



**FEDERAL GOVERNMENT POLYCLINIC
(Post-Graduate Medical Institute)
Islamabad**



RE- TENDER FY- 2025-26

**TERMS & CONDITIONS AND SCHEDULE FOR ANNUAL TENDER REGARDING
REPAIR OF FURNITURE & FIXTURE FOR THE FINANCIAL YEAR 2025-26
(EXTENDABLE)**

Tender bid will be received before 11.00AM on opening date

Tender will be opened on 15-12-2025 at 11.30 AM

INSTRUCTIONS TO APPLICANT (ITA).

01.	The participant firms are directed to submit their bids on-line through EPADS of PPRA which is mandatory, failing which the bids will not be entertained. The bid (Technical Bid and Financial Bid) will be submitted in FGPC as well as on EPADS with proper page marking and proper binding shape. The competent authority reserves the right to cancel their bids under 33(1) of PPRA Rules 2004.					
02.	Bidder/s are not allowed to change FGPC tender Schedule/Financial bid serial numbers/ specifications.					
03.	All Bidder/s are requested to submit their quotations/financial bids in form of computerized print.					
04.	Erasing, overwriting and miss calculation is liable to rejection of bid or relevant item. However, Chairman Technical/Financial Committee will be final Authority according to the ground situation.					
05.	The participant Vendors/firms are requested to provide the Soft copy in USB of their offered bids along with hard copy.					
06.	Tender documents can be downloaded from EPADS of PPRA. However, vendors are informed to get tender purchase receipt of amount Rs. 2000/- from the cashier of FGPC.					
07.	Participants are directed to attach copy of Pay Order/CDR (after hiding the amount) with technical bid and attach original Pay Order/CDR with financial bid. The submission of original pay order/CDR on EPADS should be same as the hard copies of pay order/CDR attached with technical & financial bid. In case of any discrepancy between both, the bid submitted on EPADS will be considered final.					
08.	The participant/bidder will submit/quote their rates in tabulated form as under:					
	Tender. Sr. No	Name of Item	Quoted Unit price	Total Quoted Price	Retail Price If applicable	Brand Name
09.	The provided bid/s (Technical & Financial) in the form of hard copy and EPADS of PPRA should be duly signed& stamped on each page and sealed. Documents submitted in hard copy as well as on EPADS of PPRA should be same and documents submitted on EPADS will be considered final for evaluation.					

Note: No Grievance/s will be entertained regarding Technical & Financial evaluation on bid opening date. Grievance/s received through EPADS will be entertained only. Grievance/s received in written form will be rejected.

Issued to M/s

Vide receipt No..... dated.....



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SINGLE STAGE-TWO ENVELOPE PROCEDURE

1. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
2. The envelopes shall be marked as "**FINANCIAL PROPOSAL**" and **TECHNICAL PROPOSAL**" in bold and legible letters to avoid confusion.
3. Initially, only the envelope marked "**TECHNICAL PROPOSAL**" shall be opened.
4. The envelope marked as "**FINANCIAL PROPOSAL**" shall be retained in the custody of the procuring agency without being opened.
5. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements.
6. During the technical evaluation no amendments in the technical proposal shall be permitted.
7. The financial proposals of bids shall be opened publically at a time, date and venue announced and communicated to the bidders in advance.
8. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publically open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
9. The bid found to be the lowest and most advantageous evaluated bid shall be accepted.



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TECHNICAL OFFER/CHECK LIST/KNOCK DOWN CRITERIA

ANNUAL TENDER FOR REPAIR OF FURNITURE & FIXTURE FOR FY-2025-26
(EXTENDABLE)

The provision of following documents are mandatory to submit along with tender for annual tender for Repair of Furniture & Fixture for the financial year 2025-26.

S.#	Detail of Documents	Compliance Status Yes / No	Page #
1.	Name of the Firm, Postal Address Telephone Number, Cell No. Fax # and Email address.		
2.	Name, Designation & specimen signature of concerned person/ focal person CNIC No. of the concerned person		
3.	FBR online Active tax payer list. Valid National Income Tax Number / Sales Tax Registration Certificate(Enclose copy of the NIT certificate)		
4.	Acceptance of Terms & Conditions and agreement of tender duly signed & stamped.		
5.	The bidder will submit call deposit (CDR) initially bid security @ Rs. 50,000/- in favour of Executive Director FGPC along with bid documents. After the issuance of intent letter the supplier will replace the call at deposit/CDR @ 3% performance guarantee of total amount of the awarded items. (CROSS CHEQUE/OPEN CHEQUE NOT ACCEPTABLE).		
6.	Detail of Workshops located Islamabad/Rawalpindi along with trained technical staff.		
7.	The firms/bidder will provide account maintenance certificate from the concerned bank.		
8.	The firms/bidder will provide last 02 (two) financial years (from 1 st July to 30 th June) bank statement i.e 2023-24 & 2024-25		
9.	03 years' experience certificate for supply of items to Government Hospitals and Government Departments/International Agencies and NGO's (attach documentary proof).		

Under taking on judicial paper of the following clauses as per below mentioned wording must be attached. Undertaking with incomplete/ change wording will not be accepted.

10.	That the bidder has no Litigation(s) or arbitrary cases, is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer.		
11.	That the bidder has not been black listed / penalized by any Govt. Departments /Hospitals/ International Agencies and NGO's.		
12.	That the products (imported, Local) for which the bidders intend to bid shall be made freely available for making the stock available in time / for the period as mentioned in TOR of tender.		



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13.	That all documentation submitted with the bid is valid, authentic, genuine, no facts have been hidden and no forgery/false declaration has been made. If any such discrepancy is found at any stage, the bidder will be fully responsible for such miscommunication/concealment of facts and strict action can be taken under PPRA Rules and tender TORs.		
14.	That the bidder ensures the price quoted in the tender for the items of same specification, quality /brand etc. are not more than the price charged from any other public sector hospital in Islamabad under same terms & conditions. In case of any discrepancy found, the bidder will refund the excess amount or excess amount will be deducted from the outstanding bills/CDR.		

INSTRUCTIONS TO FILL TECHNICAL EVALUATION PERFORMA.

- The bidder shall fill this check list carefully & attach the relevant documents in the same sequence as prescribed in the bid form.
- All the undertaking/affidavit must be on judicial paper (in original).
- All the documents attached must be attested/signed & stamped on behalf of firm.
- All the documents of bid shall be affixed **with number**.
- **Bidders are requested to mention the brand of their quoted product.**
- **Page number** of attached document against every evaluation criteria may be mentioned in the specified column.
- **The bidder will not be eligible to participate if any mandatory documents or judicial papers are missing/not available.**



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DETAIL OF TECHNICAL PROPOSAL

S. No.	Name of the items	A/U	Brand Name/ Manufacturer	Specification

LIST OF WORKSHOPS

S. No.	Name of the Firm	Address of Workshop	Scope of Facilities available for repair	Name & designation of technical staff	Qualification & Experience

Signature and Stamped of authorized person of Firms/suppliers.



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Instructions/terms & conditions of tender for Repair of Furniture & Fixture on annual contract basis for the financial year 2025-26 (Extendable)

A. INSTRUCTIONS FOR FILLING OF THE CONTRACT DOCUMENTS:-

1.	The participant bidders are directed to submit their bids on-line through EPADS of PPRA which is mandatory, failing which the bids will not be entertained. The hard copies (Technical Bid and Financial Bid) will be submitted in FGPC with proper page marking and proper binding shape. The competent authority reserves the right to cancel their bids under 33(1) of PPRA Rules 2004.
2.	The Vendor/s under litigation with FGPC is not eligible to participate in the tendering process.
3.	The item/s are to be quoted on given Proforma duly filled-in, stamped and signed by the authorized representative of Firm. No other Proforma for tender will be accepted. Only those items shall be typed on the Proforma for which the rates are quoted.
4.	The participant Vendors are required to quote rates duly typed, preferably on computer.
5.	Erasing, overwriting and miss calculation is liable to rejection of bid or relevant item. However, Chairman Technical/Financial Committee will be final Authority according to the ground situation.
6.	The participant Vendors/firms are required to provide the Soft copy in USB of their offered bids along with hard copy.
7.	The Vendors/firms are not allowed to change the Serial No. and specification/s of tender schedules after the submission of documents.
8.	Any conditional, ambiguous or incomplete offer in any respect shall be cancelled. After the opening of tender, no supplementary or revised offer shall be entertained. As mentioned above the bid (Technical & Financial) submitted on EPADS will be considered Final.
9.	In case a firm is quoting two or more brands of the same item/s, the bidder is requested to mention each brand in separate lines with same tender serial number.
10.	The supplier/bidder will submit integrity pact, safe guard+ contract agreement on stamp paper Rs.100 and above ,after award of contract.
11.	The supplier/bidder will submit call deposit initially bid security @ Rs.50,000/- in favour of Executive Director FGPC along with bid documents, after the issuance of intent letter the supplier will replace the call at deposit/CDR @ 3% performance guarantee of total amount of the awarded items. (CROSS CHEQUE/OPEN CHEQUE NOT ACCEPTABLE) . It will be released on rejection of tender or completion of successful contract on producing of NOC from Store Incharge.
12.	The contractor/supplier will submit correct postal address with land line telephone number, Cell Number and E-mail address.
13.	Technical brochures /Literature of quoted brand, country of origin of quoted item/material may be attached with the bid where applicable. However, in case any clarification regarding item/s is needed, the committee (Technical/ Financial) has rights to get such clarification in written from the bidder.
14.	Supplier will attach all relevant papers/check list (Active GST certificate, Active NTN, valid distribution certificate & Price list of quoted items (if applicable) etc as asked for with the bid as documentary evidence. Each page should be signed and stamped by the bidder.
15.	If a bidder withdraws his bid during the period of bid validity, his case will be decided as per PPRA rules.
16.	The bidder will sign and stamp each page of tender schedule.
17.	If there is any discrepancy found between the following:



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	A. unit price& total price B. total & sub total price C. amounts in figures & words D. grand total of price schedule & amount mentioned on the bid forms The case will be finalized as per the amount/ discount quoted in words .
18.	Physical site inspection of workshops can be done by FGPC team or nominated person for assessment and can also be visit any time after contract.
19.	After submission of bid/s, the bidder cannot request for any change in the price of the A/Unit or the size of the packing & change in the content of the bid/s. Such a request will make the bid liable to rejection and exclusion of that item (s) from the competition. Any increase in market price will be borne by the bidder, however in case of any decrease in the market price (as fixed by the DRAP), the firm will be responsible to revise their price according to DRAP.
20.	The quoted rate in tender schedule will be final, and no change therein will be accepted after opening of tender.
21.	Bid validity is 180 days from the date of opening of the tender.
22.	In case of any dispute, the Executive Director FGPC will be the final authority.
23.	The Executive Director FGPC reserves the right to accept or reject any tender/all tenders without assigning any reason.
24.	The Vendor/Firm should have to submit the documents. In case any vendor submits any forged documents in support of the tender requirement and if proved at any stage the vendor would be dealt as per PPRA Rules regarding blacklisting/debarment.
25.	Any conditional, ambiguous or incomplete offer in any respect shall be rejected. No supplementary or revised offer after the opening of tender shall be entertained.
26.	The Vendor/Firm blacklisted on PPRA website is not eligible to participate in tender process.

B. GENERAL CONDITIONS

1.	This contract is valid for the financial year 2025-26 (extendable) from the date of commencement & will remain in-force till the finalization of new contract. However, the contract can be extended on the same terms and conditions as per PPRA Rules.
2.	The successful bidder will be awarded contract after submission of 3% performance security, agreement on stamp paper, safe guard certificate and undertaking on judicial paper that he agrees to supply the items regularly on approved rates for contract period.
3.	The bidder will submit undertaking on judicial paper along with bid that he agrees to supply the item (s) regularly on tender approved rates for the contract period.
4.	The Bidder/supplier will quote rates inclusive of taxes. All government taxes will be applicable as per rule/policy. Income/Sales tax will be deducted/charged from the payment according to Government rules, at source.
5.	The supplies will be made within 05 days after the issuance of supply order.
6.	The tentative quantities are mentioned in the tender documents, however the subject quantities may vary according to the actual need/requirement of the Institute and fund availability.
7.	The change of distributor during the contract period and change in approved brand is not allowed.
8.	If vendor fails to supply the items within stipulated period, the 2 nd lowest will be approved or purchases will be made from alternate source at the risk and cost of the 1 st lowest vendor.
9.	The earnest money of the non-qualified firms will be returned on the request within one month from the issuance of final award letters.
10.	In case of any discrepancy & conflict in submitted online data of application and hard copy of application, the data submitted on EPADS of PPRA will be considered final.

C. SPECIFIC TERMS & CONDITIONS.



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1.	The warranty will be provided at the time of delivery of each consignment where applicable.
2.	Prices of items should not be more than market rates. In case of violation, the amount, exceeding the trade price will be deducted from the outstanding bills/CDR of the supplier.
3.	Bill of the supplies will be submitted with the supply/delivery challan and original supply order within 15 days. For late submission of bills, institute will not be responsible for delay in payment.
4.	The payment will be made after the satisfactory report of the end-user.
5.	The Supply will be made only against supply order issued by this hospital.
6.	The approved rates will be valid for the whole contract period and there will be no increase in rates and no escalation clause.
7.	The contractor/supplier will supply the item (s) according to the specifications as laid down in the tender schedule.
8.	The freight charges will be borne by the contractor/supplier.
9.	The earnest money against approved items will not be released till completion of tender i.e 30-06-2026 , which shall remain extendable by the Executive Director till finalization of next such tenders. However, such extension will be on the same term & conditions.

D. RESPONSIBILITIES

1.	In case of any discrepancy, less weight, short supply etc, the supplier and concerned store department will be held responsible.
2.	All items supplied will be in accordance with TOR.
3.	Packing should be worthy of transportation by Road, Sea, or mail as to ensure their contents being free from loss of damage due to faulty packing.
4.	The expenditure involved on test/analysis of items shall be borne by the bidder.
5.	If received items are found to be substandard or not giving the desire performance It will be responsibility of suppliers to replace store/out of the stock items of same brand & Specification.
6.	The supplier once awarded a contract will be responsible to keep a contact with the organization for day to day supply orders, within due time. Non-compliance to a registered posted letter on given address Telephone Number or E-mail will be considered noncompliance of the supply order as per preceding clause.
7.	In case of any incompliance of the order within prescribed period 05 days, the bidder must request the hospital for extension of period of completion with clear reasons failing in the category of Force Majeure.
8.	The vendor will be responsible for day to day contract with concerned store for obtaining demand/ complaints from them.
9.	Any loss or damage during transportation/supply to hospital will be borne by the approved vendor.
10.	No interruption in supply is acceptable and the vendor is responsible to continue supply/repair work during the whole contract period beside any emergency situation in twin city (Rwp/ Ibd).

E. FORCE MAJEURE

1.	For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the supplier and not involving the supplier's fault or negligence directly or indirectly purporting to miss planning, miss management and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Force Majeure Committee will examine the pros and cons of the case and all reasonable alternative means for completion of supply order under this Contract and will submit its recommendations to the competent authority. However, unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the Contract as far
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	as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.
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F. PENALTIES.

1.	At any instance, if quoted prices are found higher, than trade price, the Institute has the right to impose penalty as per tender terms & Conditions.
2.	In case of repeated delay in services or noncompliance , the contract is liable to penalty as per penalties clause No.3 & 4.
3.	In case non-compliance is established against a firm behind 05 days (from supply order) 1st reminder (Final Reminder) for 03 days, the risk purchase will be made at the cost of supplier and amount of risk purchase will be deducted from the pending bill of supplier/ CDR. The matter will also be referred to Financial committee for cancellation of said items and selection of 2nd brand from bids received in original tender as per PPR Rules, 2004.
4.	<p>Non-compliance of supply order.</p> <p>If the supply order is not completed within stipulated period one or more of the following penalties can be applied against the firm according to the gravity of situation.</p> <ol style="list-style-type: none"> A penalty @ 0.1% per day of the amount of pending item (s)/works of the supply order shall be imposed. Risk purchase will be made at the cost of supplier and amount will be deducted from the bills of supplier. The matter will also be referred to Procurement committee (Financial) for cancellation of said items and selection of 2nd bidder from bids received in original tender as per PPR Rules, 2004. The contract of the supplier will be treated as cancelled and the order for supply of item (s) will be placed to the next lowest. Total or partial earnest money (CDR) will be forfeited. The firm will be debarred for business at FGPC for that year. The firm will be debarred for business at FGPC forever. The firm will be blacklisted. In case of any complaint about the penalty(s) imposed on the firm, the firm can appeal against the decision in the Grievance Redressal Committee within 15 days of the issue of penalty(s) letter. After the lapse of this period no appeal will be entertained.

G. ARBITRATION AND RESOLUTION OF DISPUTES:-

1	The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
2	If, after thirty (30) days from the commencement of such informal negotiation the purchaser and the supplier have been unable to resolve amicably a contract dispute either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.
3	In such matters, the Arbitrator shall be appointed and will be agreed upon by both parties.

Note: If at any point in time, any part of this document is found to be different/in contradiction with PPRA rules, the ruling mentioned in PPRA Rules will be considered final


EXECUTIVE DIRECTOR

I/We have read and agree with the above mentioned terms and conditions.

Name & Stamp of firm/Proprietor _____

Witness: -

Name and Signature: - _____
CNIC No: _____
Cell No. _____



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S.No.	Name of the items		A/U	Estimated Quantity	Manufacturer / Brand
1	<u>Repair of Streacher Trolley</u>			100	
	i	Sheet with welding of side Railing	Each		
	ii	Painting	Each		
	iii	Foms sheet 2.5x6 with rexine cushion	Each		
	iv	Wheel excel	Each		
	v	Welding Work	Each		
	vi	Replacement of Wheels	Each		
		Total:-Rs.			
2	<u>Repair of Wheel Chair</u>			150	
	i	Cycle	Each		
	ii	Cups	Each		
	iii	Cone	Each		
	iv	Iron Balls	Each		
	v	Excell	Each		
	vi	Nuts	Each		
	vii	Painting with compreser	Each		
	viii	Replacement of rexine seat & back cushion/ Seat & Back Wooden Sheet	Each		
	ix	Iron Rod	Each		
	x	Welding Work	Each		
	xi	Replacement of Wheels	Each		
		Total:-Rs.			
3	<u>Repair of Patient Bed (Iron)</u>			350	
	i	Handle with Jack	Each		
	ii	Screw Type	Each		
	iii	Painting with compreser	Each		
	iv	Welding Work	Each		
	v	Replacement of Wheels	Each		
		Total:-Rs.			
4	<u>Repair of Revolving Chair</u>			50	
	i	Painting/Polishing with compreser	Each		
	ii	Replacement of full cushion with rexine/cloth/ / Seat & Back Wooden Sheet	Each		
	iii	Knite of cane of seat & back	Each		
	iv	Replacemet of Base	Each		
		Total:-Rs.			
5	<u>Repair of Over Bed Table</u>			350	
	i	Change of Top Vim board with Aliminium	Sft		
	ii	Welding Work	Each		
	iii	Painting	Each		
		Total:-Rs.			
6	<u>Repair of Bed Side Locker</u>			350	



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	i	Replacement of door hangs	Each		
	ii	Refitting of low bottom & S.S.Top	Each		
	iii	Painting	Each		
	iv	Welding Work	Each		
		Total:-Rs.			
7	<u>Repair of Steel Almirah</u>			10	
	i	Replacement of Door hangs	Each		
	ii	Inside Iron change	Each		
	iii	Painting	Each		
	iv	Replacement of base legs	Each		
	v	Welding Work	Each		
		Total:-Rs.			
8	<u>Repair of Steel File Cabinet</u>			20	
	i	Change of Drawers Railing	Each		
	ii	Denting	Each		
	iii	Painting	Each		
	iv	Welding Work	Each		
		Total:-Rs.			
9	<u>Wooden Almirah</u>			50	
	i)	Change of door leaves	Each		
	ii)	Change of hangs	Each		
	iii)	Replacement of wooden shelves	Each		
	iv)	Replacement of back side hard board	Each		
	v)	Polishing	Each		
		Total:-Rs.			
<u>Note: Items at Sr 01 to Sr 09 will be awarded on total lowest basis</u>				Grand Total (Rs)	
10	Office chair recushioing of seat & dranage of Alto rexine seat & back alongwith complete repairing			Each	200
11	Revolving chair replacement of full velvet cloth, seat & arms			Each	50
12	Revolving chair replacement of full Alto rexine, seat & back arms			Each	50
13	Iron visitor bench replacement of wood phatti on top			Each	50
14	Sofa set 5 seater replacement of rexine coushion with extra material			Each	15
15	Sofa set 5 seater full coushion with extra material			Each	15
16	Sofa set of one seat replacement of rexine seat and back cushion with extra material			Each	15
17	Easy chair replacement of rexine cloth with recushion of seats & back			Each	50
18	Foot step replacement of Rubber of two step with aluminium			Each	50
19	Examination couch replacement of rexine with doori & foam with cushion			Each	30
20	Chair without arms replacement of rexine with recushion seat & back			Each	50
21	Providing of hanging side board in shesham im board in side one shelve within sliding doors looking whesham having spirit polish size 2"height & 1.5 deft in running foot			Each foot	50
22	Repair of foot step replacement of rubber sheet with around gola			Each	50



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23	Repair of office table size 3x5'replacement of wooden top gola polish	Each	30	
24	Repair of office table size 2.5x4'replacement of wooden top with round gola/polish	Each	30	
25	Repair of corner sofa seat & back cushion per seat	Each	20	
26	Repair of revolving chair seat & back cushion	Each	25	
27	Repair of dressing chair seat & back cushion	Each	10	
28	Office table 3x5 polish	Each	20	
29	Office table 2.5x4 polish	Each	20	
30	Office chair polish	Each	15	
31	Sofa polish 5 seater	Each	20	
32	Wooden almirah polish	Each	10	
33	Center table Polish 2.5x4	Each	30	
34	Center table Polish 4x6	Each	30	
35	Repair of computer Chair seat and back cushion	Each	30	
36	Repair of wooden bed along with Replace of Hardboard	Each	50	
37	Wooden bed polish	Each	50	
38	Sofa seven seaters replacement of rexine(full cushion/Door) with extra material	Each	15	
39	Replacement of wall wooden cabinet with sliding door(lock system)	P.Sft	300	
40	Repairing/ Re-Cushining/ Paint work of Patient Attendent Bed	Each	100	
41	Replacement of wooden sheet	Each	100	

Signature and Stamped of authorized person of Firms/suppliers