

F. No. 17-28/2013-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
S&S Section

Shastri Bhawan, New Delhi -110001

Dated, the 19th July, 2013

Subject: Annual contract for work of Dry-cleaning/Vacuum cleaning of various items belonging to Ministry of Human Resource Development.

Sealed quotations are invited for award of contract for Dry-cleaning/vacuum cleaning of various items as mentioned in Annexure-I, belonging to the Ministry of Human Resource Development from reputed and experienced firms who have executed similar nature of work in Government Ministries/Departments. Semi-Government organizations, including Public Sector Undertakings, and are eligible as per terms and conditions of this tender document.

2. Instructions to the tenderers

Quotations are invited in two bid system (i) Technical Bid & (ii) Financial Bid. The 'Technical Bid' should contain full information as required in Annexure-II and will be put in the first envelope with title 'Technical Bid'. The 'Financial Bid' will be put in a second envelope with title 'Financial Bid'. It should include full information as required in Annexure - II. Both bids should be put in a third envelope which should be prominently super-scribed as **"QUOTATIONS FOR WORK OF DRY-CLEANING/VACCUUM CLEANING IN MINISTRY OF HUMAN RESOURCE DEVELOPMENT"** and addressed to "Under Secretary (S&S), Department of Higher Education, Room No. 123 C, Shastri Bhavan, New Delhi - 110 001", and put in the Tender Box placed at Information & Facilitation Centre, Ministry of Human Resource Development, Gate No.6, Ground Floor, Shastri Bhawan, New Delhi- 110001 on or before ^{12th} **August, 2013** till 3.00 PM. The tenders will be opened on the same date at 3.30 PM.

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3. Period of Contract

The contract will be initially for a period of one year extendable further for two years on year to year basis subject to satisfactory performance. During the contract period, no increase in rates will be allowed. The terms and conditions and rates approved for the first year by the Ministry will remain applicable to the 'first' and 'second' extension also.

4. Scope of Work

"Dry-cleaning/vacuum cleaning of Sofa sets, Visitor Chairs, Carpets, Vertical blinds, curtains etc".

5. Eligibility Criteria

The Contractor/Firms shall furnish the following documents with the quotation for Technical Bid failing which the bid will be summarily rejected.

A. Necessary documents showing an average annual turnover of at least Rs.2 lakhs for the last 03 years, and a minimum experience of 03 years in Dry-cleaning/Vacuum cleaning business in Central Government/State Government Departments/Public Sector Undertakings/Autonomous Bodies;

B. Copies of the following documents should be submitted:

- i. Income Tax Return for last three years i.e 2010-11, 2011-12 and 2012-13.
- ii. Income Tax PAN No.
- iii. Experience Certificate of 3 years in the above said business in Central Government/State Government/Public Sector Undertakings/ Autonomous Bodies.

6. Evaluation of Bids

- (i) The technical bid will be evaluated first.
- (ii) The financial bid will be evaluated only if the tenderer's technical bid is found satisfactory in all respects by the tender committee, whose decision will be final.

Amrjan
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7. **Earnest Money Deposit**

The quotations should be accompanied by Earnest Money Deposit of Rs.1,000/- (Rupees One Thousand only) in the form of Account payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee from any of the commercial banks drawn in favour of Pay & Accounts Officer (Education), Department of Higher Education, Shastri Bhawan, New Delhi - 110001, without which the quotations will not be considered. The earnest money will be returned to the unsuccessful tenderers after finalization of the Contract.

8. **Performance Guarantee (Security Deposit)**

The successful tenderer will be required to furnish Performance Security Deposit amounting to Rs.3000/- (Rupees three thousand) before award of contract to his firm. The Security Deposit shall be in the form of Account payee Demand Draft/Fixed Deposit Receipt from a Commercial bank/Bank Guarantee from a commercial banks in favour of the Pay & Account Officer (EDU), Department of Higher Education, Shastri Bhawan, New Delhi-110001. It should be valid for a period of one year two months from the date of award of contract. The Security Deposit will be refunded after sixty days of the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Department that the contractor firm may invite upon themselves due to any of the reasons specified above.

9. **Other terms and conditions**

- (i) The orders placed by the Ministry of Human Resource Development, Shastri Bhawan, New Delhi should be promptly attended to.

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- (ii) The rates finally approved/accepted by the Ministry shall be valid for the whole of the contract period and no upward revision will be allowed under any circumstances.
- (iii) Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the Ministry.
- (iv) Delay in work will not be permissible on the grounds that the materials, items etc. are not available.
- (v) Only such works as cannot be done in the Ministry premise would be allowed to be done outside. No extra charges will, however, be payable on this account.
- (vi) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
- (vii) The contract can be terminated by this Ministry at any time without assigning any reason if the work of the contractor is found unsatisfactory.
- (viii) The bills in triplicate, for the services prepared on the basis of rates will have to be submitted in favor of D/o Higher Education, Shastri Bhawan, New Delhi for effecting payment together with the copies of job works carried out duly signed by user officers/sections.
- (ix) No advance payment shall be made for the services.
- (x) The payment will be released through ECS System.
- (xi) The job carried out shall be to the satisfaction of the Ministry, failing which deductions @ 10% of the total bill shall be imposed. Depending upon the severity of negligence, this Ministry reserves the right to blacklist the agency for a suitable period or from further participation in any of this Ministry's contracts. The decision of the competent authority of the Ministry shall be final and binding on the firm/agency.

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- (xii) The rates shall remain fixed and valid during the period of contract. This Ministry will not entertain any claim on account of sales tax/or any other tax for the material used for executing the work awarded under the contract and all such taxes should be paid by the firm itself.
- (xiii) TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be deducted.

Sanjeev
19/2/13

(Sanjeev Shrivastva)
Under Secretary to the Govt. of India
Tele: 23073109

Copy to:

1. Programmer (CIMS) – for uploading the said tender on the website of Department for wide publicity.
2. CPP Portal of the Government of India.
3. All Ministries/Departments of Govt. of India.

ANNEXURE-II

Technical Bid

Tender for Dry-cleaning/Vacuum cleaning of various items belonging to Ministry of Human Resource Development.

Sl. No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the agency/firm	
2.	Name, Designation, Address and telephone No. of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, Address and Telephone No. of Directors/Partners Fax No. E-mail Address.	
5.	Copy of PAN card issued by Income Tax Department	
6.	Copy of previous 3 Financial Year's Income Tax Return	
7.	Annual Turnover during last 3 years : 2010-11 _____ 2011-12 _____ 2012-13 _____ (Please attach proof in the form of Profit & Loss Account)	
8.	Experience Certificate of 5 years in the above said business in Central Government/State Government/Public Sector Undertakings/ Autonomous Bodies.	
9.	Details of Bid Security/Earnest Money deposit : a) Amount : b) Demand Draft/Fixed Deposit receipt/ Banker's cheque/Bank Guarantec : c) Date of issue : d) Name of issuing Bank :	
10.	Any other information	

Declaration by the bidder :

This is to certify that I/We have read and fully understood all the terms and conditions contained in the tender and undertake myself/ourselves to abide by them.

Signature of the Tenderer with Seal

Note : Please indicate the page numbers where documents attached. The entire tender document should be serially page numbered including enclosures.

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Signature
12/2/13