

E-mail : cbseedi@nda.vsnl.net.in
Website : www.cbse.gov.in
www.cbse.nic.in

Phones (Off.) 011-22509256-59
Fax : 011-22515826



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

“शिक्षा केन्द्र” 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली – 110301

Central Board of Secondary Education

(An Autonomous Organization under the Union Ministry of Human Resource Development (Govt. of India)
“SHIKSHA KENDRA” 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110 301

CBSE/ADMIN.II/F-25/2008/PF/VOL.1

Dated:- 01.11.2012

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Subject: Quotation for Repairing of office Furniture-reg.

Sir,

The office intends to enter into the Repairing of office Furniture vide Description of Work Detail in **Annexure “II”** initially for a period of one year. You are, therefore, requested to quote your competitive rates and you are requested to kindly submitted a EMD of Rs. 2500/- in the shape of D.D. in favour of “The Secretary, CBSE”, Preet Vihar, Delhi-92 along with terms and conditions.

The envelope superscribed “**Quotation for Repair of Office Furniture**” in a sealed cover may be drop at Tender Box kept at ground floor near security guard counter, CBSE, 2, Community Centre, Preet Vihar, Delhi-110 301 on or before 26.11.2012 up to 2.30 PM .

The terms & conditions are also enclosed herewith “Annexure-I”

Your faithfully,

(Chaman Lal Sharma)
Deputy Secretary (Admin-II&III)

Encl.: as above

Terms and conditions for Repair of Office Furniture

1. The quotation is required to be submitted in a sealed envelope. The envelope shall be super scribed “ Quotation for Repairing of office Furniture”. Incomplete and conditional rate quotation will be rejected. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm.
2. Successful Agency also may deposit the Earnest Money of Rs.2500/- through Bank Draft in favour of the Secretary, CBSE, Delhi payable at Delhi
3. The earnest money will be forfeited if firm backs out after submission of quotation or withdraws from the contract.
4. The secretary of the Board reserves the right to accept any quotations or reject it entirely without assigning any reason.
5. The Chairman of the Board reserves the right to terminate the contract at any time without any notice and forfeit the earnest money in case of unsatisfactory services of the concerned vendor.
6. The increase in rates will not be allowed during the contract period and taxes shall be deducted as per rules.
7. The work order of machines can be increased/decreased depending on the requirement of the office and non-stop work has to be ensured. Essential arrangement will be made so that there is no disruption in office work.
8. No transportation charges will be paid by the Board.
9. Any dispute arising out this contract, the court in Delhi shall have the jurisdiction.
10. Taxes shall be deducted as per rules.
11. No advance payment shall be made to the agency, however quarterly payment shall be made subject to satisfactory report received from the users. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions.
12. Work of Repair of Office Furniture at different offices of CBSE and they are located at Preet Vihar, Rouse Avenue(near I.T.O) and I.P Extension, Patparganj Industrial Area, Delhi/New Delhi.

The above said Terms & Conditions are acceptable to me/us.

Auhorized Signatory.....
Name & Stamp of Agencies.....
Mobile No.....
Telephone No.....

DESCRIPTION OF WORK

Annexure-II

S.NO	STEEL OFFICE CHAIR	RATES
1	Replacement of new wooden seal	
2	Replacement of new wooden back(duly canned, polish & filling)	
3	Replacement of new wooden arm	
4	Replacement of new rubber shoes	
5	Replacement of new rubber caps	
6	Minor repair of steel chair	
7	Painting of steel chair	
8	Providing & fixing of steel strips for support with welding	
B	STEEL OFFICE TABLE	
1.	Providing & Fixing of new locking system	
2	Replacement of lock(Godrej)	
3	Replacement of Lock (Ordinary)	
4	Minor repair of table	
5	Preparing of per additional key	
6	Opening of drawer by prepaid of key	
7	Repair of lock	
8	Providing & Fixing complete drawer box with 3 drawer(3"x 5 ^{1/4} "	
9	Providing & fixing of new drawer(2 ^{1/4} x 4 ^{1/2})	
10	Providing & fixing of sunmica top	
11	Major repair of table including welding	
12	Replacement of drawer handle	
13	Repair of locking system	
14	Adjustment of drawer	
C	STEEL OFFICE ALMIRHA	
1	Replacement of lock(Godrej)	
2	Replacement of lock(Ordinary)	
3	Replacement of handle(Godrej)	
4	Replacement of handle(Ordinary)	
5	Repair of locking system	
6	Minor Repair	
7	Repair of Lock	
8	Providing and fixing of new legs(Base)	
9	Providing & fixing new selves.	
10	Providing & fixing of new locking system.	
11	Providing of per additional key	
12	Opening of Almirah by preparing of a key.	
13	Repair of door	
14	Providing & fixing of new bush	
D	STEEL REVOLVING CHAIR	
1	Repairing of revolving chair	

2	Overhauling & Greasing	
3	Replacement of wheel	
4	Replacement of Axle of chair(Also balancing of the chair)	
5	Replacement of spring	
6	Providing of steel base/Hydraulic cy/base	
7	Welding per point	
8	Painting of chair	
9	Providing and fixing of costar bush	
E	SPRAY PAINTING OF ALMIRAH & TABLES	
1	Steel Almirah(Big Size)	
2	Steel Almirah(Small Size)	
3	Steel table big	
4	Steel table small	
F	STEEL BOOK CASE	
1	Providing of Lock	
2	Providing of per additional key	
3	Providing of handle	
4	Providing of Glass panes	
5	Opening of Book case by preparing of key	
6	Repair of Lock	
G	STEEL FILLING CABINET	
1	Replacement of Lock(Godrej)	
2	Replacement of lock(Ordinary)	
3	Replacement of handle(Godrej)	
4	Replacement of handle(Ordinary)	
5	Replacement of handle(Godrej)	
6	Replacement of handle(Ordinary)	
7	Repair of Cabinet	
8	Repairing of lock	
9	Overhauling and Greasing	
10	Steel Ball	
11	Repairing of locking system	
12	Opening of filling cabinet	
13	Adjustment of Drawer	
14	Providing of Key set	
15	Providing & fixing of new channel	
16	Providing & fixing of push Button	
	Note:- The agency is requested to quote the rates inclusive of all taxes.	

Authorized Signatory.....
Name & Stamp of Agencies.....
Mobile No.....
Telephone No.....

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UNDERTAKING

All the terms and conditions given overleaf are acceptable to me/us. A Bank Draft of Rs. 2500/- (Rupees Twenty Five Hundred Only) in favour of Secretary, CBSE, Delhi is enclosed vide Bank Draft No. _____ Dated. _____ as earnest money.

I/We undertake to purchase any or all the items against advance cash payment, in case my/our rates are approved.

Signature of tenderer(s)

Address.....

.....

.....

Phone No:-.....

Office.....

Residence.....

Mobile.....

