

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) WEST BENGAL,
TREASURY BUILDINGS, KOLKATA-700001

NOTICE INVITING QUOTATION

No/Record-1/Appointment of Contractor/Vol-II/509

dated-16.03.2023

Subject: - NIQ for repairing of Office Furniture

Sealed quotations are invited from intending contractors for repairing, polishing and allied work of different items of furniture of this office for the one year from the date of approval of competent authority. The items of furniture as well as the nature of repairing thereof that generally required are shown in the annexed statement and bidding sheet. The rates may be quoted item-wise in the enclosed bidding sheet only. The accepted rates will remain valid for one year and which may be further extended, if considered necessary by the competent authority of this office. The estimated expenditure involvement of repairing and allied work per year is ₹ 1,50,000 (apx), which is subject to variation. The repairing work will have to be carried out in different wings of this office located at Treasury Buildings, G.I.Press Buildings, and Managers Bungalow.

The Pr. Accountant General (A&E), West Bengal reserves the right of rejecting all or any of the Quotation (s) without assigning any reason therefor.

The firm willing to participate in the NIQ may quote the rate in the bidding sheet in a sealed envelope superscripting "Quotation for repairing, polishing and allied work of office Furniture- 2023-24" addressed to the Sr. AO (Record) O/o the Pr. AG (A&E) WB, Treasury Buildings, Kolkata-700001. The quotation should either be dropped into the tender box of Record-1, placed at 1st floor of Treasury Buildings or may be submitted to the AAO of Record-1 Section at 1st floor of Treasury Buildings, 2 Govt. Place West, Kolkata upto 12 P.M. of 03.04.2023. The quotation will be opened on the same day at 1 P.m. in the chamber of Branch officer (Record) in presence of the quotationers, if any.

Terms and Condition

1. Quotation is to be submitted in the enclosed proforma only in closed sealed cover. Rates should be quoted item-wise as per statement enclosed. The rate



should be inclusive of all taxes. It should also be inclusive of all materials and labour charges needed for repairing work.

2. The Rates quoted must be final and cannot be withdrawn or varied during the contract period.
3. Quotation is to be submitted within the stipulated date and time.
4. The successful quotationer will have to attend office at least thrice in a week to meet the urgent requirement. Work will be allotted batch wise and each batch of work will have to be completed & bill to be submitted within 3 weeks of placement of work order. Any delay in completing of work will attract penalty @ 1.5% of the value of work per week up to 4 weeks & thereafter the work order will be treated as cancelled.
5. The contract is liable to be terminated in case of failure on the part of contractor of any one of the aforesaid terms and conditions.
6. Earnest money of ₹ 2500 (Two thousand five hundred) only through Bank Draft on the **Scheduled Bank in favour P.A.O (Audit), O/o the Pr. Accountant General (A&E), West Bengal**, is to be attached with the quotation. The same will be converted into security deposit in case of successful tenderer & kept beyond 60 days from the end of this contract.
7. The Security Deposit will be forfeited in case of failure on the part of the contractor of any one of the aforesaid terms and conditions and earnest money deposited by the quotationer will be forfeited in case of non-appearance of the quotationer after acceptance of the rates.
8. A copy of Trade license, GST and PAN are also required to be produced.
9. Statutory Income Tax will be deducted wherever applicable at source from the bill.
10. This office reserves the right to accept or reject any quotation (s) without assigning any reasons therefor.

Enclo: Bidding Sheet



(S. Biswas)

Sr. Accounts Officer (Record)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) WEST BENGAL,
TREASURY BUILDINGS, KOLKATA-700001**

Bidding sheet for repairing of furniture.

Ref:- No/Record-1/Appt of Contactor/Vol-II/509

16.03.2023

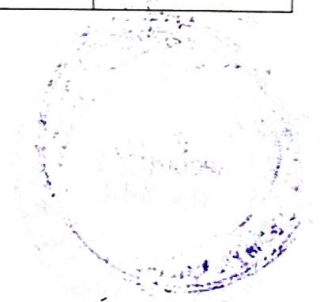
Sl No	Name of the items	Rate Rs.	Spl-Rate
1.	Repairing of Secretariat/Modular Ex Table:-		
i	Change of Rexin		
ii	Supply and fittings of lock & keys		
iii	Repairing of drawer/side petty (minor without wood)		
iv	Repairing of drawer/side petty (semi minor without wood)		
v	Repairing of drawer/side petty (with small plank)		
vi	Repairing of drawer/leg, side petty (with plank)		
vii	Polishing		
viii	High Gloss finish polishing		
ix	Supply and fittings of altrap /drawer handle		
2			
i	Supply and fittings of lock & keys		
ii	Repairing of drawer/side petty (minor repair)		
iii	Repairing of drawer/side petty (with wood)		
iv	Supply and fittings of wings of the door		
v	Supply and fitting of nob of the door		
vi	Supply and fitting of pad lock		
vii	Polishing		
viii	High Gloss finish polishing		
3			
i	Recanning of chair		
ii	Repairing of handle with screw		
iii	Making of handle/Leg with wood		



iv	Repairing of leg, handle, top with screw		
v	Repairing of leg with iron angle (single pieces)		
vi	New handle of chair with wood		
vii	Polishing		
viii	High Gloss finish polishing		
ix	Polishing of easy chair		
x	Repairing of easy chair with wood		
4	Repairing of Benches:-		
i	Repairing of joints, with arms, and leg guard with wood/without wood		
ii	Repairing of bench with iron angles		
iii	Repairing of benches leg guard with wood		
iv	Repair if bench back side with small plank		
v	Polishing ordinary		
vi	High Gloss finish polishing		
5	Wooden what not / Examination Desk		
i	Repairing of leg, joints, with arms, frame		
ii	Supply and fittings of the examination		
iii	polishing		
iv	High Gloss finish polishing		
6	Conference chair & Sofa set chair		
i	Supply and fittings of leather make conference chair		
ii	Supply and fittings of sofa chair with cloth & foam		
iii	Supply and fittings of foam of sofa 3-seater with cloth		
iv	Polishing of conference chair		
v	High gloss Polishing of conference chair		
vi	Polishing of sofa (3seater) only two 2 leg		
vii	Polishing of sofa (single) only 2 leg		
viii	High gloss Polishing of Dining table		



ix	High gloss Polishing Dining Table		
x	Supply and fittings of leather for executive chair		
7	Steel Almirah :-		
i	Minor repairing of steel Almirah		
ii	Replacement of locking system ordinary/Godrej		
iii	Repairing/refitting with iron clip Per Shelf		
iv	Replacement of leg		
v	Repainting of Almirah Big / Small		
vi	Making of duplicate keys 2 nos for steel almirah		
vii	Repairing of minor repairing of door of steel almirah		
viii	Supply and fitting of handle of steel almirah		
8	Standing partition :-		
i	Minor repairing of standing partition-leg, joint, side		
ii	Polishing		
iii	High gloss polishing		
9	Name Board (both hanging & table top)		
i	New making of name plate wooden /vinyl per Sq. inch		
ii	supply of name board vinyl/Brass brand		
iii	supply of name board steel base brand		
iv	Name board hanging/opening charge p. p.		
v	Making of name board stand for G.O		
10	Door Closure/Door stopper:-		
i	Screw in for door closure		
ii	Minor repairing of door closure/Door stopper		
iii	Supply and fitting of door closure ordinary/branded		
iv	Supply and fittings of door stopper		
v	Door closure lose/make tighter		
11	Door Mortise Lock:-		



i	Repair of door mortise lock		
ii	New supply of door mortise lock ordinary/branded		
12	Supply and repairing of table Desk:-		
i	Supply of Table desk top sun mica and polishing		
ii	Polishing of Table desk		
13	Sliding Door (Aluminum)		
i	Repairing of aluminum door without part		
ii	Repairing of aluminum door with part		
iii	Repairing of sliding window without parts		
iv	Repairing of sliding window with parts		
v	Supply of new locking system for aluminum door		
vi	Supply of door bala for Aluminum door		
vii	Repairing of wooden sutter with spare parts		
viii	Supply and fittings of glass handle of cubical door		
14	Repairing of Sectional door:-		
i	Repairing of wooden door 10 ft without planks		
ii	Supply and fittings of big size wings for wooden door		
iii	Repairing of wooden window with wood		
iv	Repairing of wooden window without wood		
v	Supply and fittings of door bala iron/aluminum/brass		
vi	Supply and fittings of window glass per piece		
vii	Supply and fittings of has bolt with ring medium/good quality		
viii	Supply & fittings of door Mortise lock		
ix	Supply of Sitkini steel make		
ix	Supply & fittings of sitkini steel make/Iron make		
15	Tool:-		
i	Repairing of tool with screw		



ii	Repairing of tool with wood		
iii	Polishing of tool		
16	Computer /Executive Chair		
i	Repairing/Replacement of wheel (per piece)		
ii	Replacement of Gas pin		
iii	Replacement of back rest		
iv	Replacement seat top		
v	Repairing of computer chair with welding work		
vi	Minor repairing of back side of computer chair		
17	Wooden Bookcase for Modular furniture		
i	Fittings of screw in (repair without parts)		
ii	Supply and fittings of wings		
iii	Supply and fittings of handle		
iv	Repair of handle without parts		
v	Supply and fittings of lock and keys		
vi	Supply and fittings of iron bar 42" for self-support		
18	Modular Table for AO/Sr.AO/AAO/Acctt		
i	Fittings of screw in for Table drawer		
ii	Supply and fittings of wings for Table drawer		
iii	Supply and fittings of handle for Table drawer		
iv	Supply & fittings of three drawer channel		
v	Repairing of wings without parts		
19	Computer Table		
i	Supply and fittings of lock & keys		
ii	Supply & fittings of computer Tray		
iii	Repairing of drawer/side petty (minor without wood)		
iv	Repairing of drawer/side petty (semi minor without wood) & key board channel		
	Supply and fittings of wings of the door		



vi	Supply and fitting knob of the door		
vii	Repairing of computer table channel with minor parts		
viii	replacement of computer table channel		
viii	Polishing		
ix	High Gloss finish polishing		
20	Anti chamber door for GO's		
i	Polishing of door		
ii	High gloss polishing door		
iii	Supply of wings		
iv	Supply of door mortise lock with handle		
v	Supply and fittings of bolt (sitkini) steel/brass		
21	Centre table		
i	Polishing of centre table		
ii	Repair of Centre table		
iii	Minor repairing of centre Table		
22	Trainee chair		
i	Supply & fittings of top of the Trainee chair		
ii	Repairing of Trainee chair with iron clam		
iii	Repair/Replace of rexin of back & seat cover of Trainee chair		
iv	Supply of plywood make writing desk		
23	Dismantle of lock/Wall & cubical hole		
i	Dismantle of minor lock/Heavy lock		
ii	Wall hole for clock, photo frame etc (drill)		
iii	Cubical hole (drill)		
iv	Cubical glass dismantle / fittings		
v	Supply & fittings of wooden frame for window AC machine		

Signature of bidder with seal

