

No. 34011/ 9 / 2016 – Admn.  
Government of India  
Ministry of Chemicals & Fertilizers  
(Department of Fertilizers)

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Room No. 203-D, Shastri Bhawan,  
New Delhi-110 001.  
Dated: the 19<sup>th</sup> May 2016.

TENDER NOTICE

Subject: Rate Contract for Dry cleaning of furniture articles /Cleaning of floor tiles etc.

Department of Fertilizer invites bids for the dry cleaning of Furniture articles etc. as per list attached at annexure-I for a period of one year on the terms and conditions mentioned below. Sealed quotation (s) duly superscribed **Dry-cleaning of furniture articles etc.** addressed to the undersigned along with an EMD of Rs. 2000/- in the form of DD drawn in favour of Pay & Accounts Officer, Department of Fertilizers, may be dropped in the Tender Box kept in the RTI-cum-Facilitation centre located in Garage No. 12, G.F., near State Bank of Patiala, Shastri Bhawan, New Delhi not later than by 11 AM on **2.6.2016**. The quotation (s) received after the stipulated date / time will not be entertained. The quotations will be opened on the same day at 12.00 Noon in the cabin of the undersigned located in Room No. 205-D, Shastri Bhawan, New Delhi by the Tender Committee in the presence of the representatives of the firm who may wish to be present at the time of opening of bids. While submitting the tender, the intending tendering firm should furnish copies of PAN Number, Service Tax number etc. and preference will be given to such firms. Rates are to be given in the annexure enclosed with the Notice. Declaration certificate as well as important details about the company may be furnished as per the annexure enclosed.

2. The Department reserves the right to accept or reject any quotation(s) in full or in part without assigning any reason thereof.
3. The terms and conditions are as under:-
  - (a) No advance payment shall be made.
  - (b) **The tenderer should have sufficient experience of undertaking such jobs in Ministries / Departments of Govt. of India.**
  - (c) The representative / worker of the successful tenderer shall have to report on every Friday in the Admn. Section to collect of the work order, if any.
  - (d) No payment shall be made unless the work carried out is duly certified by the concerned section / officer.
  - (e) The successful party shall be responsible to make good any damage/loss to the article/object during undertaking of the job.
  - (f) No work shall be executed without written orders from the Section Officer (Admn.). The party should furnish his telephone nos. (landline as well as mobile) to the Section Officer (Admn.) so as to ensure his availability.
  - (g) If the work of the successful party is not found to the desired standards, the contract will be cancelled any time.
  - (h) Copies of PAN No. and Service Tax number should be enclosed with the quotation.

Yours faithfully,

  
(Purnmal Pulamte)

Under Secretary to the Govt. of India

To:

NIC with the request to put the Tender document on the web site of DOF.

Annexure to letter No. 34011/9/2016-Admn. dated: May, 2016.

| S. No. | Item of work  | Rate (Rs.) |
|--------|---|------------|
| 1.     | Flooring (per Sq. Foot)                                   |            |
| 2.     | Dry-cleaning of carpet (per Sq.ft)                        |            |
| 3.     | Dry-cleaning of visitor chair (each)                      |            |
| 4.     | Dry-cleaning of executive chair (each)                    |            |
| 5.     | Dry-cleaning of computer chair (each)                     |            |
| 6.     | Dry-cleaning of sofa set (3 piece)                        |            |
| 7.     | Dry-cleaning of sofa set (5 piece)                        |            |
| 8.     | Dry-cleaning of cushion) (each)                           |            |
| 9.     | Dry-cleaning of curtain per panel                         |            |
| 10.    | Washing of Vertical Blinds and fixing                     |            |
| 11.    | Cleaning of PVC flooring with polish (per sq. ft)         |            |
| 12.    | Cleaning of partition (PVC) (per sq. ft)                  |            |
| 13.    | Cleaning of window glass (per sq. ft)                     |            |
| 14.    | Cleaning of ceramic tiles' (per sq. ft)                   |            |
| 15.    | Cleaning of wooden work section (per Sq. ft)              |            |
| 16.    | Cleaning of Aluminum window with glass Panel (per sq. ft) |            |

**PROFORMA**

DECLARATION

1. I, \_\_\_\_\_ son /  
daughter of

Sh. \_\_\_\_\_ Proprietor /

Partner/Director / Authorized signatory of \_\_\_\_\_

\_\_\_\_\_ am competent to sign this declaration

and execute this Tender document.

2. I have carefully read and understood all the terms and conditions of the Tender and are fully acceptable to me.

3. I hereby certify that our company has not been black listed by any Government Ministry / Department /PSU.

2. The information / documents furnished along with the above document are true and authentic to the best of my knowledge and belief. I / We am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of Tender at any stage besides liable to prosecution under appropriate law.

Date:  
Partner/Director

Signature of owner / Managing

Place:

Full Name:

Company Seal

N.B: The above declaration, duly signed in token of their acceptance, should be enclosed with the Technical bid.

PROFORMAAnnexure

|     |  |    |
|-----|--|----|
| 1.  | Name of the Bidding Firm/Company   |    |
| 2.  | Full Address   |    |
| 3.  | Telephone Number and Fax   |    |
| 4.  | Details of Earnest Money Deposit:<br>Rs. 2,000(Rs. Two thousand) only  |    |
| (a) | D.D. No. and Date:   |    |
| (b) | Drawn on Bank:   |    |
| 5.  | Give details of Dry cleaning works undertaken in Government of India Ministries / Department / Undertakings / Private companies in the following format:   |    |
| 6.  | Details of Ministry / Department where dry cleaning jobs undertaken along with name, designation, address, Telephone & Fax number of the concerned officer and details of value of system installed along with copy of work order etc.<br>(copies of work orders along with telephone numbers of the concerned officer from the Ministries / Departments / PSUs may be enclosed) | 1. |
|     |  | 2. |
|     |  | 3. |
| 7.  | PAN No: (copy to be enclosed)  |    |
| 8.  | Service Tax No. (copy to be enclosed)  |    |

Declaration

I hereby certify that the information furnished above is correct to the best of my knowledge. I/ We understand that in case of any deviation is found in the above statement at any stage, the company will be black listed.

Date:

(Signature of Owner /  
Managing Partner/ Director

Place:

Full Name:  
Company seal