

**Institute for Defence Studies and Analyses
No. 1 Development Enclave, New Delhi-110010**

No. IDSA/A/388//08

Dated: 03 Aug 2017

To,

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**SUBJECT: QUOTATION FOR PROVIDING AND FIXING OF UPHOLSTERY
INCLUDING FOAM FOR STEEL, WOODEN CHAIRS AND SOFA**

Dear Sir(s),

Quotations are invited for the work as per description given at Appendix-'A' .
Terms & Conditions of the order shall be as follows: -

1. Time Schedule

The work shall be completed within 20 days from the date of placing of order. A sum of Rs 100 per day will be charged for delay in completion of work. Estate Manager`s, decision in this regard shall be final and binding.

2. Execution of Work

The work shall be executed in best workman like manner, to the entire satisfaction of the Estate Manager.

3. Unit Price

Unit rates quoted for the work shall be deemed to include for all material , labour, tools and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of work shall be deemed to have been taken into account in the quoted rates. The rates shall also include for transportation including price escalations, contractor`s overheads and profits except GST if any. Nothing extra shall be admissible on any such account.

4. Approval of Material and Workmanship

The materials which stand rejected shall be removed from the site forthwith and replaced with approved materials at no extra cost.

5. Defect Liability

The work completed shall have defect liability period of 6 months from the certified date of completion. The contractor shall re-do the work, wherein defects have developed during this period under the direction of the Estate Manager, at no extra cost.

6. Delivery of Materials/Items and Completion

Inspection of the finished work will be carried out by the representative of IDSA. On completion, items/materials supplied shall be delivered to the Unit/Users as indicated at Appendix 'A'. These shall be accompanied with delivery challans, if required indicating description of items/materials, their sizes and quantity. Delivery challans shall be got signed by the user's/Unit's representative(s) in token of having received the item/material and submitted to Estate Manager, along with claims for payments/bills by the suppliers/agencies. The work shall be completed to the entire satisfaction of the Estate Manager. On completion of the work, the contractor shall inform the Estate Manager in writing with the date of physical completion of work for final approval for issue of completion certificate.

7. Submission of quotation

Appendix 'A' to the quotation duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be submitted in sealed covers duly marked "quotation for providing and fixing of upholstery including foam for steel, wooden chairs and sofa" addressed to Estate Manager, IDSA, so as to reach on or before 1500 hrs on 21^{Aug} 2017. Late quotation received after the last date shall not be entertained.

8. Upon acceptance of the quote, no subletting/transfer would be allowed by the Contractor.

8. Payment Terms: 90% payment will be released after completion of work and 10% payment will be released on completion of defect liability period.

9. Eligibility:

- (i) Bidder should have experience of at least one year in this field.
- (ii) Firm should produce completion certificate of such works or organization /Autonomous body or should have undertaken in field of replacement of upholstery of Sofa, chair (Wooden and Steel Chairs)

Additional Conditions

- (A) All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account
- (B) The contractor shall make his own arrangement for making electric connections to equipment like drill machine etc. If any.
- (C) The Contractor shall be bound to follow the restrictions on the movement of labour, at IDSA campus due to security or any other reason(s). No Claim shall be entertained on this account.
- (D) The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority. No claim on this account shall be entertained.
- (E) TDS and WCT will be deducted as per applicable rules.
- (F) The contractor shall be fully responsible for safe custody of the material even if the materials are under double lock system.
- (G) Quantity can be increased or decreased depending upon the requirements.
- (H) Contractors are advised to Visit the site and condition of furniture before quoting. After opening the bids no excuse will be entertained with regards to site conditions, security restrictions, etc.

Director General, IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.

Please acknowledge.

Yours sincerely,



(Hemant Kumar)
Estate Manager.

3/8/17

Form of Quotation

(Note: the appendix forms the part of the Quotation)

To,

**IDSA
No 1, Development Enclave
Rao Tularam Marg, New Delhi-110010.**

Sir,

**Name of work : Providing And Fixing Of Upholstery Including Foam For Steel,
Wooden Chairs And Sofa**

1. Having visited the site condition of furniture and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.
2. We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.
(IN BLOCK CAPITALS)

Quotation

SL No	Description	Qty	Rate (Rs)	Total Amount (Rs)	Amount in words (Rs)
1	Providing and fixing of upholstery area per revolving chair will be (Including foam of 8 cms thickness of 32 density of make Springwel, Sleepwel or equivalent) approx. 0.75 Sqm. The colour of fabric and quality as approved.	20 Chairs			
2	Replacement of steel plate of revolving chairs as per photograph of model as shown at Appendix B	10 Chairs			
3	Replacement of manual height adjuster handle for revolving chairs as per photograph of model as shown at Appendix B	10 Chairs			
4	Replacement of Arms rest cushion for RC as per photograph of model as shown at Appendix B	6 Chairs			
5	Replacement of Nylon Base of the seat for RC as per photograph of model as shown at Appendix B	12 Chairs			
6	Providing and fixing of upholstery for wooden chair (Including foam of 8 cms thickness of 32 density of make Springwel, Sleepwel or equivalent) approx. 0.45 Sqm. The colour of fabric and quality as approved. photograph of model as shown at Appendix B	40 Chairs			
8	Polishing of wooden chairs photograph of model as shown at Appendix B	40 Chairs			

9	Replacement of back ply hard press ISI marked Approx. area 0.56 Sqm	10 Chairs			
10	Providing and fixing of upholstery of SOFA Seats will be (Including foam of 10 cm thickness of 32 density of make Springwel, Sleepwel or equivalent approx. 1.21 Sqm per seat. The colour of fabric and quality as approved. photograph of model as shown at Appendix B	32 Seats			
Grand Total (Rs)					

Signature of Bidder with stamp

Note:- 1. If any discrepancy in amount is noticed in figure and words, higher of the two would be considered.

2. Rates should be exclusive of GST.

Appendix - B



SL NO. 3
of Appendix - A

→ SL NO. 2
of Appendix 'A'



SL NO. 4
of Appendix - A

