

ਪੰਜਾਬ ਸਰਕਾਰ  
ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ  
(ਪ੍ਰਸ਼ਾਸਕੀ ਅਫਸਰ-1 ਸਾਖਾ)

ਰੇਟ ਕੁਟੇਸਨਾਂ ਦੀ ਮੰਗ

ਸਕੱਤਰੇਤ ਵਿਖੇ ਫੂਡਨ ਸੇਵਾ ਕੁਟੇਸਨਾਂ ਦੀ ਕੰਪਲੀਟ ਰੀਫਰਨਿਸਿੰਗ ਲਈ ਵੱਖ ਵੱਖ ਚਾਹਵਾਨ ਫਰਮਾਂ ਪਾਸੇ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੀਲ ਬੰਦ ਰੇਟ ਕੁਟੇਸਨਾਂ ਦੀ ਮੰਗ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਲੜੀ ਨੰ.	ਆਇਟਮ ਦਾ ਵੇਰਵਾ	ਕੱਪੜਾ	ਕੁਸਨ	ਪਾਲਿਸ	ਲੇਬਰ	ਵਿਸੇਸ ਕਥਨ
1	ਫੂਡਨ ਕੁਸਨ ਕੁਰਸੀ ਦੀ ਕੰਪਲੀਟ ਰੀਫਰਨਿਸਿੰਗ	260 -320 ਗ੍ਰਾਮ ਪ੍ਰਤੀ ਮੀਟਰ ਕੱਪੜੇ ਦਾ ਰੇਟ	32 ਡੈਨਸਿਟੀ ਕੁਸਨ (ਆਈ.ਐਸ. ਟਰੇਡ ਮਾਰਕ) ਦਾ ਰੇਟ	ਪਾਲਿਸ ਅਤੇ ਮਾਇਨਰ ਰਿਪੇਅਰ ਦਾ ਰੇਟ	ਲੇਬਰ ਦਾ ਰੇਟ	ਕੁੱਲ ਜੇਤ

ਇਸ ਸਬੰਧੀ ਮੁਕੰਮਲ ਜਾਣਕਾਰੀ ਹਿਤ ਟਰਮ ਐਂਡ ਕੰਡੀਸ਼ਨਜ਼ ਵਿਭਾਗੀ ਵੈਬਸਾਈਟ [www.punjab.gov.in](http://www.punjab.gov.in) ਤੇ ਅਪਲੋਡ ਕਰ ਦਿੱਤੀਆਂ ਜਾਣਗੀਆਂ ਅਤੇ ਚਾਹਵਾਨ ਫਰਮਾਂ ਸੀਲਬੰਦ ਰੇਟ ਕੁਟੇਸਨਾਂ ਉਪ ਸਕੱਤਰ, ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ ਕਮਰਾ ਨੰ. 3 ਛੇਵੀ ਮੰਜਿਲ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1 ਚੰਡੀਗੜ੍ਹ ਵਿਖੇ ਦਸਤੀ/ਡਾਕ ਰਾਹੀਂ ਇਸਤਿਹਾਰ ਦੀ ਮਿਤੀ ਤੋਂ 15 ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਅੰਦਰ ਪੁੱਜਦੀਆਂ ਕਰ ਸਕਦੇ ਹਨ। ਨਿਯਤ ਮਿਤੀ ਤੋਂ ਬਾਅਦ ਪ੍ਰਾਪਤ ਹੋਈਆਂ ਕੁਟੇਸਨਾਂ ਨੂੰ ਸਵੀਕਾਰ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ। ਸਰਕਾਰ ਬਿਨਾਂ ਕਿਸੇ ਕਾਰਨ ਕੁਟੇਸਨਾਂ ਨੂੰ ਰੱਦ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਰੱਖਦੀ ਹੈ।

  
ਪ੍ਰਸ਼ਾਸਕੀ ਅਫਸਰ-1 18/7

ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ,  
ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1, ਚੰਡੀਗੜ੍ਹ।

## Rate Contract for Refurnishing of Cushion Chairs

### 1. Scope of Work:

- **Furniture Types:** This contract covers the refurnishing of various types of office seating, including but not limited to:
  - Visitor chairs with cushions
  - Meeting room chairs with cushions
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- **Refurbishing Services Included:**
  - **Upholstery:** Removal of existing fabric/material and replacement with new material (client-specified or contractor-provided with prior approval). This includes cutting, sewing, and fitting.
  - **Foam Replacement/Refilling:** Replacement of seat, back, and armrest foam with 32 density is mark and quality. Refilling of loose cushions with appropriate materials (e.g., fiber, feathers, foam chips).
  - **Frame Inspection and Minor Repairs:** Checking for loose joints, squeaks, and minor structural issues. Tightening screws, gluing loose parts. *Note: Major structural repairs may be quoted separately.*
  - **Spring/Webbing Inspection and Repair/Replacement:** Assessing the condition of springs and webbing and repairing or replacing damaged components to ensure proper support.
  - **Cleaning and Finishing:** General cleaning of the refurbished furniture and polishing of any exposed wooden or metal parts.
- **Fabric Treatment (Optional):** Application of stain-resistant or fire-retardant treatments to the new upholstery fabric,
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- **Exclusions:** This rate contract generally *excludes*:
  - Refinishing of wooden frames (sanding, staining, lacquering) unless specifically included in the rate for a particular item.
  - Transportation costs (may be a separate line item or included based on volume/location within Chandigarh).

### 2. Pricing and Rates (Applicable with in Chandigarh):

- **Per Piece Rates:** The contractor shall provide a schedule of fixed rates for refurnishing specific types of office furniture. This schedule should clearly list each furniture type and the cost for standard upholstery and IS standard foam replacement. Examples:
  - Cushion chair complete refurnishing : Rs----- per set
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- **Material Costs:**
  - **Contractor-Supplied Fabric:** The contractor shall provide a catalog or samples of fabrics (260 to 300 gm per mtr weight) with different design ranges. The cost of the chosen fabric will be added to the per-piece rate . A clear markup percentage on fabric costs should be stated.
- **Foam and Other Materials:** The per-piece rates should specify the standard quality and density of 32 density foam included.
- **Transportation Charges:**
  - **Within Chandigarh:** Clearly state if transportation (pickup and delivery) within Chandigarh is included in the rates or if it will be charged separately. If separate, specify the charges (e.g., per trip, per number of items, zone-based).
- **Taxes:** All rates quoted shall clearly indicate whether they are inclusive or exclusive of Goods and Services Tax (GST) as applicable in India. The GSTIN of the contractor must be provided.
- **Review and Escalation:** The rates agreed upon in this contract shall be valid for a period of one year from the commencement date. Any potential for rate revision after this period should be clearly outlined, including the basis for escalation and the maximum permissible increase.

  
Admin. In-charge Officer  
Punjab Civil Services  
Chandigarh.



### 3. Quality and Standards:

- **Materials:** The contractor shall use good quality materials suitable for commercial office use, unless otherwise specified by the client. Specifications for foam density, fabric durability and other materials should be available upon request.
- **Workmanship:** Refurnishing work shall be carried out by skilled and experienced upholsterers to a professional standard, ensuring neat stitching, proper alignment, and a durable finish suitable for office environments at site.
- **Inspection and Approval:** Upon completion of the refurnishing work for each batch of furniture, the client or their designated representative shall have the right to inspect the work. Any work deemed unsatisfactory or not meeting the agreed-upon standards shall be rectified by the contractor at no additional cost.
- **Warranty:** The contractor shall provide a warranty against defects in materials and workmanship for a specified period from the date of delivery to 6 month. This warranty should clearly state what is covered and what is excluded .
- each item working time is –
- visitor chairs up to 20 nos – 10-12 days
- up to 50 chairs- 15-20 days needful done.

### 4. Payment Terms:

- **Payment Schedule:** A mutually agreed-upon payment schedule shall be established. This may include:
  - Payment upon completion and satisfactory inspection of each batch of refurnished furniture.
- **Invoicing:** The contractor shall submit clear and detailed invoices, including the date, description of work performed (furniture type and quantity), material costs (if applicable), labor charges, GST amount, and the total amount due. Purchase order numbers (if applicable) should be mentioned on the invoice.
- **Payment Methods:** Acceptable payment methods online bank transfer by treasury should be specified.

### 5. Contract Duration and Termination:

- **Contract Period:** This rate contract shall be valid for a period one year from the effective date.
- **Renewal Clause:** The terms for renewal of the contract upon expiry may be included, subject to mutual agreement.

### 6. Insurance and Liability:


- The contractor shall have adequate insurance coverage to protect against any damages that may occur to the furniture while in their possession or during transportation.
- The contractor shall be responsible for any damage caused to the office premises during pickup or delivery due to their negligence.

### 7. Confidentiality:

- The contractor shall maintain the confidentiality of any proprietary information or data shared by the office during the course of this contract.

### 8. Governing Law and Dispute Resolution:

- This contract shall be governed by and construed in accordance with the laws of India.
- Any disputes arising out of or in connection with this contract shall be<sup>1</sup> subject to the jurisdiction of the courts in Chandigarh. A clause for amicable dispute resolution negotiation, mediation may be included before resorting to legal proceedings.

  
Admin. & Finance Officer  
Punjab Civil Service  
Chandigarh.