

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.

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.

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 by the Ministry of Labour & Employment/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 interest will be paid on Earnest Money Deposit in any case.
- vi. If the tenderer fails to honour the bid, the EMD will be forfeited.

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.

11. Service Delivery:-

The items collected for washing must be delivered within 05 days after washing of the items.

12. Breach of Terms and conditions:-

In case of breach of any of the terms and conditions mentioned herein, the Ministry will have the right to cancel the contract without assigning any reason thereof and nothing will be payable by this Ministry and in that event, the security deposit i.e. "at least 10% to the total of the deposited money" shall also stand forfeited. In case, the balance money/security deposits fall short of the amount of damages/losses chargeable by the Ministry, the contractor shall pay the same to the Ministry immediately on receipt of a demand letter from the Ministry.

13. Subletting of Work:-

The firm shall not assign or sublet the work or any part of it to any other person or party without first obtaining permission in writing of the Ministry, which it will be at liberty to refuse if it thinks fit.

14. Right to call upon Information Regarding Status of Work, etc.:-

The Ministry will have the right to call upon any information pertaining to the work at any point of time and the firm will be bound to provide the information on receipt of the Ministry in this regard.

15. Terms of payments:-

The payment will be made on quarterly basis after satisfactory completion of the jobs.

16. Extension:-

The contract may be extended for one year or two year in favour of firm by the Ministry on the request of firm, on the same rates, terms & conditions as in the present contract on the basis of satisfactory service.

17. Arbitration:-

If any difference arises concerning this contract Agreement, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the Secretary, Ministry of Labour & Employment. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed there under and in force shall be applicable to such proceedings.

18. PAN/Service Tax Number:-

The firms must indicate their PAN/Service Tax Number and enclose a photocopy thereof.

Undertaking to be signed by the firm/tenderer on behalf of his/her firm.

I/We -----do hereby undertake that I/We have clearly and precisely understood the terms and conditions of the tender, that I/We will abide by these terms and conditions mentioned in the tender notice/document and the rules and regulations/instructions of the Government, issued from time to time in letter and spirit, that any breach and/or violation of any of the terms and conditions and /or in case of my/our work being fund unsatisfactory at any time during the period of contract, my/our contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of security deposit shall stand forfeited to the Government and also I/We will be liable to make good all extra cost(s) borne by the Ministry of Labour & Employment for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the Ministry of Labour & Employment owing to the unsatisfactory/failure to work on my/our part.

I/We ----- also undertake that the decision of the Ministry of Labour & Employment shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Place:

Date:

(Signature & Rubber Stamp of authorised
representative of the Firm/Tenderer)