

F. No. D-14019/02/2016-Adm.II
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi, 30th January, 2017

'TENDER NOTICE'

Subject: Annual Contract for washing of towels, staff car seat covers, white loose covers of chairs/Sofa set etc. in the Ministry of Labour & Employment for one year.

Sealed Quotations are invited in Single Bid System for washing of towels, Staff Car seat covers, white loose seat covers etc. in the Ministry of Labour & Employment at Shram Shakti Bhawan & Jaisalmer House for one year as per the details given in the Annexure-I.

2. General Terms & Conditions of the Tender and undertaking to be signed by the firm are given at Annexure-II & Annexure- III.

3. The interested contractors may submit their detailed quotation addressed to the undersigned in a sealed cover which should be prominently marked with the words "Quotation for washing of towels, staff car seat covers etc. in the Ministry of Labour & Employment (MS)" alongwith the Earnest Money of Rs. 1,500/- (Rupees One thousand five hundred Only) in the form of Account payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank in favour of "Pay & Accounts Officer (MS), Ministry of Labour & Employment, New Delhi" and drop in the 'Tender Box' kept near the Reception of Shram Shakti Bhawan, New Delhi by 3:00 P.M. on 20th February, 2017. No quotation will be entertained after the stipulated date and time or without Earnest Money Deposit amount and the same will be rejected summarily. The quotations will be opened on the same day i.e. 20th February, 2017 at 4:00 P.M. in Room No. 518 in the presence of representatives of the firms who may wish to be present.

Encls.: As above.

Atul Kumar Singh

(Atul Kumar Singh)

Under Secretary to the Government of India

Tel : 2347 3202

1. All Ministries / Departments of the Government of India, New Delhi. It is requested that wide publicity of this 'Tender Notice' may please be given among the contractors engaged by them for this job.
2. NIC, M/O Labour & Employment with the request to put this notice on the website of Ministry.
3. Hindi Unit for Hindi version.
4. Notice Board.

P.T.O.

Description of the items for which washing services are
required (Annual Maintenance Contract)

1. Name and Address of the Firm:
2. Telephone Number/Mobile:
3. PAN Number/Service Tax Number:
4. Rates As under:

S. No.	Name of Items	Rate per item/unit (In figure & words)	
1.	Towel (big size)	Rs.	Each
2.	Towel (small size)	Rs.	Each
3.	Loose cover for Sofa one seater	Rs.	Each
4.	Loose cover for Sofa three seater	Rs.	Each
5.	Loose cover for chair	Rs.	Each
6.	Loose cover for Staff Car Seat	Rs.	Each
7.	Curtain for staff car	Rs.	Each
8.	Pillow cover	Rs.	Each
9.	Bed sheet	Rs.	Each
10.	Dary(दरी)	Rs.	PSF
11.	Blanket	Rs.	Each

*Taxes Extra.

5. EMD Number..... dated..... Amount.....
Issued by the Bank.....

Signature of authorized representative of the firm
Name
Designation
Seal

7. **Right of acceptance:-**

- i. The Ministry reserves the right to reject any or all tenders/bids without assigning any reason thereof and also does not bind itself to accept the lowest quotation only.
- ii. Any failure on the part of the contractor in respect of prescribed procedure and any attempt by the Contractor to canvass for the work may be the cause for cancellation of the contractor's Tender/bid/offer.

8. **Communication of Acceptance:-**

The Ministry in due course will inform successful Tenderer of the acceptance of his/her tender/bid/offer.

9. **Penalty:-**

In the event of the contractor failing to comply with or perform any of the conditions of the work as set out herein or execute the work with regard to the satisfaction of and the time fixed by the Ministry etc., the deposited money will be forfeited the Ministry and the contract will be terminated immediately at any time without assigning any reason. In this regard, **the decision of the Ministry will be final and binding on the contractor**. The contractor shall be liable to the loss(es), if any, that may be suffered by the Ministry, due to his/her actions and/or omissions at the time of executing the work .

10. **Scope of work:-**

- i. The Contract will be valid for a period of one year with effect from award of the Contract which may be extended further for one or two year on the same terms & Condition. However, The grant of extension of contract will be sole discretion of the Ministry. Office of the firm should be located within Delhi/NCR area.
- ii. The firm should ensure that the work would be within the given/stipulated time. However in case of urgency the contractor/representative to attend the job any time.
- iii. It will be the **responsibility of the contractor to collect the items for washing under AMC** from the Ministry of Labour & Employment(Shram Shakti Bhawan & Jaisalmer House) as and when informed. If the contractor fails to do the required work, the work will be got done by the Ministry at the cost of contracted agency.
- iv. The unrealistic rates viz. free of cost / complementary shall not be entertained.
- v. The successful firm will be required to do the work during a period of one year from the date of award of Contract. The Ministry shall, however, reserve the right to terminate the contract at any time without assigning any reason.