

**INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH**

(Ministry of Education)  
ARUNA ASAF ALI MARG, NEW DELHI – 110 067  
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Website: www.icssr.org

F.No.2-14/2019-20-A

Dated 25/02/2021

**NOTICE INVITING QUOTATIONS**

Sealed quotations under Limited Tender Enquiry are invited on or before **18.03.2021 upto 1:00 pm** from the Manufactures/Suppliers/Firms/Agencies/Vendors for the work of '**Repair of office Furniture**' as per **Annexure – 'A'** in the Indian Council of Social Science Research. The prescribed quotation form along with applicable terms & conditions can be downloaded from ICSSR website **www.icssr.org**.

Quotation forms can also be collected from the office of the undersigned on all working days between 11.00 am to 4.00 pm upto **17.03.2021**.

**CONDITIONS:**

1. The work of repair of office furniture should be done as per ICSSR requirement from time to time.
2. The Work Order will be for one year period or as required by the Council.
3. The Council reserves the right to accept or reject any or all quotations so received without assigning any reason.
4. All necessary tax deductions/ recoveries as per Govt. of India's rules shall be made as applicable.
5. The sealed quotation of Repair of office Furniture will be received latest by 18.03.2021 upto 1:00 pm. The same will be opened on 18.03.2021 at 3:00 pm in the presence of vendors, if any.
6. The quotation should be addressed to the Administrative Officer, ICSSR, Aruna Asaf Ali Marg, New Delhi – 110 067.
7. The Manufactures/Suppliers/Firms/Agencies/Vendors are required to enclose a copy of PAN No./GST No. If the above said documents are found wrong, the action against the firm/vender will be taken as per rules.
8. The envelop must be marked with Tender Notice for Repair of office Furniture and date.
9. The quotation should be accompanied by Earnest Money Deposit (EMD) of Rs.10,000/- through Demand Draft in favour of ICSSR. Without EMD the quotation will not be considered.
10. The sealed quotation should reach to the undersigned either in person or by Registered / Speed Post / Courier on or before **18.03.2021 upto 1:00 p.m.**
11. The vendors registered with MSME will be exempted from depositing the Earnest Money Deposit (EMD), on submission of MSME Certificate.

**(Ashish Deolia)**  
**Administrative Officer**

**Copy to:-**

1. Senior System Analyst for uploading on official web site [www.icssr.org](http://www.icssr.org).
2. Firms / Agencies to **Repair of office Furniture**, as per list

S. No.	Work job	Brand/ make	Rate per job (with Material)
1	<b>Door</b>		
	Providing & Fixing of Door Lock	Godrej	
		Harrison	
		Plaza	
	Repair of Door Lock	Existing	
	Providing & Fixing of Door Lock set	Godrej	
		Harrison	
		Plaza	
	Providing of Duplicate Door Lock Key	Existing	
	Providing & Fixing Door Stopper of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Providing & Fixing of Door Closer	Godrej	
	Providing & Fixing of L drops of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Providing & Fixing of Tower bolts of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Providing & Fixing of Hinge of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Repair of Wooden Door (Minor)	--	
	Repair of Wooden Door (Major)	--	
	Repair of Aluminium Door (Minor)	--	
	Repair of Aluminium Door (Minor)	--	
	Replacement of Panel of Glass Door	--	
	Replacement of Floor Door closer of Glass Door	Sandhu	
		Samrat	
		Prabhat	
	Replacement of PVT of Glass Door	Sandhu	
		Samrat	
		Prabhat	
	Providing & Fixing of Glass Door rubber	As per existing fitting / sample approved by ICSSR	
	Providing & Fixing of Glass Door Aluminium biding	As per existing fitting / sample approved by ICSSR	
2	<b>Steel Almirah (Big)</b>		
	Providing & Fixing of Almirah lock	As per existing fitting / sample approved by ICSSR	
	Providing & Fixing of Almirah Handle of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Providing of Duplicate Almirah lock key	Existing	
	Repair of locking system	--	
	Repair of Steel Almirah Door	--	
	Adjustment of shelves Steel Almirah	---	

	Steel Almirah change of leg sets	Heavy Duty	
	Providing & Fixing of Almirah lock Bush of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Spray denting & painting of Almirah inside	Existing	
	Minor Repair of Steel Almirah	--	
	Major Repair of Steel Almirah	--	
	Repair of Steel Almirah Shelf	--	
	Spray denting & painting of Almirah outside	Existing	
3	<b>Wooden Almirah</b>		
	Providing & Fixing of Lock	Harrison	
	Providing of Duplicate Key	Existing	
	Providing & Fixing of Handle of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Providing & Fixing of channel Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Polishing of Wooden Almirah inside and outside	--	
	Minor Repair of Wooden Almirah	--	
	Major Repair of Wooden Almirah	--	
4	<b>Steel Table</b>		
	Providing & Fixing of Lock	As per existing fitting / sample approved by ICSSR	
	Providing of Duplicate Lock Key	Existing	
	Providing & Fixing of Handle of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Adjustment of drawer	--	
	Minor Repair of Steel Table	--	
	Major Repair of Steel Table	--	
5	<b>Wooden Table</b>		
	Providing & Fixing of Lock	As per existing fitting / sample approved by ICSSR	
	Providing of Duplicate Key	Existing	
	Providing & Fixing of Handle of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Repair of Wooden Table	--	
	Providing & Fixing of Channel	As per existing fitting / sample approved by ICSSR	
	Minor Repair of Wooden Table	--	
	Major Repair of Wooden Table	--	
6	<b>File Cabinet</b>		
	Providing & Fixing of Lock	As per existing fitting / sample approved by ICSSR	
	Providing of Duplicate Key	Existing	
	Adjustment of File cabinet drawer	---	
	Providing & Fixing of Channel of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Minor Repair of File Cabinet	--	
	Major Repair of File Cabinet	--	

7	<b>Computer Table</b>		
	Change of Key board tray	Existing	
	Change of key board tray channel set	As per existing fitting / sample approved by ICSSR	
	Minor Repair of Computer Table		
	Major Repair of Computer Table		
8	<b>Revolving Chair</b>		
	Overhauling & Greasing	Existing	
	Providing & fixing of Wheel	Existing	
	Providing & fixing of hydraulic of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Providing & fixing of Handle set	As per existing fitting / sample approved by ICSSR	
	Providing & fixing of Steel Base of Stainless Steel	As per existing fitting / sample approved by ICSSR	
	Minor Repair of Revolving chair	--	
	Major Repair of Revolving chair	--	
9	<b>Renovation of visitor chair</b>		
	Change of cover per seat and back	As per existing fitting / sample approved by ICSSR	
	Change of cushion seat	As per existing fitting / sample approved by ICSSR	
	Change of cushion back	As per existing fitting / sample approved by ICSSR	
	Repair of seat	--	
	Repair of back	--	
	Providing & fixing Base Machine	As per existing fitting / sample approved by ICSSR	
	Minor Repair of visitor chair	--	
	Major Repair of visitor chair	--	
10	<b>Renovation of Revolving chair</b>		
	Change of cover per seat and back	As per existing fitting / sample approved by ICSSR	
	Change of cushion seat	As per existing fitting / sample approved by ICSSR	
	Change of cushion back	As per existing fitting / sample approved by ICSSR	
	Minor Repair of Revolving Chair	--	
	Minor Repair of Revolving Chair	--	
11	<b>Renovation of Wooden Sofa</b>		
	Change of cover per seat and back	As per existing fitting / sample approved by ICSSR	
	Change of cushion seat	As per existing fitting / sample approved by ICSSR	
	Change of cushion back	As per existing fitting / sample approved by ICSSR	
	Polishing of wooden sofa	--	
	Providing & fixing of Wooden (per square Foot)	--	
	Minor Repair of Sofa per seat	--	

	Major Repair of Sofa per seat	--	
	Minor Repair of Sofa per back	--	
	Major Repair of Sofa per back	--	
12	<b>Vertical Blind</b>		
	Providing & fixing Vertical Blinds (per Sq. ft.)	As per existing fitting / sample approved by ICSSR	
	Repair of Vertical Blinds	--	
	Providing & fixing Venetian Blinds (per Sq. ft.)	--	
	Repair of Vertical Venetian Blinds	--	
	vertical Venetian Blinds	--	
13	<b>Glass Window / Table</b>		
	Providing & fixing window Glass (5 mm) (per sq. ft.)	As per existing fitting / sample approved by ICSSR	
	Providing & fixing Table Glass (6 mm) (per sq. ft.)	As per existing fitting / sample approved by ICSSR	
	Providing & fixing Table Glass ( 8 mm)	As per existing fitting / sample approved by ICSSR	
	Providing & fixing Table Glass (10 mm) (per Sq. ft.) (per Sq. ft.)	As per existing fitting / sample approved by ICSSR	
14	Providing & fixing of Wooden for Misc. work (per square Foot)	--	

Signatures & Seal of bidder