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**Subject:- Limited Tender enquiry for Refurbishing & Repairing of Sofa Sets and different types of Chairs at the offices of National Institute of Open Schooling (NIOS), A-24/25 and A-31 Institutional Area, Sector – 62, NOIDA, U.P.**

Sir/Madam,

The National Institute of Open Schooling (NIOS) is an Autonomous Institution under Ministry of Human Resource Development, Deptt. of School Education & Literacy, Govt. of India having its offices located at A-24/25 and A-31 Institutional Area, Sector – 62, NOIDA, U.P. The NIOS invites sealed Tenders from the experienced and capable firms for refurbishing, repairing and dry cleaning of the following types of Sofa Sets and Chairs on rate contract basis at the offices of the institute:

S.No	Description /Items
<b>1.</b>	<b>SOFA SET/ VISITOR CHAIR / REVOLVING CHAIRS/EXECUTIVE CHAIRS (MODULAR TYPE WITH LEATHERITE COVER)</b>
a	Sofa Set
b	Modular Executive Revolving Chairs (High Back/Low Back all Type) both seat & back.
c	Steel / Wooden Cushion Visitor Chairs
<b>2.</b>	<b>SOFA SET/ VISITOR CHAIR / REVOLVING CHAIRS/EXECUTIVE CHAIRS (WITH CLOTH FABRIC)</b>
A	Sofa Set
B	Executive / Revolving Chairs ( High Back) / Low Back/ Visitor Chairs ( Steel/Wooden/Computer Chair) both seat & back.
C	Wooden Settee
<b>3.</b>	<b>DRY CLEANING OF FURNITURE ARTICLES.</b>
a	Sofa Set
b	Cushioned Visitor Steel/Wooden Chair (With Arm/ Without Arm) both seat & back.
c	Executive Revolving Chair ( High Back/ Low Back)
d	Computer Chair ( With Arm/ Without Arm)

**Scope of work:**

Refurbishing of Sofa Sets (all type) including providing of Tat, Cotton, Jute, Markin cloth Dori, Spring, Niwar, U.Foam of Hi-density etc & Providing of P.U./ Foam Cushions of appropriate size & thickness wherever required & Change of Cloth/ Leather Form ( after approval of sample) including polishing of wooden frame.

**Terms & conditions:**

- No advance shall be given for the awarded work(s).
- 100% payment will be made upon satisfactory execution of the order.
- Total 30 days time will be allowed from the date of issue of the order for carrying out the repair work.
- A penalty up to 10% on the total value of the order can be imposed by the institute for use of inferior/sub standard material or delay in execution of the order.
- The GST Regn. No., PAN of the firm shall be required to be mentioned on the letter head of the firm duly signed by the owner/proprietor of the firm.
- A cancelled cheque of the firm shall also have to be provided along with the tender for arranging the payment.
- Payment will be released within 30 days after satisfactory execution of the order and submission of pre-receipted bill.
- The contract awarded by the institute will be valid for a period of one year only.

- The criteria for selection of the firm would be based on the Lowest (**L-1**) Rates for each item of work. The Lowest (**L-1**) Rates offered for each item of work by the tenderers would be picked up and offered to the firm quoting Lowest (**L-1**) Rates for the highest no. of item of work. The firm(s) will have the option to agree or disagree. In case the firm disagrees, the offer will be made to the firm quoting Lowest (**L-1**) Rates for 2<sup>nd</sup> highest no. of item of work and so on.
- All other things being equal, preference would be given to the firms those have work experience in Govt. institutions.

The interested firm(s) may quote their lowest/competitive rates in the prescribed proforma appended at Annexure-I which can be downloaded from NIOS website [www.nios.ac.in](http://www.nios.ac.in) or CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in) free of cost. The sealed tenders superscribed as **Refurbishing & Repairing of Sofa Sets and different types of Chairs** along with requisite EMD of Rs. 5000/- (Rupees Five Thousand only) by way of Demand Draft in favour of “Secretary”, NIOS payable at NOIDA. The duly sealed tender(s) completed in all respects should be dropped in the tender box kept at Maintenance Section, NIOS Hqrs., Room No: 204, Second Floor, A-24/25, Institutional Area, Sector– 62, NOIDA by 24/04/2019 at 2.30pm. The tender(s) shall be opened on the same day at 3.00pm by the duly constituted Committee in the presence of authorized representative of the firms.

The NIOS reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Yours sincerely,

(S.K.Jha)  
Deputy Director (Admn.)

**Encl: As above**

The Secretary,  
National Institute of Open Schooling,  
A-24/25, Institutional Area, Sector-62,  
NOIDA-201309 (UP).

**Subject: Limited Tender enquiry for Refurbishing & Repairing of Sofa Sets and different types of Chairs at National Institute of Open Schooling (NIOS), A-24/25, Sector-62, NOIDA, U.P.**

Sir,

With reference to your Tender enquiry vide letter no: F-42-1(4.5)/NIOS/Admn/Mtce/2019 dated 02/04/2019 on the subject cited above, I/ we hereby submit my/our lowest rates as under:

S.No	Description /Items	Unit	Rate
	<b>Scope of Work:</b> Refurbishing of Sofa Sets (All type) including providing of Tat, Cotton, Jute, Markin cloth Dori, Spring, Niwar, U.Foam of Hi-density etc & Providing of P.U./ Foam Cushions of appropriate size & thickness wherever required & Change of Cloth/ Leather Form ( As per Sample Approved) including polishing of wooden frame.		
<b>1.</b>	<b>Sofa Set/ Visitor/Executive Chair/ Revolving Chairs etc. (MODULAR TYPE WITH LEATHERITE COVER)</b>		
a	Sofa Set both seat & back.	Per Seat	
b	Modular Executive Revolving Chairs (High Back/Low Back (All Type) both seat & back.	Each	
c	Steel / Wooden Cushion Visitor Chairs both seat & back.	Each	
<b>2.</b>	<b>SOFA SET/ VISITOR CHAIR / REVOLVING CHAIRS ETC. ( ORDINARY TYPE WITH CLOTH FABRIC)</b>		
a	Sofa Set both seat & back.	Per Seat	
b	Executive / Revolving Chairs (High Back) / Low Back/ Visitor Chairs ( Steel/Wooden/Computer Chair) both seat & back.	Each	
c	Wooden Settee	Per Seat	
<b>3.</b>	<b>DRY CLEANING OF FURNITURE ARTICLES.</b>		
a	Sofa Set both seat & back.	Per Seat	
b	Cushioned Visitor Steel/Wooden Chair (With Arm/ Without Arm) both seat & back.	Each	
c	Executive Revolving Chair ( High Back/ Low Back) both seat & back.	Each	
d	Computer Chair ( With Arm/ Without Arm) both seat & back.	Each	

We hereby undertake that the rates quoted are inclusive of all except GST. The GST will be charged extra if applicable. The requisite EMD of Rs.5,000/- in the shape of Demand Draft payable in favour of the Secretary NIOS is enclosed.

Signature of the Authorized Person  
Name of the firm:  
Complete Address:  
Telephone no (O)  
(M)  
Seal of the firm:  
E-mail ID