



GOVERNOR'S SECRETARIAT, ODISHA
RAJ BHAVAN, BHUBANESWAR-751 008

No. 33 /SG(HH) dated 21st Jan, 2020

QUOTATION CALL

For repair/ maintenance/polishing & upholstery of furniture items (Wooden, Glass) and other related miscellaneous items of furniture and other Carpentry work in the Raj Bhavan (Governor House) at Bhubaneswar and Puri

SEALED Quotations are invited in a single bid system from firms dealing in maintenance/repairing, polishing of various furniture items, change of upholstery of sofa sets/visitor chairs, and other miscellaneous furniture items in the Raj Bhavan at Bhubaneswar and Puri for a period up to **31-03-2021**.

The details of this quotation call notice is available in the website <http://www.rajbhavanodisha.gov.in>



Comptroller,
Governor's Household



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SEALED TENDERS are invited in a single bid system from firms dealing in maintenance/repairing, polishing of various furniture items, change of upholstery of sofa sets/visitor chairs, and other miscellaneous furniture items in the Raj Bhavan at Bhubaneswar and Puri for a period up to **31-03-2021**. The firm which fulfills the following minimum criteria may only apply:-

- i) The firm should be registered with relevant authorities (Registration with Goods and Services Tax Department , PAN No. etc.); (Attested copies of Registrations to be enclosed).
 - ii) The firm should have similar experience of at least three years in Government Sector / PSU, etc. (Attested copies of Certificates/work orders to be enclosed).
 - iii) The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone nos., photograph,) will have to be provided to this office after acceptance of the tender.
 - iv) The Prospective/interested bidders may visit Raj Bhavan, Bhubaneswar and Puri at their own expense to inspect the articles which are in need of , or might require, necessary maintenance and repair work. For this purpose, they may contact Comptroller, Governor's Household over phone no. 0674-2397353 (direct) and 0674-2397581(PBX) between 11 am to 4 pm on any working day.
2. The Bid should contain the following information/document as per Annexure-I & Annexure-II:-
- i) Name of the Firm, Business address of the firm, Telephone No., Mobile No., Copy of the details of the past experience of last three years providing services in the same field in Government/Ministries /Departments/ PSUs / Reputed Corporate Sectors, with contact persons and their telephone numbers.
 - ii) Copies of certificates of Incorporation of firm, Pan No. and GSTIN
 - iii) The Earnest Money of Rs. 10,000/- (Rupees Ten thousand only) in form of Demand Draft/Pay order in favour of DDO, Raj Bhavan, Odisha Bhubaneswar.
 - iv) Quotations in rupees for the respective items mentioned in Annexure-II.
 - v) Unrealistic rates viz. free of cost/complementary/fraction of rupee etc. shall not be entertained and reasonability of rates shall be ascertained according to the item of works.
 - vi) The tender has to be accompanied by an Earnest Money Deposit of Rs. 10,000/-(Rupees Ten Thousand only) in the form of Demand Draft in favour of DDO, Raj Bhavan, Odisha Bhubaneswar from any scheduled commercial Bank.
 - vii) If the successful tenderer declines to act on the offer made by the Governor's Secretariat and/or withdraw/amend their quotations after opening of tenders, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account

[Signature]

shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the quotation.

3. SCOPE OF WORK: Maintenance/Repairing of furniture items/articles, polishing of various furniture items, renovation/change of upholstery of sofa sets and chairs, and ancillary works.

4. TERMS & CONDITIONS:

- i. In case of any deficiency in service, a penalty of 5% of the bill for each occasion will be imposed on the firm. The decision of the Governor's Secretariat in this regard shall be final and binding.
- ii. The Governor's Secretariat reserves the right to award the contract to more than one contractor on common lowest rates or split the same. The contract shall normally be awarded to the bidder who emerges LI in majority of the items on common minimum rates i.e. the LI bidder will have to match the LI rates of other bidders for the items for which his rates are higher.
- iii. The contract shall be for maintenance/repairing, polishing of various furniture items, upholstery of sofa set, visitor chairs etc. in the Raj Bhavan at Bhubaneswar and Puri. The tentative details have been indicated in the quotation letter and the requirement may vary as may be decided by the authority from time to time. This shall be kept in view by the prospective bidders while submitting their quotations.
- iv. A performance security of Rs. 10,000/- (Rupees Ten thousand only) shall have to be deposited by the successful tenderer in the form of F.D.R. of any scheduled commercial Bank in favour of **DDO, Raj Bhavan, Odisha Bhubaneswar** for the period of contract. The performance security will be forfeited for breach of the any of terms/conditions of our tender and if it is found at any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. The decision of the authority in this regard shall be final and binding on the firm.
- v. The performance security shall be forfeited if there is any breach by the contractor in performance/meeting terms and conditions of the contract. Otherwise, the same shall be refunded after completion of the contract to the satisfaction of the Department with no Government liabilities due from the Contractor.
- vi. The work is to be carried out in the premises of the Raj Bhavan Bhubaneswar and Puri as required. Only such work as cannot be done in the office premises would be allowed to be done outside. No extra charges will however be payable on this account.
- vii. The payment shall be made on monthly basis and only if the work is performed to the satisfaction of the authority. No payment shall be made for any other incidentals like transportation etc. and the contracted price shall be firm/fixed during the currency of the contract.
- viii. There shall also be no advance payment for any jobs assigned in terms of the contract.
- ix. The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone nos., photograph,) will have to be provided to this office.
- x. The office reserves the right to reject any or all the quotations without assigning any reason thereof. Decision of authority shall be final in this regard.
- xi. Bids incomplete in any respect shall be liable to be rejected.

5. The sealed quotations, in the prescribed proforma only, are to be sent by Registered Post/Speed Post/Courier only and addressed to the Comptroller, Governor's Household, Raj Bhavan Bhubaneswar-751008. **The last date and time for submission of the quotations is 4th February'2020 (05 P.M.).** The quotations shall be opened on the next day i.e **5th February** at **3.30 P.M.** in in the Mini Conference Hall of Raj Bhavan, Bhubaneswar. The tenderers may remain present at that time or may, if so desire, depute one of their representatives to be present at the time of opening of tenders. It may be specifically noted that

the quotations are required to be submitted with EMD with necessary documents and in the prescribed proforma only.

6. The authority reserves the right to reject any or all the quotations received and the decision in this regard shall be final/binding.

7. The office reserves the right to cancel the contract at any time without assigning any reason whatsoever.

8. The tender document should be signed by the tenderers on each page in acknowledgement of the acceptance of the terms & conditions of this Quotation Call Notice.

Comptroller, Governor's Household

ANNEXURE-I

Sl. No	Particulars	
1.	Name of the Firm/Company/Agency	
2.	Address of Firm/Company/Agency	
3.	Telephone No. and Mobile No.	
4.	The details of registration(s) Viz. No., Date, Validity etc. with Govt. Authorities towards incorporation of the firm, running of stated business viz. Service tax and authorized premises.	
5.	GST Registration No. and PAN No. (Proof to be attached)	
6.	EMD details (Amount, Name of the Bank Branch, DD No. and Date)	
7.	Name & Address of the Department/Offices of State Govt. and other organizations where similar work has been done (self-certify duly stamp copies of contract letter /work order to be attached)	
8.	Name, Designation, Telephone No./Mobile No. and Address of the person to whom all references shall be made regarding this tender.	
9.	Name, Address & Telephone Number of the proprietor	

Yours faithfully,

Date:

Place:

(Signature of the Authorized Person)

Name:

Designation:

Business Address:

Seal:

ANNEXURE-II

To

The Comptroller, Governor's Household, Raj Bhavan,
Bhuabneswar-751008.

Sub: Submission of quotations for repair/ maintenance/polishing & upholstery of furniture items (wooden, Glass as well as steel) and other related miscellaneous items of furniture and other carpentry work in the Raj Bhavan Bhuabneswar and Puri - reg.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in this quotation call notice. The information desired and the rates quoted are as per following details:-

SR. No.	Items of work	Rate in rupees for each item (inclusive of taxes)	
Spirit Polishing / Enamel painting of Wooden Furniture		Spirit Polishing	Enamel painting
1.	Table (Large)		
2.	Table(Small)		
3.	Office Chair		
4.	Side Rack		
5.	CenterTable		
6.	Wooden Almirah(Big)		
7.	Wooden Almirah(Small)		
8.	Mirror Stand		
9.	Leaquire polishing with PU (Per Sq. Ft.)		
10.	Conference Table		
11.	Book Rack		
12.	Sofa Set (Rate per seat)		
13.	Paneling		
14.	Coat Stand		
15.	Wooden Bed (Single)		
16.	Wood Bed (Double)		
Repair of wooden furniture			
1.	Minor repair of chair		
2.	Minor repair of table		
3.	Minor repair of wooden almirah		
4.	P/F of arm to chair		
5.	P/F of Leg to Chair		
6.	P/F of Leg to Table		
7.	P/F of Sunmica on Table (per square inch)		
8.	P/F of New Drawer		
9.	Repair of rack of cupboard /almirah		
10.	P/F of Ply (per Sqft.)		

11.	Major repair of chair	
12.	Major repair of table	
13.	Major repair of Almirah	
14.	Major repair of rack	
15.	Repair of wooden table drawer	
16.	P/F of Knobs of Drawers	
17.	P/F of 19mm Board	
18.	P/F of 12mm Ply	
19.	Repair of wooden Rack	
20.	Repair of lock	
21.	P/F of Knob/Handle	
22.	Replacement of lock	
Complete Renovation of sofa/chair with good quality cloth including cotton, markin, dori, spring without seat cushion etc.		
1.	Sofa per seat	
2.	Cushion office chair	
3.	Executive chair	
4.	Visitor chair	
5.	Stitching of loose cover sofa set with cloth and labour charge (per seat)	
6.	Replacement of new seat cushion of sofa set(per seat) Size: 21"x22"x4" Size: 18"x18"x2"	
Wooden Cupboard		
1.	Repair of lock	
2.	P/F of Handle	
3.	Replacement of lock	
4.	Providing of key	
5.	Repairing of Cupboard	
6.	Beading of Cupboard	
Dry-cleaning of furniture and accessories		
1.	Carpet	
2.	Sofa Set	
3.	Cushion Chair	
4.	Revolving chair	
5.	Executive revolving chair	
6.	Vertical blinds	
7.	Repairing of vertical blinds	
8.	P/f of new blinds-roller	
Chairs		
1.	Replacement of new wooden seat	
2.	Replacement of new wooden back	
3.	Replacement of new wooden caps	
4.	Replacement of new wooden arms	
Loose cover/Head Gear (with cloth)		
1.	Sofa per seat	
2.	Visitor chair	
3.	Revolving chair	
4.	Executive chair	
5.	Sofa chair	

DECLARATION

- (I) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed therefrom and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Name of the Quotationer: : _____

Complete Address: _____

Address (Works), if any:

Contact Nos.

