

Speed Post

No. D-14017/1/2010-Gen. II
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 9th February, 2010

TENDER NOTICE

Subject: Cleaning/Dry Cleaning/washing of Safa Set, Chairs, Seat/Chair/Sofa's Covers, Carpets towels etc. in the Planning Commission-calling of quotations reg.

Sealed quotation are invited from reputed dry cleaning firm/agencies for finalizing the contract for dry cleaning of the miscellaneous items of the Planning Commission for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm.

2. A copy of the proforma and detailed terms & conditions are enclosed herewith. It can also be downloaded from this Commission's official web-site (<http://www.planningcommission.nic.in>)

3. The interested dry cleaning firm/agency, desire to participate in the tender, may send/submit their quotation rates in the enclosed proforma alongwith duly signed other relevant documents (specified in the terms & conditions) to the undersigned latest by 3.00 PM on Wednesday, 24th February, 2010. The quotations may also be dropped in the tender box kept at the Reception area of Planning Commission by the stipulated date and time. No tender shall be accepted beyond the stipulated date and time under any circumstances whatsoever. Any inquiry after submission of the quotation will not be entertained.

4. The tenders will be opened on the same day, i.e. on Wednesday, 24th February, 2010 at 3.30 PM in the in Room No. 412, 4th floor, Yojana Bhavan, Sansad Marg, New Delhi- 110 001 in the presence of the representative of firms/agancies who wish to be present.

5. This Commission reserves the right to cancel the tender at any time or amend/withdraw any of the terms and condition contained in the tender document without assigning any reason, thereof. The decision of the Competent Authority in Planning Commission in this regard shall be final & binding on all the Participating bidders.


(Mahender Chaudhary)

Under Secretary to the Government of India

To:

As per list enclosed.

Copy to C & I, Yojana Bhavan with the request to upload this tender notice on the Planning Commission official website.

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TERMS & CONDITIONS

1. The normal period of the contract shall be for a period of Three year from the date it is awarded or as indicated in the letter communicating award of contract to the selected firm.
2. The firm who wish to participate in the tender shall be required to deposit an earnest money in the form of a bank draft/pay order of Rs. 2000/- (Rs. Two thousand only) drawn in favour of Pay & Accounts Officer, Planning Commission.
3. In case of the successful bidder, the earnest money would be converted into security deposit/performance security and the same shall remain in the custody of the Planning Commission till the successful completion of the contract. The earnest money in respect of other bidders would be refunded after the finalization of contract.
4. If the firm is found not adhering to the terms & conditions governing the contract at any stage, the same would be terminated without any notice and any loss, that may occur on this account will be recoverable from performance security deposit of the firm.
5. The firm would be required to carry out the job within the premises of the Yojana Bhavan. Only such dry cleaning work that cannot be undertaken in the office premises viz. dry cleaning of the sofa/chair covers etc. would be allowed to be done outside the building and no extra charges would be paid on this account.
6. It would be the responsibility of the firm to depute/send skilled and experienced workers/dry cleaners normally at least twice in a week. They would be responsible to carry out the specified job within the specified time. However, in case of emergency/urgency, firm can be asked to provide its services even beyond office hours/holidays for which no extra payment shall be made.
7. The firm would be required to deliver and fix the dry cleaned clothes etc. in the respective rooms of the Planning Commission through their manpower.
8. The successful bidder shall submit a list of its workers/manpower along with their photographs, residential address and other details and Police verification report to the Under Secretary (General-II), immediately after the contract is awarded.
9. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of contract. The firm/contractor shall make good the cost of any damaged or loss of contracted items like clothes/towels/Sofa/Chair/Seat covers etc.
10. The contract can be extended by a period of one year subject to satisfactory performance by the firm which shall be reviewed every year & if the performance is not found to be satisfactory, the contract can be terminated after giving a month's notice at any time during the contract period.

11. No advance payment will be made in any case.
12. In case of any dispute, the decision of the Head of the Department of the Planning Commission shall be final.
13. The bill should be submitted in triplicate. Government tax, namely, Service Tax/VAT will be payable wherever applicable and the bill to be submitted by the firm should bear valid tax registration number. Validity of the tax registration during the period of contract shall be the sole responsibility of the firm.
14. These terms & conditions are not exhaustive but general in nature. Planning Commission shall have the right to clarify any clause or part thereof of the terms and conditions and that will be final & binding.
15. Mere quoting lowest rates will not amount to commitment for award of contract. The rates may be clearly quoted against each items. Overwriting/corrections or incomplete quoting rate would result in rejection of quotation and shall not be considered under any circumstances.
16. The firm who is declared as L-1 must have the lowest rates for at least 50% of the total items for which the tender has been called.
17. The interested firms may deposit their rates in a sealed cover, in the prescribed proforma, in the Tender box kept in the Reception Area of Yojana Bhavan, Sansad Marg, New Delhi. The sealed cover should be super scribed as "Tender for the "Dry Cleaning" and should be addressed to the Under Secretary, General-II Section, Planning Commission, New Delhi. The rates sent by the firms by post if received in Planning Commission after the stipulated date & time shall not be entertained.
18. The quotations must be sent to the undersigned or deposited in the Tender box by 3.00 PM on Wednesday, 24th February, 2010. The same would be opened by the Tender Committee on the same day at 3.30 PM in the Room of the Under Secretary (Gen.-II) (Room No. 412) Yojana Bhavan, Sansad Marg, New Delhi in the presence of the representatives of the firms who may wish to be present.



(Mahender Chaudhary)
Under Secretary to the Govt. of India

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Rates for dry cleaning/washing of the articles

Sl. No.	Name of the Article	Rate/ Unit
1.	Carpet (Woolen/Acrylic) (per sq. ft.)	
2.	Coir Mat (Per Sq. ft.)	
3.	Sofa (Three Seater)	
4.	Sofa (Single Seater)	
5.	Cushion Chair/Visitor Chair	
6.	Officer" Revolving Chair/Computer Chair	
7.	Bed Sheet	
8.	Window Curtain	
9.	Loose Covers of Sofa/ Chairs etc. (Per piece)	
10.	Vertical Blinds (Per Piece)	
11.	Table Cloth (Per piece)	
12.	Towels	
13.	Dusters	
14.	National Flag	

**(Authorised Signatory)
(Name, Address & Contract of the Firm)**