

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

Shram Shakti Bhawan, Rafi Marg,
New Delhi, 7th October, 2016

'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 the year 2016-17.

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 the year 2016-17 as per the details given in the Annexure-I.

2. General Terms & Conditions of the Tender 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 by 3:00 P.M. on 28th October, 2016. 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. on 28th October, 2016 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 : 2376 6320

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. DS(LN) w.r.t. Central Public Procurement Portal
4. Hindi Unit for Hindi version
5. Notice Board

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

S. No.	Items	Rate (Rs.)*	
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.

Signature of authorized representative of the firm

General Terms and conditions

1. Parties:-

The parties to the contract are the firm (the tenderers to whom the work has been assigned) and the Government of India through the Ministry of Labour & Employment for and on behalf of the President of India, hereinafter referred to as "the Ministry".

2. Address:-

For all purposes of the contract including arbitration thereunder, the address of the firm mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Ministry. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Earnest money:-

- I. Earnest Money of Rs. 1,500/- (Rupees One thousand five hundred only) must be deposited by the bidders in the form of **Account Payee Demand Draft/Fixed Deposit Receipt from any Commercial Bank drawn in favour of "Pay & Accounts Officer (MS), Ministry of Labour & Employment, New Delhi"** alongwith their tenders.
- II. No request will be entertained for transfer of any previous deposit of earnest money and/or security deposit of payment of any kind held by the Ministry in respect of any previous work.
- III. Tenderer shall not be permitted to withdraw his/her offer or to modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government without prejudice to any other action to be taken against such tenderer (s).
- IV. The tenders found without Earnest Money Deposit will be summarily rejected.
- V. No claim shall lie against the Government/Ministry in respect of erosion, if any, in the value or interest on the amount of earnest money deposit.
- VI. No interest will be paid on Earnest Money in any case.

5. Security Deposit:-

The successful tenderers will have to deposit a security-cum performance guarantee of Rs. 3,000/- (Rupees Three thousand Only) in the form of **Account Payee Demand Draft/FDR drawn in favour of "Pay & Accounts Officer (MS), Ministry of Labour & Employment, New Delhi"** The security money is refundable on successful completion of the contract period. The security amount may be forfeited in case the services of the contractor are unsatisfactory or in case of violation of the terms and conditions of the contract. Validity of the security amount/deposit will be for 15 months from the date of contract.

6. Opening of Tender:-

The tenderer is at liberty to be present either himself or authorize not more than one representative at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.