

**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/ 155**

**dated-20.01.2021**

**Subject: - Quotation 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 (approx), 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- 2021-22" 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 1<sup>st</sup> floor of Treasury Buildings or may be submitted to the AAO of Record-1 Section at 1<sup>st</sup> floor of Treasury Buildings, 2 Govt. Place West, Kolkata upto 12 P.M. of 09.02.2021. 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 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 The Rates quoted must be final and cannot be withdrawn or varied during the contract period.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 atleast 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 ₹ 3000 (Three thousand) 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.

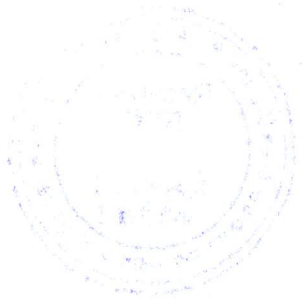
8. A copy of Trade license and PAN are also required to be produced.

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.

  
( 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/Appointment of Contractor/Vol-II/

dated- 20.01.2021

| Sl No | Particular of work                                       | Rate for ordinary ( ₹ ) (including GST) | Rate for Branded ( ₹ ) (including GST) |
|-------|--|---|--|
| 1.    | <u>Repairing of Secretariat/Modular Ex Table:-</u>       |   |  |
| 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     | <u>Repairing of Modular Asstt. Table:-</u>               |   |  |
| 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     | <u>Wooden Chair:-</u>                                    |   |  |
| 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   | Repairing of chair top with wood                                     |  |  |
| vii  | Polishing  |  |  |
| viii | High Gloss finish polishing  |  |  |
| ix   | Polishing of easy chair  |  |  |
| x    | Repairing of easy chair with wood                                    |  |  |
| 4    | <u>Repairing of Benches:-</u>  |  |  |
| 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    | <u>Wooden what not / Examination Desk</u>                            |  |  |
| i    | Repairing of leg, joints, with arms, frame                           |  |  |
| ii   | Supply and fittings of the examination                               |  |  |
|      |  |  |  |
| iii  | polishing  |  |  |
| iv   | High Gloss finish polishing  |  |  |
| 6    | <u>Conference chair &amp; Sofa set chair</u>                         |  |  |
| 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                             |  |  |



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|------|--|--|--|
| 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    | <u>Steel Almirah :-</u>                                |  |  |
| 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    | <u>Standing partition :-</u>                           |  |  |
| i    | Minor repairing of standing partition-leg, joint, side |  |  |
| ii   | Polishing  |  |  |
| iii  | High gloss polishing                                   |  |  |
| 9    | <u>Name Board (both hanging &amp; table top)</u>       |  |  |
| 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   | <u>Door Closure/Door stopper:-</u>                     |  |  |
| 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   | <u>Door Mortise Lock:-</u>                                    |  |  |
| i    | Repair of door mortise lock                                   |  |  |
| ii   | New supply of door mortise lock ordinary/branded              |  |  |
| 12   | <u>Supply and Repairing of table Desk:-</u>                   |  |  |
| i    | Supply of Table desk top sun mica and polishing               |  |  |
| ii   | Polishing of Table desk                                       |  |  |
| 13   | <u>Sliding Door (Aluminum)</u>                                |  |  |
| 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   | <u>Repairing of Sectional door:-</u>                          |  |  |
| 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                         |  |  |



|     |  |  |  |
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| ix  | Supply & fittings of sitkini steel make/Iron make                            |  |  |
| 15  | <u>Tool:-</u>  |  |  |
| i   | Repairing of tool with screw   |  |  |
| ii  | Repairing of tool with wood  |  |  |
| iii | Polishing of tool  |  |  |
| 16  | <u>Computer /Executive Chair</u>   |  |  |
| 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  | <u>Wooden Book Case for Modular furniture</u>                                |  |  |
| i   | Fittings of screw in (repair without parts)                                  |  |  |
| ii  | Supply and fittings of wings   |  |  |
| iii | Supply and fittings of handle  |  |  |
| iv  | Supply and fittings of lock and keys   |  |  |
| v   | Supply and fittings of iron bar 42" for self support                         |  |  |
| 18  | <u>Modular Table for AO/Sr.AO/AAO/Acctt</u>                                  |  |  |
| 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                                    |  |  |
| 19  | <u>Computer Table</u>  |  |  |
| i   | Supply and fittings of lock & keys   |  |  |
| ii  | Repairing of drawer/side petty (minor without wood)                          |  |  |
| iii | Repairing of drawer/side petty (semi minor without wood) & key board channel |  |  |
| iv  | Supply and fittings of wings of the door                                     |  |  |
| v   | Supply and fitting knob of the door  |  |  |



|      |   |  |  |
|------|---|--|--|
| vi   | Repairing of computer table channel with minor parts                  |  |  |
| vii  | replacement of computer table channel                                 |  |  |
| viii | Polishing   |  |  |
| ix   | High Gloss finish polishing   |  |  |
| 20   | <u>Anti chamber door for GO's</u>                                     |  |  |
| 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   | <u>Centre table</u>   |  |  |
| i    | Polishing of centre table   |  |  |
| ii   | Minor repairing of centre Table                                       |  |  |
| 22   | <u>Trainee chair</u>  |  |  |
| i    | Supply & fittings of top of the Trainee chair                         |  |  |
| ii   | Repairing of Trainee chair with iron clam                             |  |  |
| iii  | Repairing of Trainee chair/writing desk with plywood/ without plywood |  |  |
| iv   | Supply of plywood make writing desk                                   |  |  |
| 23   | <u>Dismantle of lock/Wall &amp; cubical hole</u>                      |  |  |
| 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 the tenderer with seal

