

F.No.D.13012/3/2011-Admn.II(LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs

.....  
New Delhi, the 29<sup>th</sup> March, 2011

To

The website of the Ministry of Law and Justice

Sub: All inclusive service contracts for repair/polishing of furniture of the Ministry of Law and Justice, Department of Legal Affairs during the financial year 2011-2012 .

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Sir,

I am directed to say that this Ministry requires the service of the contractor who is prepared to undertake the job of maintenance/repair/polishing of furniture item during the financial year 2011-2012 of the Ministry of Law and Justice, Department of Legal Affairs and to invite sealed quotations for the above job subject to the terms and conditions mentioned in the following paragraph. In case you are interested in undertaking the work, you are required to submit your quotations to the undersigned by name in double sealed cover, the outer cover being addressed to the undersigned, so as to reach the undersigned not later than 11.00 AM on 18.4.2011. The outer cover should be prominently marked with words "QUOTATIONS FOR SERVICING AND MAINTENANCE OF OFFICE FURNITURE i.e. REPAIR/POLISHING FOR THE YEAR 2011-2012.

2. The quotations will be opened at 3.30 P.M. on 18.4.2011 in Room No.433-'A' Wing , Shastri Bhawan, New Delhi. You may be present at that time, or else may depute one of your representatives to be present at that time.

3. The job will be entrusted to the successful tenderer under the terms and conditions mentioned below:

- (a) The service contract of the successful bidder would be for a period of one year from the date of acceptance of the terms and conditions. This Ministry shall however reserve the right to terminate the contract at any time without assigning any reason.
- (b) The job will be entrusted on the basis of all inclusive rate on "As is where is" on competitive rates basis.

- (c) The tenderer to be specifically mention that the rate of the items of work may be given as per the annexure enclosed. For the purpose, you are requested to examine the condition of all the equipment in question before tendering your rates.
- (d) The repair and maintenance of all the furniture under contract would be the responsibility of the contractor.
- (e) It may particularly be noted that after the contract is awarded, the contractor will be required to fix all the required accessories in question, bring them in perfect working order so that these are ready for use before the commencement of the next session. The contractor will be required to depute, competent persons to inspect the FURNITURE ITEMS at least once in a week and put one whole time expert carpenter on duty exclusively for this Ministry on all working days to attend expeditiously to the works and whenever defect arises therein any complaint to this effect is made.
- (f) The work is to be carried out in the office premises itself. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of the Section Officer, Admn.II(LA) Section of the Ministry and no extra payment would be made on this account.
- (g) Failure to repair/servicing the furniture in question within the reasonable time, without adequate reasons or to return the repaired machine within a week's time at the maximum, may entitle proportionate to deductions in the bill in respect of the total period.
- (h) The successful tenderer will be required to furnish a "Security Deposit" of Rs.10,000/-(Rupees ten thousand only) before the commencement of the contract. The security deposit shall be in the form of Demand Draft drawn in favour of the Cash Officer (LA), Department of Legal Affairs, New Delhi. The security deposit will be refunded only after the expiry of the contract. The security deposit will be forfeited if during the period of contract, the services of the contractor are found unsatisfactory in any respect or if any of the condition of the contract is contravened toward any damage due to negligence on the part of the contractor, besides any action that may have to be taken against the contractor.
- (i) If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/parts at the risk expenses of the defaulting contractor.

- (j) The contract can be terminated summarily by this Ministry at any time if the work of the contractor is found unsatisfactory. In this connection, the decision of the undersigned shall be final and binding on the contractor.
- (k) Payment of the work done and services rendered will be made to the Contractor after completion of the work.
- (l) A specific mention must be made in your quotation to the effect that the terms and conditions mentioned above are acceptable to your firm in full.
- (m) The undersigned reserves the right to accept or to reject any quotation(S) in full or in part without assigning any reason therefore.
- (n) The tender must be sent in the Annexure enclosed duly signed by the tenderer.

3. You are requested to indicate the name of the Ministry/Department where you have undertaken such-assignment

Yours faithfully,

(C.O.Rajan)  
Deputy Secretary to the Govt. of India