



भारत सरकार

GOVERNMENT OF INDIA

केंद्रीय हिंदी निदेशालय
CENTRAL HINDI DIRECTORATE

शिक्षा मंत्रालय
MINISTRY OF EDUCATION

(उच्चतर शिक्षा विभाग)
(DEPARTMENT OF HIGHER EDUCATION)

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दिनांक /DATED : 10. 08. 2023

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सेवा में,

विषय: निदेशालय के पुराने फर्नीचर (लकड़ी/स्टील अलमारी, टेबल, कुर्सी, दरवाजे आदि) की मरम्मत एवं रख-रखाव का ठेका देने संबंधी।

निदेशालय के उपरोक्त विषयक समसंख्यक पत्र के द्वारा निविदाएँ आमंत्रित की जाती हैं। आपसे अनुरोध है कि आप अपनी फर्म की दरें संलग्न निर्धारित प्रोफॉर्मा के अनुसार पूर्ण रूप से भरकर सीलबंद लिफाफे में दिनांक 21.08.2023 को प्रातः 11:00 बजे तक इस निदेशालय में भिजवाने की व्यवस्था करें। निविदाएँ उसी दिन अपराह्न 12:00 बजे प्रथम तल के समिति कक्ष में खोली जाएंगी। नियम व शर्तें निम्न प्रकार हैं-

1. आपके द्वारा प्रेषित निविदा स्वीकृत होने के उपरांत कम से कम एक वर्ष के लिए मान्य होंगी।
2. प्रशासनिक अधिकारी का निर्णय अंतिम होगा। कार्य संतोषजनक न पाए जाने की स्थिति में उन्हें यह अधिकार होगा कि वे किसी भी निविदा व ठेके को बिना कोई कारण बताए आंशिक अथवा पूर्ण रूप से रद्द कर सकते हैं।
3. निविदाएँ सीलबंद लिफाफे में होनी अनिवार्य हैं अन्यथा स्वीकार नहीं की जाएंगी। निविदा के ऊपर "निदेशालय के पुराने फर्नीचर की मरम्मत व रख-रखाव के लिए निविदा" लिखा होना चाहिए।
4. आपको सूचना देने के उपरांत आप तुरंत कार्यालय में संपर्क करने के लिए बाध्य होंगे। आप उपरोक्त शर्तों के अनुसार बाध्य होंगे।

भवदीया,

(संगीता [अम्स])

प्रशासनिक अधिकारी

केंद्रीय हिंदी निदेशालय

केंद्रीय हिंदी निदेशालय में पुराने फर्नीचर की मरम्मत व रख-रखाव का ठेका देने हेतु निविदा

क्र.सं.	कार्य का विवरण	दरें
	Steel Chair	
1	Replacement of New Wooden Seat	
2	Replacement of New Wooden Back	
3	Replacement of New Wooden Arms	
4	Replacement of Rubber Shoes	
5	Replacement of Rubber Caps	
6	Minor Repair	
7	Panting of Steel Chair	
8	P/F Steel Strips for Support with Welding	
9	P/Fixing of Nut & Bolts in Seat/Back	
10	Re caning of Seat	
11	Re caning of Back	
	Steel Table	
12	P/F of New Locking System	
13	Replacement of Lock	
14	Adjustment of Drawer	
15	Minor Repair	
16	Providing of Key	
17	Opening of Drawer	
18	Repair of Lock	
19	P\F of Complete Drawer box with 3 drawers	
20	P\F of New Drawer	
21	P/F of /Sunmica Top (Per Sq. Ft.)	
22	Major repair of Table (Including welding)	
23	Replacement of Handle	
24	P\F of Novopan tops (pre laminated 18mm thick)	
25	P\Fixing of new Drawer channel	
26	P\F of legs of 25mm Square pipe (P.RFT)	
27	P\Fixing of Rubber Shoes	
	Steel Almirah	
28	Replacement of Lock	
29	Replacement of Handle	
30	Repair of Locking System	
31	Minor Repair	
32	Adjustment of Shelves	
33	Providing of Key	

34	Opening of almirah	
35	Repair of Lock	
36	P\F of New Legs (Base)	
37	P\F of New Bush	
38	Repairing of Door	
39	P\F of Shelves	
40	P\F of New Locking System	
	Steel Filling Cabinet	
41	Replacement of Lock	
42	Replacement of Handle	
43	Repair of Cabinet	
44.	Overhauling & Greasing	
45	Steel Boll	
46	Repair of Locking System	
47	Providing of Key	
48	Opening of Filling Cabinet	
49	Repair of Lock	
50	Adjustment of Drawer	
51	P\F of New Channel	
52	P\F of Push Button	
	Steel Revolving Chair	
53	Repair of Revolving chair	
54	Oiling & Greasing	
55	Replacement of wheel (Ord.)	
56	Replacement of Axle	
57	Replacement of Spring	
58	Providing of Steel Back	
59	Painting of Revolving Chair	
60	Welding per point	
61	P\F of caster Bush with welding	
62	P\F of New Revolving System	
63	P\F of Wheel (Godrej Type/Johnson)	
64	Re caning of Seat	
65	Re caning of Back	
	Spray Painting of Steel Furniture	
66	Steel Almirah (Big Size)	
67	Steel Almirah (Small Size)	
68	Steel Table (Officer)	
69	Steel Table (Asstt./Clerk)	
70	Steel File Tray	
71	Steel Filling Cabinet	
72	Side Rack (Small)	

73	Side Rack (Big Rack/wall Rack)	
74	Steel Book Case	
75	Steel Chest	
	Door Lock	
76	Replacement of Lock (Ord.)	
77	Replacement Handle (Ord.)	
78	Repair of Old Door	
79	Providing of Key	
80	P\F of Godrej Night Latch	
81	Replacement of Door Lock Godrej	
82	Replacement of Door handle Godrej	
83	Opening of locked Door	
84	P\F of Door Stopper	
85	Repairing of Door	
86	P\F of new hinges	
87	P\F of Godrej (Sliding belt)	
88	P\F of locking belt	
89	P\F of Tower bolt	
	Door Closer	
90	P\Fixing of new Door closer	
91	Repair of Door closer	
92	Oiling and Greasing	
93	Replacement of Small Rod	
94	Replacement of Big Rod	
95	Replacement of Spring	
96	Fixing of door closer	
	Steel Book Case	
97	Replacement of lock	
98	Replacement of handle	
99	P\F of Glass panes	
100	Providing of Key	
101	Opening of Book Case	
102	Repair of Lock	
103	Repair of locking System	
104	P\Fixing of Locking System	
105	P\Fixing of Glass panes to wooden Book and Shelf etc.	
	Spirit Polishing of Wooden Furniture	
106	Officer Table, Sectt. Table	
107	Clerk Table	
108	Asstt. Table	
109	Officer Chair	
110	Easy Chair	

111	Partition Screen	
112	Side Rack	
113	Centre Table	
114	Almirah (Big)	
115	Almirah (Small)	
116	Mirror Stand	
117	Corner Table	
118	Conference Table	
119	Book Shelf	
120	Notice Board	
121	Card Cabinet/Display Rack	
122	Wooden Bed/Dinning Table	
123	Partition etc. (Per Sq. Ft.)	
124	Polishing of pelmet	
125	Painting of partition etc. (Per Sq. Ft.)	
126	Polishing of wooden Sofa Seat (Five Seater)	
127	Paint/ Polishing of A.C. Box	
128	Painting/Polishing of A.C. Cover on Window	
129	Painting/ Partition with Duco paint	
130	Painting of Wall/Partition etc. with oil (Board Distemper)	
131	Painting of Wall/Partition etc. Plastic Paint	
132	Painting/Polishing of Wooden Planter a Big Size	
133	Laminated partitions	
	Repair of wooden furniture (with Screw & Nails)	
134	Minor Repair of Chair	
135	Minor Repair of Table	
136	Minor Repair of Screen	
137	Minor Repair of Almirah	
138	P\Fixing of Ply in Table Drawers	
139	P\Fixing of Arm to Chair	
140	P\Fixing of Legs to Chair	
141	P\F of Sunmica on wooden Table	
142	Minor Repair of any other items	
143	P\F of new Drawer	
144	Major Repair of Chair	
145	Major Repair of Table	
146	Major Repair of Almirah	
147	Major Repair of Rack	
148	P\Fixing of legs of Table	

149	Repairing of wooden Bench	
150	P\F of Ply (Commercial)	
151	P\F of new lock to wooden Table	
152	P\F of Kunda Chapka	
153	Repair of Drawer of wooden Table	
154	P\Fixing of wooden Board 19mm (Comml.)	
155	P\F of Aluminium Sheet	
156	P\F of wooden Bracket	
157	P\F of Curtain Rod/Aluminium Channel	
158	P\F of 19 mm Teak Board	
159	P\F of Ply (Teak)	
160	P\F of wooden pieces for repair work	
161	P\F of multipurpose Lock (Godrej)	
162	P\F of wall catcher	
163	P\F of Fancy knob/handle	
164	P\F of wooden Beading/Moulding	
165	P\F wooden Foot rest to Table	
166	P\F of Piano hinges	
167	P\F of legs to sofa	
Complete Renovation of Sofa set/visitors chair etc. including providing tats, cotton jute, markin and change of cloth/leather foam (as per sample app.)		
	Cloth Rs. 100/- per Mtr.	
168	Sofa Three Seater	
169	Sofa single seater	
170	Cushioned Officer Chair	
171	Executive Revolving Chair	
172	Computer Revolving Chair	
173	Wooden Cushions Saties	
174	P\F of Rubber Cushions (ISI Mark) Size- 21"x22"x4" Size- 21"x22"x3" Size- 18"x18"x2"	
175	P\F of Foam Sheet 25 mm (HD)	
176	Stitching of Curtains (Plain)	
177	Stitching of Curtains (with Plate)	
178	Stitching of Curtains (Plain & Lining)	
179	P\Fixing of Hooks for curtains	
180	Repair of wooden frame of sofa by providing of wood etc.	
181	Renovation of Arms with Foam and cloth/Leather Foam of Chair	

Specification/Description	
Misc. Items	
182	Anti termite treatment to wooden partition Racks etc. (per Sq. ft)
183	PVF pg wooden partition with both side Teak Ply/Sunmica etc.
184	Repair /Servicing of Vertical Blinds
185	Repair / Servicing of venetian Blinds
186	To put the Number's in various items, such as/ Almirah/computer/ Table etc. (Paint)
187	Roller of curtain blind