

No. D – 14017/02/2012/Gen.I

Government of India  
Planning Commission  
(General I Branch)

Yojana Bhavan, Sansad Marg,


Dated: 16<sup>th</sup> June, 2013

**TENDER NOTICE**

Subject:- Tender for Dry-cleaning \ washing of Sofa Sets, Chairs, Sofa's Covers, Carpets, towels, curtains, etc., in the Planning Commission and EAC to Chairman at Vigyan Bhavan Annex.

Sealed tender are invited from reputed dry cleaning firms/agencies for award of contract for dry-cleaning \ washing of Sofa Sets, Chairs, Carpets, towels, curtains, Sofa's Covers etc., in the Planning Commission and Office of EAC to PM at Vigyan Bhavan Annex for a period of one year from the date of award of contract. Terms and Conditions are at "**Annexure-I**" and Financial bid is at "**Annexure-II**".

2. The sealed envelope containing the Tender should be super-scribed "**Tender for annual Contract for Cleaning \ Dry-cleaning \ washing of Sofa Sets, Chairs, Carpets, towels, curtains, Sofa Covers, etc., in the Planning Commission and Office of the Economic Advisory Council to PM, Vigyan Bhavan, Maulana Azad Road, New Delhi**".
3. The tender shall be dropped in the tender box kept at the reception area of Yojana Bhavan, Sansad Marg, New Delhi from 12/6/2013 and upto 3 P.M on 18/7/2013. No tender shall be accepted beyond the stipulated date and time under any circumstances whatsoever. No inquiry after submission of the bids will be entertained.
4. The tender document may be downloaded from this Commission's official web-site (<http://www.planningcommission.gov.in> or cpp portal <http://www.eprocure.gov.in>)
5. The bidder shall submit Demand draft/Bankers Cheque/Pay order for Rs. 8,000/- (Rs. Eight Thousand only) issued by any Commercial Bank in favour of "**Pay and Account Officer, Planning Commission**" along with the bid towards Earnest Money deposit. Earnest Money Deposit will be returned to the unsuccessful bidders after finalization of the contract. It will be returned to the successful bidder after submission of Performance Security Deposit. No interest will be payable on the earnest money.
6. The tenders will be opened on 18/7/2013 at 03:30 PM **in the Room No. 344, Yojana Bhavan, Sansad Marg, New Delhi-110001** by a Tender Opening Committee constituted for this purpose in the presence of the representatives of the Firms/ Agencies/Companies who may wish to be present. The Tender will be evaluated by a Tender Evaluation Committee.
7. The Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the bid shall not be entertained.
8. Information on issue of any corrigendum related to this tender will be issued only on website/s mentioned in para 4 above.

  
(H. Phaltual)

Under Secretary to the Govt. of India

Tel No: 23096733

Copy to: Director (C& I) with the request to upload the Tender Notice in the web site of Planning Commission.

**Terms & Conditions**

**I. Instructions to Bidders & Eligibility Criteria**

1. The tenderer should have at least one year experience and expertise in dry-cleaning and related works in Central/ State Government Ministries/ Departments / Public Sector Undertakings/ Autonomous bodies.
2. The firm /contractors/Suppliers/anybody whose services were terminated by the Planning Commission before the expiry of the contract are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. **An undertaking in this regard is to be submitted alongwith the bid.**
3. The tendering-Company/Firm/Agency **shall submit signed copy of terms and conditions of tender document alongwith the bid** as token of acceptance of terms & conditions.
4. The Company/Firm/Agency **shall submit an undertaking** that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any public Sector Undertaking.
5. Overwriting / corrections / cuttings in the financial bid are not permitted and all such tenders would be summarily rejected. Incomplete or blank quoting of rate in financial part of tender document / tender without EMD in required form would result in rejection of tender and shall not be considered under any circumstances.
6. The tenders received after due date and time will be considered as "Late bid" and shall not be entertained. It will be returned unopened to the tenderer(s).
7. In case of withdrawal of bid, EMD stands forfeited.
8. The validity of the bid will be 90 days from the date of opening of tender.
9. The bidder shall submit the following documents along with their bid:
  - (i) Signed copy of terms and conditions of tender document alongwith the bid
  - (ii) Self-attested copy of PAN.
  - (iii) Self-attested copy of Service Tax Registration Certificate for dry cleaning.
  - (iv) At least two experience certificate from Central / State Government Ministries/ Departments/ Public Sector Undertakings (including Public Sector Banks)/Autonomous bodies.

*J. Shalwal*

(v) A self-certificate on the letter head of the Firm that the firm is not black listed by any Central \ State Government Ministries \ Departments \ Public Sector Undertakings including Public Sector Banks.

(vi) Demand Draft/Bankers Cheque \ Pay Order for Rs.8,000/- in favour of **“Pay and Accounts Officer, Planning Commission” and payable at New Delhi**

(vi) An undertaking that the Firm was not terminated by the Planning Commission before expiry of their Contract during the last three years till the date of tender notice.

10. No bidder will be allowed to withdraw after submission of bid; otherwise, the EMD submitted by the bidding firm would stand forfeited. In case, the successful bidder declines the offer of contract, for whatsoever reasons, his EMD will be forfeited.

**II. Earnest Money Deposit(EMD)**

11. The tender must be submitted alongwith EMD of Rs.8,000/-(Rupees Eight Thousand only) drawn in favour of **‘Pay & Accounts Officer, Planning Commission’** and payable at New Delhi. Demand Draft/Bankers Cheque/Pay order drawn in favour of any officer other than Pay & Accounts Officer, Planning Commission will not be accepted and the tender will be rejected.

**III. Bid Evaluation Criteria**

12. The Successful bidder shall deposit a Performance Security Deposit @ 10% of the annual tentative contract value in the form of Account Payee Demand Draft/Fixed Deposit Receipt(FDR) or Bank Guarantee from a commercial Bank in favour of **Pay & Accounts Officer, Planning Commission, New Delhi**, which will be valid beyond 60 days of the expiry of contract period of one year. In case of extension of contract, fresh performance security deposit will have to be deposited. It would be returned to the contractor after the successful completion of the contract.

13. The bidder shall submit the bids in the prescribed format enclosed at **“Annexure-II”** of tender document. Per unit rate and total cost of each of the article in the column mentioned in the proforma at **“Annexure-II”** has to be quoted separately.

14. Tendering department will decide L-1(lowest bidder) for each item and the tenderer quoting minimum rate for a particular item will be given contract for that particular item. That means different tenderers may be L-1 for different items.

**IV. Period of Contract**

15. The contract will be valid for a period of one year from the date of award of the contract. The contract may be extended on the same terms and conditions and rates, for a further specific period and upto a maximum period of three years on quarterly/half yearly/annually basis subject to satisfactory services.

*A. J. Chatterjee*

**V. Specific Terms and Conditions**

16. It is the responsibility of the contractor to depute one skilled and experienced dry-cleaners at least twice in a week for Planning Commission and EAC to PM at Vigyan Bhavan Annex. He would be responsible to carry out the specified work \ task within the stipulated 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.

17. The contractor would be required to collect, deliver and fix the dry cleaned clothes, etc., in the respective rooms of Planning Commission and EAC to PM at Vigyan Bhavan Annex, through their man power.

18. The successful bidder should submit a list of its workers \ manpower along with their photographs, residential address and other details and Police Verification report

19. The staff deployed by the contractor shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property.

20. If any action or inaction on the part of workers of the contractor causing damage to contracted item(s) is reported then full amount equivalent to that of damaged article will be recovered from the contractor in addition to any other action as deemed appropriate by the Competent Authority.

**VI. General Terms and Conditions**

21. If the work of the firm is not found satisfactory, Planning Commission reserves the right to terminate the contract at any time without assigning any reason. The decision of the Planning Commission will be final and binding on the contractor.

22. The Competent Authority of the Planning Commission reserves the right to reject all or any terms and conditions of the tender in whole, or in part, without assigning any reason.

23. In case of breach of any terms and conditions attached to this contract, performance security deposit of the firm will liable to be forfeited by this Commission besides annulment of the contract.

24. The Commission has the right to award the contract to any other agency at the cost, risk and responsibility of the contractor, if the services are found unsatisfactory and excess expenditure incurred on account of this will be recovered by the Planning Commission from its Security Deposit or pending bills or by raising a separate claim.

25. If any incident of theft \ pilferage by the worker of the contractor is reported causing pecuniary loss to the Government, the entire cost will be recovered from the firm besides annulment of the contract.

*A. Phaltural*

26. The contractor will raise bill in triplicate on quarterly basis up to 15<sup>th</sup> of the succeeding month. The payment will therefore be made on quarterly basis.

27. No advance payment will be made. Government tax, namely, Sale Tax/VAT will be payable wherever applicable and the bill to be submitted by the contractor should bear valid tax registration number. Validity of the tax registration during the period of contract shall be sole responsibility of the contractor.

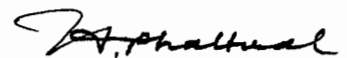
28. The successful bidder will have to commence the work within 15 days of acceptance of contract. Otherwise, the contract will be cancelled and the EMD will be forfeited.

29. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the HoD, Planning Commission, New Delhi or to any officer nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as is nominated by the HoD even though the said officer is an employee of the planning commission, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator, whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the HoD shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the HoD shall act as arbitrator. The decision of the HoD or the officer nominated by him shall be final and binding on the party/Parties. The limitation for filing claim for arbitration is 90 days from the date of expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claims.

30. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this clause.

31. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

32. Any notice/direction given to the second party under the terms of this agreement shall be considered to be duly served if the same have been delivered to, left for or dispatched by Registered post to the Second party at his last known address. Any notice to be given to the first party shall be considered as duly served if the same is delivered to, left or dispatched by the registered post at his last known address. Any notice so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.



(H.Phaltual)

Under Secretary to the Govt. of India

Tele No: 23096733

Copy to:

Director(C&I), Planning Commission with the request to upload the tender notice in the Planning Commission's website.

**Tender No. D – 14017/02/2012-Gen.I**

**FINANCIAL BID OF DRY CLEANING \ WASHING OF SOFA SETS,CHAIRS, CARPETS, MATS,TOWELS, CURTAINS, BLINDS, LOOSE COVERS ETC.**

Sl. No.	Name of the Article	Tentative unit to be dry-cleaned (Per annum) (A)	Rate per unit In Rs. (Excluding Tax) (B)	Tentative Total Cost (per annum)-In Rs.(Excluding Tax) (AxB)
1.	Carpet (Woolen / Acrylic) (per Sq. Ft.)	5000 Sq. Ft.		
2	Coir Mat (Per Sq. Ft.)	50 Sq. Ft		
3	Sofa – Set (per seat)	600 seat		
4	Cushion Chair \ Visiting Chair	1800 Nos.		
5	Officer's Executive Chair \ Computer Chair	500 Nos.		
6	Bed Sheet	20 Nos.		
7	Window Curtain	150 Nos.		
8	Loose Covers of Sofa / Chairs etc., (Per piece)	6000 Nos.		
9	Vertical Blinds (per piece)	100 Nos.		
10	Big Towels (per piece)	350 Nos.		
11	Small Towels (per piece)	100 Nos.		
12	National Flag (per piece)	25 Nos.		
13	Pillow Covers	25 Nos.		

(Signature of Authorised Signatory with date)

(Name of the Authorised signatory)

Seal containing name of the Firm/Company/Agency  
With full postal Address & Contact Number