

**OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OLD COURT BUILDING, PARLIAMENT STREET, NEW DELHI**

F.No./97/RCS/CTB/14-15/ 1446-52

Dated:-

6/5/14

To,

1. M/s Tarun & Company, G-770, Mangol Puri, Delhi-110083.
2. M/s Laxmi Enterprises, A-4/448, Sultan Puri, New Delhi-110086.
3. M/s Thakur Dass, E-1/166, L.I.G Flat, 2nd Floor, Sector-II, Delhi- 110085.
4. M/s Dhuruv Enterprises, H-4, 46-C, Bengali Colony, Mahavir Enclave, New Delhi- 110045.
5. M/s S.S. Enterprises, 13-B, 3rd Floor, Netaji Subhash Marg, Darya Ganj, New Delhi- 110002.

6. Also to be upload on Web site of O/o The Registrar Cooperative Societies, Asstt. Programmer for web based publicity. (Through Asstt. Programmer of the Department).

7. Notice Board of O/o Registrar Cooperative Societies

Sub: - For Repair of Cushion & Cane Chairs.

S.No	Description of work
	Arm Cushion Chair/Revolving Chair
1	Replacement of Seat cane Chair small
2	Replacement back seat cane chair small
3	Replacement of seating cane big
4	Replacement of back cane seat big
5	Replacement of wooden cane chair
6	Iron patti welding cane chair
7	Cane chair painting
8	Cushion chair with material i.e. change of back and seating seat, repair & painting also.
9	Revolving cushion chair change of (base, shocker with wheel)

The following Terms and Conditions must be followed while submitting the quotations are as follows:-

1. Sealed quotations are invited to accord the contract for Replacement /repair of item in Cushion Arm/Cane Chairs. the form should be dully signed by Prop/Partner/Director of the firm with rubber stamp and will be addressed to **Assistant Registrar (CTB), O/o Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001**. The time for submission of complete quotation is on 26.05.2014 by 13.00 PM in a sealed cover having reference no. of this letter written on the envelope, along with the item for which the quotation is submitted. The quotation will be opened at 15.30 PM on the same day in the office of Chairman Purchase Committee, O/o Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001.
2. That bidder shall Replacement /repair of item in Cushion Arm/Cane Chairs along with trained service person in the premises of **O/o Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001**. The contract is for one year from the date of giving order by the Deptt. and can be extended on the satisfactory service of the firm.

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3. That the department will provide only the required space for service and electricity, without cost for the purpose of Replacement /repair of item in Cushion Arm/Cane Chairs.
4. That bidder shall undertake the job of Replacement /repair of item in Cushion Arm/Cane Chairs exclusively for the department and will not do any Replacement /repair of item in Cushion Arm/Cane Chairs work of any other department/outside agency in departmental premises.
5. That for carrying out the Replacement /repair of item in Cushion Arm/Cane Chairs, requisitions duly signed and stamped by the concerned branch will be given to successful bidder, which are to enclosed along with the bills for payment. Bidder shall be doing the work only on the receipt of such requisitions.
6. That successful bidder will submit the bills, in triplicate, along with requisitions to the Caretaking branch.
7. That the waste item will not be taken out from the department.
8. That Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001 reserves the right to terminates contract, without assigning any reason or providing prior notice.
9. The successful bidder shall be required to furnish a Performance Security within two days of receipt of "Letter of Offer" for an amount of Rs. ----- which is fixed according to work in the form of Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank from a commercial bank in an acceptable form (Annexure-B) in favour of D.D.O O/o Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly. In the event of breach/violation or contravention of any terms and conditions contained herein by the firm/agency, the said security deposit shall be forfeited by the Head of Department and the firm shall be blacklisted in addition to the termination of the contract. The Performance Security deposit shall bear no interest.
10. That in case of dispute, matter will be referred to arbitration for settlement, by the Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001 and its decision will be final and acceptable to both parties.
11. The Firm/Bidder should be registered having proper Service Tax No. and should be Income Tax Payee. /PAN No./TIN etc. Attested photocopies of the Income Tax Number & Service Tax No. should be attached with quotation without out this quotation shall be rejected out rightly. Firm/bidder.


Dy. RCS (CTB)