1.	Four Seater		
2.	Three Seater		
3.	Two Seater		
4.	Single Seater		
5.	Cushioned Officer Chairs		

6.	Executive Revolving Chair a. High back b. Low Back		
7.	Computer Revolving Chair		
8.	Wooden Cushion Satties		
9.	P/F Rubber/ P.U / foam Cushion (ISI Mark)		
a.	Size: 21"X 22" X 4"		
b.	Size: 21"X 22"X 3"		
c.	Size: 18"X 18" X 2"		
10.	P/F Foam sheet 25 mm (HD) to Sofa Set.		
11.	Stitching of curtain (Plain)		
12.	Stitching of Curtain (Pleated)		
13.	Stitching of curtain with pleat & lining		
14.	Supply of Curtain cloth (Polyester/ Designer) As per sample approved and stitching of curtain. a. Curtain (Plain) (Per Mtr.) a. Curtain (Pleated) (Per Mtr.)		
15	Providing & Fixing of hooks for Curtain		
16	Supply of loose Seat Cushion with Cover for Chair. a. Seat b. Back		
<b>O</b>	<b>Supply of White Terricot Cloth and stitching of Loose Cover for the following Furniture Articles.</b>		
a	Sofa Four Seater.		
b	Sofa Three Seater.		
c	Sofa Two Seater.		
d	Sofa Single Seater.		
e	Cushioned Visitor Chair.		

f	Executive Revolving Chairs.		
g	Computer Chairs.		
<b>P</b>	<b><u>Fixture.</u></b>		
1.	Providing and Fixing of Wooden Wall Paneling with frame work / teak ply / laminate of standard size and specification and as per Direction of Officer in charge.		
2.	Providing & Fixing of wooden partition with frame work / teak ply / laminate and glass work if required of standard size and specification and as per Direction of Officer in charge.		
3	Providing and Fixing of Aluminium Glazed low Height/Full height partition made in 14 gauge thickness, pre-laminated particle board / Glass as required and standard size and specification and as per Direction of Officer in charge.  a. Aluminium Partition (Anodized). b. Aluminium Partition (Powder Coated).		
4	Providing and Fixing of Aluminium Glazed Door Shutters made in 14 gauge thickness pre-laminated particle board / Glass as required and standard size and specification and as per Direction of Officer in charge.  a. Aluminum Partition (Anodized). b. Aluminum Partition (Powder Coated).		
<b>Q</b>	<b>REPAIR OF ALUMINUM DOORS/WINDOW</b>		
1	Providing & Fixing of New Lock		
2	Providing & Fixing of New Handle		
3	Repair /Adjustment of Door		
4	Repair of Locking System		
5	Providing & Fixing of Rubber beeding		
6	Complete Repair of Door including cutting, Dismantling and Re-fixing etc. complete in all respect.		
7	Providing & Fixing of Hinges		
8	Providing & Fixing of aluminum section as per size required.		
9	Providing & Fixing of Floor Spring (ISI)		

10.	Providing & Fixing of Glass Panes a. Glass Plain b. Glass Tinted.		
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**ANNEXURE-II**

**CERTIFICATE**

I \_\_\_\_\_ Son of  
\_\_\_\_\_ Residence of  
\_\_\_\_\_

hereby certify that none of my relative(s) as defined in the tender document is/are employed in MoEFCC as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, MoEF shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signed.....

Name(Caps) .....

Position.....

Date.....

# **Notice Inviting E-Tender**

**(Closing date : 1500 hours of  
17/07/2018)**

**E-Tender for Annual  
Maintenance Contract  
( AMC ) for furniture items  
in the Ministry of  
Environment, Forest &  
Climate Change Indira  
Paryavaran Bhawan Jor  
Bagh , New Delhi.**

