

No. D-14014/1/2024-DGTR
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Trade Remedies

22nd April, 2025

Notice inviting Quotations

Subject: Annual Rate/ Maintenance Contract for Repairing /parts Replacement/ washing of furniture and other miscellaneous repairing work in DGTR– reg.

Quotation are invited from interested firms in sealed envelope for carrying out repairing /part replacement/washing of furniture and other miscellaneous works in the premises of DGTR located at 4th floor Jeevan Tara Building, Sansad Marg, New Delhi 110001 for a period of two years from the date of award of contract. The rates are invited for the following items works:

Sl. No.	Description	Unit	Rate in Rs. (excluding taxes.)
A.	STEEL TABLE		
1.	Replacement of Lock		
2.	Adjustment of Drawer (only steel table)		
3.	Minor Repair of Table		
4.	Providing of Key		
5.	P/F of Sunmica top		
6.	Major Repair of Table including Welding		
7.	P/F of Novapan Tops (prelaminated 18.00mm thick with rubber beading)		
8.	P/F of New drawer Channel		
9.	P/F of Rubber Shoes		
B.	STEEL ALMIRAH		
1.	Replacement of Lock		
2.	Replacement of Handle		
3.	Repair of Locking System		
4.	Minor Repair of Almirah		

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	5.	Adjustment of Sheleves		
	6.	Providing of Shelves		
	7.	Providing of Key		
	8.	Opening of Almirah		
	9.	P/F of New Legs (base)		
	10.	Repair of Door		
	11.	P/F of New Shelves		
	12.	P/F of New Locking Systems		
	13.	Repair of Leg with Welding etc.		
C.	STEEL FILLING CABINET			
	1.	Replacement of Lock		
	2.	Replacement of Handle		
	3.	Repair of Cabinet		
	4.	Overhauling & Greasing		
	5.	Repair of Locking System		
	6.	Providing of Keys		
	7.	Opening of Filling Cabinet		
	8.	Repair of Lock		
	9.	Adjustment of Drawer		
	10.	P/F of New Channel		
D.	STEEL REVOLVING /VISITOR CHAIRS			
	1.	Repair of Revolving Chair		
	2.	Overhauling and greasing		
	3.	P/F PLASTIC Seat Base/Wheel		
	4.	Replacement of Hydraulic		
	5.	P/F of Steel Base		
	6.	P/F of Back & Seat		
	7.	Welding Per Point		
	8.	P/F of Caster Bush with Welding		

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	9.	P/F of P.U. (Plastic) Arms		
E.	FURNITURE			
	1.	Repair of wooden door.		
	2.	P/F of New door Lock		
	3.	P/F of New Handle		
	4.	P/F of steel chitkani 4''		
	5.	Providing of Keys		
	6.	Repair of Lock		
	7.	Repair of door handle		
	8.	Repair of Locking System		
	9.	P/F of new door closer		
	10.	Repair of door closer		
	11.	P/F of door stopper		
	12.	Providing of Key		
	13.	Drawer-New Channel		
	14.	Drawer Lock		
	15.	Drawer Handle		
	16.	Opening of Book Case		
F.	Complete Renovation of Sofa Set, including Prov. Cotton Jute, Mark, Dori, Spring & Change of Cloth/Leather Foam (as per sample approved cloth per meter), Executive Revolving Chairs and Revolving Chairs etc.			
	1.	Sofa – Three Seater		
	2.	Sofa – Single Seater		
	3.	Executive Revolving Chair		
	4.	Revolving Chair		
	5.	Wooden Sattees		
	6.	P/F Foam HD Cushion / ISI mark) Seat Size 21''x22''x4''		
	7.	P/F Foam HD Cushion / ISI mark) Seat Size 21''x22''x2''		

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	8.	P/F Foam HD Cushion / ISI mark) Seat Size 18"x18"x2"		
	9.	P/F Foam HD Cushion / ISI mark) Seat Size 21"x22"x3"		
	10.	P/F of Foam Sheet 25mm (HD) to Sofa Set		
	11.	P/F of Foam Sheet 50 mm (HD) to Sofa Set		
	12.	Stitching of Curtain (Plain)		
	13.	Stitching of Curtain (Pleated)		
	14.	Stitching of Curtain with Pleat & Lining		
	15.	P/F of Hooks for Curtain		
	16.	Lacquer polishing of wall		
G.	STITCHING OF LOOSE COVER WITH CLOTH			
	1.	Sofa Set 3+1+1 (full cover)		
	2.	Sofa Seat (full cover)		
	3.	Visitor Chair Seat Revolving		
	4.	Visitor Chair Back Revolving		
	5.	Executive Chair Seat Revolving		
	6.	Executive Chair Back Revolving		
	7.	Auditorium Chairs Seat		
	8.	Auditorium Chairs Back		
	9.	Spirit/ Lacquer Polish of Sofa		
	10.	Spirit/Lacquer Polish of Centre Table		
	11.	Spirit /Lacquer Polish of Dining Table		
	12.	Spirit/Lacquer Polish of Dining Chair		
H	PVC HANDLE OF CHAIRS			
	1.	P/F of PVC Handle – Sq. Type		
	2.	P/F of PVC Handle – L1 Type		
	3.	P/F of PVC Handle – L1 Type		
I.	EXTRA ITEMS			

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	1.	P/F of Glass with Labor, Cartage, Material etc. a. Thick 8mm		
	2.	P/F of Foot Rest		
	3.	PVC Adustable Writing Desk		
J	SIGNAGE'S			
	1.	P/F of Steel Name Plate		
	2.	P/F of PVC Name Plate		
	3.	P/F of Brass Letter 1"		
	4.	P/F of Brass Letter 2"		
	5.	P/F of Brass Letter 3"		
	6.	Self-Ink Stamp		
	7.	P/F of wall paper		
	8.	Plastic paint in wall		
	9.	O.B.D in wall		
K	DRY-CLEANING			
	1.	Dry-Cleaning of Sofa		
	2.	Dry-Cleaning of Visitor Chair		
	3.	Dry-Cleaning of Executive Chair		
	4.	Dry-Cleaning of revolving Chair		
	5.	Dry-Cleaning of Carpet		
L	BLINDS			
	1.	Vertical Blinds		
	2.	Chick Blind		
	3.	Roller Blinds		
	4.	Repair of any blinds with chair & threads etc.		

2. The terms and conditions of the contract are as under:-

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- (i) The contract will be valid for a period of two years from the date of acceptance of the contract. The rates quoted are valid for the period of contract i.e. for a period of two years and no change in rates during the period of the contract shall be entertained;
- (ii) The contract may be extended, on mutual consent by both the parties, for a further period of one year beyond the period of two years;
- (iii) The firms, while accepting the award of contract, are required to give an undertaking the should any deficiency is noted in the above works within six months from completion of the works and following communication of such deficiency to the firm, it will re-do the works to the complete satisfaction of the concerned authority in DGTR and without any cost of DGTR on account of services and materials involved in such re-works;
- (iv) The firm who has quoted lowest prices for maximum number of items, out of the total items, will be declared as L1. In this situation, the L1 firm will have to carry out the works on the lowest prices for the remaining items as quoted by the other firms;
- (v) A complaint is required to be attended to within the next working day after receipt of complaint by the firm;
- (vi) The firm will not be allowed to carry out for repairing of any office furniture/item outside the offices premises;
- (vii) The payment to the firm will be made on monthly basis (if any repairing work is done in a month) after satisfactory completion of work;
- (viii) It shall be the sole discretion of concerned authority in DGTR to terminate the contract at any stage, without assigning any reason, should any discrepancy in the works undertaken by the firm comes to the notice of the concerned authority;

3. Quotations in sealed covers addressed to Under Secretary (Admn.) in DGTR may be submitted within ten days from the date of issue of this notice.


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(Rampal Singh)

Under Secretary to the Government of India

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DGTR Website