

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

F.No./89/RCS/CTB/14-15/ 551-557  
To,

Dated:- 23/3/15

1. M/s Tarun & Company, G-770, Mangol Puri, Delhi-110083.
2. M/s Thakur Dass, E-1/166, L.I.G Flat, 2nd Floor, Sector-II, Delhi- 110085.
3. M/s Laxmi Enterprises, A-4/448, Sultan Puri, New Delhi-110086.
4. M/s Dhuruv Enterprises, H-4, 46-C, Bengali Colony, Mahavir Enclave, New Delhi-110045.
5. M/s R.P. Traders, A-1/133, Sector-11, Rohini, Delhi-110035.
6. Asstt. Programmer, RCS Department for web based publicity on department website.
7. Notice Board of O/o Registrar Cooperative Societies

**Sub: - For Repair of Sofa Set.**

Rate may be given by the firms according to their specification/work mentioned below:-

S.No.	Item	Rate
	<b>Sofa Set</b>	
1.	Cushion (Foam) (Per Seat)	
2.	Cloth of Branded quality change (per meter)	
3.	Polish Charges per sofa set	
4.	Labour Charges per sofa set	
	<b>Total</b>	

**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 Repair of Sofa Set. 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 09.04.15 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 Repair of Sofa Set 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.
3. That the department will provide only the required space for service and electricity, without cost for the purpose of Repair of Sofa Set.
4. That bidder shall undertake the job of Repair of Sofa Set exclusively for the department and will not do any Repair of Sofa Set work of any other department/outside agency in departmental premises.
5. That for carrying out the Repair of Sofa Set, 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.

Quotation letter

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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 favor 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.



Asstt

Asstt. Registrar

O/o Registrar Cooperative Societies  
Govt. of Delhi  
Old Court Building, Parliament Street,  
New Delhi-110001