



Guru Gobind Singh Indraprastha University
Dwarka, New Delhi – 110078
(General Administration Branch)

F. No. GA(15)/2025/MAY/00002/ 90

Dated: 29th October 2026

CIRCULAR

Subject: Approved SOPs and Schedule of Work containing Rates for specified repair & maintenance of furniture items at Dwarka Campus for a period of two years i.e. from 27.10.2026 to 27.10.2028.

The University has engaged M/s Star Furniture for specified Repair & Maintenance work of furniture items at Dwarka Campus for a period of two years i.e. from 27.10.2026 to 27.10.2028 on the L1 quoted rates in the tender floated through GeM portal.

Schedule of work containing rates quoted by M/s Star Furniture, requisition form and work completion report.

The detail containing list of items in schedule of work along with item wise L1 rates as quoted by M/s Star Furniture, requisition form and work completion report are annexed at **Annexure - 'A', 'B' & 'C'** respectively.

Standard Operating Procedure (SOPs)

Standard Operating Procedure (SOPs), to be followed for execution of the specified repair & maintenance work as mentioned under schedule of work, will be as under:

1. User School/Department will access the item-wise requirement for repair & maintenance of office, lab, hostel, classroom furniture items at their level.
2. Thereafter, User School /Department will project the tentative requirement (which may vary at the time of execution) of repair & maintenance of furniture items and obtain the requisite A/A from Competent Authority to undertake the repair work.
3. User School/Department will furnish requisition form alongwith A/A of Competent Authority to GA Branch for the repair work, as specified in schedule of work, to meet out the said expenditure from the centralized budget of GA Branch.
4. General Administration Branch will issue the requisition form/work order to the engaged firm/agency to execute the work.
5. General Administration Branch will coordinate with the user school/department as well as engaged firm/agency to get the work done timely.
6. After execution of work, user school/department will certify the actual work done and furnish work completion report to the firm/agency.
7. Firm/agency will submit the bill/invoice along with work completion report (WCR) to the General Administration Branch for processing the payment.
8. General Administration branch will examine the bills as per approved rates and actual work certified by user School/Department and obtain E/S of the Competent Authority, accordingly, for payment to the firm/agency.
9. After obtaining above approval, General Administration branch will issue sanction order for payment.

All School/Deptt./Branch are requested to adhere the above SOPs for execution of specified repair & maintenance work of furniture items only. Further, in case any complaint w.r.t. quality of work etc. is observed, kindly intimate the same to G.A. Branch, in writing, for taking further necessary action against the engaged agency.

This issues with the approval of Competent Authority.

Encl: As above


(Prabhat Mishra)
Asstt. Registrar (GA)

Copy to the following for kind information:-

1. All Deans of University Schools of Studies, GGSIPU
2. Controller of Examination, GGSIPU
3. Controller of Finance, GGSIPU
4. All Directors, GGSIPU
5. Librarian, GGSIPU
6. Chief Warden, GGSIPU
7. Proctor, GGSIPU
8. SE, UWD, GGSIPU
9. Head, UITS with a request to upload the same on University website
10. All Branch Heads/Joint Registrars/Deputy Registrars, GGSIPU
11. Hostel Wardens, GGSIPU
12. Public Relation Officer (PRO), GGSIPU
13. AR to VC for kind information of Hon'ble Vice Chancellor, GGSIPU
14. AR to Registrar for kind information of the Registrar, GGSIPU
15. M/s Star Furniture
16. Office Copy


(Neelam Bareja)
SO (GA)



Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110078
(General Administration Branch)

Annexure – ‘A’

Schedule of work alongwith item-wise L1 approved rates

S. No.	Description of Items	Make/Brand	Unit	L1 Rates Quoted in Rs.
1	STEEL CANED CHAIRS			
	a) Replacement of New Wooden Seat/Back (duly Canned & Polished)	----	One	110.00
	b) Replacement of wooden Arms (Polished / Paint)	----	One	4.00
	c) Replacement of Rubber Shoes/cap	----	One	3.00
	d) P/F of steel strips/pipe for support with welding	----	One	4.00
2	STEEL TABLES			
	a) Replacement of Lock	Reena/Prakash/ Bhatia	One	179.00
	b) Adjustment of Drawer	----	One	189.00
	c) Opening/Providing of key	----	One	69.00
	d) P/F of complete Drawer with lock & key in 18 mm MS Sheet	Fabricated (MS)	One	5.00
	e) Replacement of Handle (3-4 inches)	Reena/Prakash/ Bhatia	One	67.00
	f) Drawer Channel	Reena/Prakash/ Bhatia	One	267.00
	i) P/F of legs of 25mm square pipe 18 gauge with paint	Fabricated (MS)	Running ft	4.00
	j) P/F of rubber shoes	----	One	3.00
	k) Repair of Table	-----	One	42.00
3	STEEL ALMIRAH			
	a) Replacement of Lock	Reena/Prakash/ Bhatia	One	27.00
	b) Replacement of Handle (5-6 inch)	Reena/Prakash/ Bhatia	One	10.00
	c) Repair of Locking system	----	One	137.00
	d) Adjustment of shelves	----	One	4.00
	e) Opening/ Providing of key of any make of Almirah	----	One	146.00
	f) P/F of New Leg (Base) 18 mm MS sheet with paint	Fabricated (MS)	One	10.00
	g) Repairing of Door	----	One	127.00
	h) P/F of New Shelves	Fabricated (MS)	Per sq. ft	5.00
	i) P/F of New Locking System	Reena/Prakash/ Bhatia	One	5.00
	j) Repair of leg with welding etc.	----	One	4.00
	k) P/F of Glass in Glass Almirah with rubber beading	Modi/Saint-Gobain/HNG	Per Sq.ft	5.00
4	STEEL FILING CABINET			
	a) Replacement of lock	Reena/Prakash/ Bhatia	One	17.00
	b) Repairing of cabinet	----	One	4.00
	c) Repair of locking system	----	One	3.00
	d) Opening/Providing of Key	----	One	7.00
	e) Adjustment of drawer	----	One	4.00
	f) P/F of New Channel	Hectic/telescopic	One	4.00
5	Steel Revolving/Visitor Chair			
	a) Replacement of Wheel (ISI Mark)	Regal/Jatin	One	37.00
	b) Synchro Plate – Push Back	ISI	One	5.00
	c) Replacement of Spring	----	One	4.00
	d) Providing of PVC Base 24"-26"	Saviton/SKI	One	59.00
	f) P/F of PU Plastic Arms	Feda/Sevition/Prime Rose	One	27.00
	i) Replacement of Hydraulic Cylinder	Bisma/Acon/ Eashwar	One	289.00
6	Spray Painting including denting etc.			
	a) Spray Painting including denting etc.	Berger/Asian	Per Sq. ft	17.00

	b) Spray painting of steel table including denting	Berger/Asian	One	7.00
	c) Spray painting of Steel Almirah including denting (inside & outside both)	Berger/Asian	One	16.00
	d) Spray Painting of Steel Filing cabinet including denting (inside & outside both)	Berger/Asian	One	10.00
	e) Spray Painting of Revolving/Visitor Chair including denting	Berger/Asian	One	4.00
	f) Spray painting of stool including denting	Berger/Asian	One	4.00
	g) Spray painting of Book Shelf including denting (inside & outside both)	Berger/Asian	One	32.00
	h) Spray Painting of Steel Racks (Big) (inside & outside both)	Berger/Asian	One	89.00
	i) Spray Painting of Steel Racks (Small) (inside & outside both)	Berger/Asian	One	79.00
7	STEEL BOOK CASE/SHELF			
	a) P/F of Lock	Reena/Prakash/ Bhatia	One	17.00
	b) P/F of Handle	----	One	4.00
	c) P/f of Glass panel	Modi/HNG/ SaintGobain	Per Sq.ft	4.00
	d) Opening/Providing of Key	----	One	10.00
8	FOOT REST /STOOL			
	a) Supply of New foot rest of standard size of 19 mm Commercial Board	----	One	189.00
	b) Repair of Stool with nails and screw	----	One	4.00
9	SPIRIT /LACQUER/ MELAMINE POLISH of Wooden Furniture			
	a) Spirit/Lacquer/Melamine Polish	Wemlay/Asian/ Berger	Per Sq. ft	179.00
	b) Spirit/Lacquer/Melamine Polish of Sofa	Wemlay/Asian/ Berger	Per Seat	15.00
	c) Spirit/Lacquer/Melamine Polish of wooden chair	Wemlay/Asian/ Berger	Per Chair	137.00
10	P/F of Normal Glass			
	a) 6mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	138.00
	b) 8mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	227.00
	c) 10mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	189.00
	d) 12mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	189.00
11	P/F of Beveled Glass with Brown Colour			
	a) 6mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	62.00
	b) 8mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	229.00
	c) 10mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	189.00
	d) 12mm thick	Modi/HNG/Saint Gobain	Per Sq.ft	189.00
12	Renovation/Reconditioning of Sofa Set Complete (All things including as cloth, tat, cotton, jute, markin, Dori, Spring, Steel Jal, Foam Sheet 25/50 mm HD, rubber cushion, Polishing etc.) cloth decided by the University)	----	Per Seat	1467.00
13	Repair of Sofa	----	One	5.00
14	P/F of Steel Jali (SS)	(ISI Mark)	Per Mtr.	10.00
15	P/F of Cover of Sofa, Complete (Cloth decided by the University)	----	Per Seat	269.00
16	Cloth Change of sofa, Complete (Cloth decided by the University)	----	Per Seat	1610.00
17	Renovation of Cushion Chair (Visitor/revolving) Seat & Back Complete (all thing including as cloth, foam sheet 25/50 mm HD, rubber cushion etc., cloth decided by the University)	----	One	589.00
18	Cloth Change of Chair, Complete Seat & Back (Cloth decided by the University)	----	One	496.00
19	P/F of Cover of chair, Complete (Cloth decided by the University)	----	One	69.00
20	P/F of Mattress cover including leatherette stitching complete (3' x 6') – Fabric/cloth decided by the University	----	Per Mattress	146.00
21	P/F of foam sheet 25mm (HD)	Supreme/Bell/ Royal Puff	Per Sq. ft	77.00
22	P/F of foam sheet 50mm (HD)	Supreme/Bell/ Royal	Per Sq. ft	86.00

 

		Puff		
23	Supply of Curtain cloth (Polyester/ Designer) with stitching of curtain (pleated with Eyelet) (Per Mtr.) (Cloth decided by University)	----	Per Mtr	189.00
24	P/F of Hooks of Curtain (Steel)	----	Each	4.00
25	Supply of cloth for curtains as per sample, approved	----	Per Mtr	217.00
26	P/F of Rod (25 mm) for Curtain	Steel	Running Ft.	12.00
27	P/F of Rod (28 mm) for Curtain	Steel	Running Ft.	13.00
28	Stainless Steel Curtain Pipe Bracket 25 MM	Steel	Per Piece	15.00
29	Stainless Steel Curtain Rings	Steel	Per Piece	3.00
30	Wooden Furniture/ Miscellaneous Items			
	a) Ante Termite treatment to wooden partition, racks etc.	----	Per Sq.ft	12.00
	b) P/F of Vertical Blinds (Complete)	Nova/GD	Per Sq.ft	67.00
	c) P/F of Roller Blinds (Complete)	Nova/GD	Per Sq.ft	177.00
	d) Removing/Fixing of Notice Board/ Green Board/ White Board/Black Board, Name Plate/Photo/ Wall Clock etc.	----	Each	10.00
	e) P/F of Wooden Commercial Board (19 mm)	Alpine/Tigerhill/Lazer	Per Sq.ft	89.00
	f) P/F of Wooden Beeding (1-2 m.m.)	Teak Wood	Running ft	3.00
	g) Beading Polish	Wembley/Bestley	Running ft	3.00
	h) P/F of Ply (2 mm)	Alpine/Tiger hill/Lazer	Per Sq.ft	6.00
	i) P/F of Sunmica (0.8 mm)	Sundek/ Goldtouch/ Paradise	Per Sq.ft	17.00
	j) P/F of Sunmica (1 mm)	Sundek/ Goldtouch/ Paradise	Per Sq.ft	19.00
	k) Class Room Chair Flap Moving Machine	----	Each	70.00
	l) Classroom chair's wooden flap new	----	Each	110.00
	m) Carpenter Remuneration (Semi Skilled)	----	Per Four Hour	170.00
	n) Labour Remuneration (Unskilled)	----	Per Four Hour	170.00
	o) Car Seat Cotton Cover with Stitching & Fixing (Complete)	----	Each Seat	390.00
	p) P/F of Koni Support to Hang the Wooden/Steel Box	----	Each	35.00
	q) Welding Per Point		Per Point	5.00
	r) P/f of Table/Almirah/Storage made of 19 mm thick commercial Board with 4 mm thick teek veneer with drawers/shutters with complete hardware fittings and PU melamine polish with complete labour charges.	Board- Alpine/ Tigerhill/Lazer or equivalent	Per Sq. ft.	1289.00
		Sunmica-Sundek/ Goldtouch/ Paradise or equivalent	Per Sq. ft.	1269.00
31	WORK STATION (GODREJ MAKE)			
	a) Repairing of work stations	----	Each	170.00
	b) Repairing of Key board tray	----	Each	90.00
	c) P/F of new keyboard tray with Channel	----	Each	469.00
	d) P/F of new Soft Close Telescopic Channel for keyboard	----	Each	169.00
	e) P/F of locking system for work station	----	Each	10.00
	f) P/F of work station lock	----	Each	137.00
	g) Dismantalling of work station	----	Per Seat	10.00
	h) Re-installation of work station	----	Per Seat	140.00

Note: The rates are excluding statutory taxes & same shall be paid by the University at the time of billing



Guru Gobind Singh Indraprastha University
Sector – 16 C, Dwarka, New Delhi – 110078
(General Administration Branch)
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Annexure - 'B'

Req. No..... (To be filled by GA Branch)

Dated:

Requisition Form
Repair & Maintenance of Furniture Items

1. Name of the School/Department : _____
2. Name of Requisitioner & Mobile No. : _____
3. Venue (Block/Room No. or any other) : _____

4. Please mention the serial no. of items as given in Schedule of work:

(Please attach the approved schedule of work,
specifying/ selecting the items from the list,
duly signed by the concerned officer.)

Sl. No. of items given in Schedule of work	Tentative requirement of Furniture Items (to be repaired)	Qty.

Note:-

1. The requisitioner is requested to submit the duly fill up requisition form alongwith Administrative Approval of Competent Authority for the required tentative repair work to be done.
2. The engaged Firm/Agency will execute the repair work at the designated place, as provided by the concerned School/Department under the supervision of the official nominated by Dean/Department Head and obtain satisfactory work completion report, after execution of work, duly signed by the Dean of concerned School/Head of the Department.

Signature of Requisitioner

Name & Designation _____

Mobile No. _____

Signature of Dean/Director/Branch Head

Name & Designation _____

Seal of the School/Branch _____

To,

General Administration Branch



Guru Gobind Singh Indraprastha University
Sector – 16 C, Dwarka, New Delhi – 110078

Annexure - 'C'

Date

Work Completion Report after repair & maintenance of Furniture Items

1. Name of Deptt./School :
2. Venue :
3. Requisition Ref. No & Date : Req. No., Date.....

Sl. No. of items given in Schedule of work	Name of Items	Qty.	Unit Price	Remarks (if any)

It is to certify that M/s _____ has completed the above said repair & maintenance work of furniture items, satisfactorily.

.....
Signature of authorized person
of Firm/Agency

.....
Signature of Officer/Official
of University alongwith Stamp

Note: This work completion certificate is required to be enclosed with related bill and be submitted to General Admin. Branch by the engaged Firm/Agency.

 