

F.No. MoES/ 14 / 1 /2009-Genl.  
Government of India  
Ministry of Earth Sciences

Prithvi Bhavan, Lodi Road,  
New Delhi-110003.  
Dated- 02/01/2013

To  
(As per list enclosed)

**Subject:- Invitation for Quotation for washing/dry cleaning of curtains, towels, Napkin, Sofa set, Car Seat cover etc. in the Ministry of Earth Sciences on annual contract basis.**

Sir,

Bids in sealed covers are invited for carrying out the work of washing and ironing of curtains, towels, Napkin, Sofa set, car seat cover etc. in this Ministry for the period of one year. The annual value of the work would be around Rupees one lakh. The quotation should be submitted **in the format given at Annexure-1** in a sealed cover superscribed as **“Quotation for washing/dry cleaning of curtains, towels etc”**. and addressed to Administrative Officer(General), Ministry of Earth Sciences, Prithvi Bhavan, Lodi Road, New Delhi-110003. Quotation should be accompanied with **earnest money of Rs. 2,000/-(Rupees two thousand only)** in the form of demand draft of any Nationalized Bank drawn in favor of **“DDO, Ministry of Earth Sciences payable”** at New Delhi without which the quotation will not be considered.

2. **Terms and conditions:-**

- a) **Period of work:** One year which can be extendable by one or two years more on mutual consent subject to the satisfactory services.
- b) The Head of Department reserves the right to terminate the contract at any time during the contract period, if he finds that the services rendered by the contractor are not satisfactory. The decision of this Ministry in this regard shall be final and binding on the firm.
- c) The supply is to made in the office premises at Prithvi Bhavan after washing.
- d) Payment will be made at the end of each month on submission of bill along with work performance sheets.
- e) It will be the responsibility of the successful renderer to report to the Administrative Officer(General) for collecting the material for washing/ dry cleaning .
- f) The Bidder must have Pan No. copies of documentary proof of same must be enclosed with the tender.
- g) The Bidder must have Service Tax Registration certificate copies of documentary proof of same must be enclosed with the tender.
- h) The Bidder should have experience of working with Government organization. Proof in this regard should also be enclosed with the tender.

3. **Security Deposit:-**

The successful tenderer will be required to furnish **Security Deposit for Rs. 5000/- (Rupees five thousand only)** within 10 days from the date of acceptance of his tender. The security deposit shall be in the form of fixed deposit receipt/bank guarantee from the Scheduled Commercial Bank and be hypothecated in the name of **DDO. Ministry of Earth Sciences**. This security deposit will be returned on completion of the contract to the satisfaction of the Ministry. Dues to this Ministry, if any, are liable to be deducted from the security deposit or from any dues payable to the contractor on completion of the contract period. The decision of this Ministry in this regard shall be final and binding on the firm. **The security deposit shall be forfeited any time, if the contractor backs out from the work or his contract is terminated due to unsatisfactory service.**

The security Deposit must have a validity beyond 90 days of the expiry of the contract to meet all contractual obligations.

4. **Date of receipt and opening of quotation:**

The quotation should reach this Ministry latest by **11.30 AM on 30/01/2013**. The quotations will be opened at 11.45AM on 30/01/2013 in the chamber of the undersigned in General Section, Prithvi Bhavan, New Delhi. The bidder or his authorized representative (not more than one person of firm) may be present at the time of opening of quotations, if so desired.

5. **Dispute Settlement:**

i) in the event of any disputes arising out of the execution of Contract or payments thereof the matter shall be referred to Director(Admn.) of this Ministry. Appeal against the decision of Director(Admn.) will lie to the Joint Secretary(Admn.), Ministry of Earth Sciences.

ii) For judicial adjudication of the disputes, if any, arising out of the contract the contract shall be subject to the jurisdiction of the Courts in Delhi only.

6. The Ministry reserves the right to reject any or all of the quotation without assigning any reason.

7. It may be noted that if a single bidder, who has not quoted L1 prices for all items, is not found then the bidder who quoted L1 rates for most number of items, will be given an opportunity to accept the contract if he consents to perform other items of works at L1 rates quoted by other bidders.

Yours faithfully,

(Tarun Sood)  
Administrative Officer(General)

Copy to:-

1. NIC Division of Ministry of Earth Sciences with the request to display the above tender notice on the web site of this Ministry.
2. All Ministries/Departments with the request to give due publicity for the above tender among the contractors working with them.

**Annexure-A**

<b>SINo.</b>	<b>Items</b>	<b>Rate (Rs.)</b>
1.	Towels (Small)	
2.	Towels(Big)	
3	Curtain small (washing and ironing)	
4.	Curtain bigl (washing and ironing)	
5.	Curtains Reshami (VIP) (washing and ironing)	
6.	Napkin (washing and ironing)	
7.	Car Seat cover complete set(washing and ironing)	
8.	Table sheet	
9.	Bed sheet	
10.	Pillow cover	
11.	Sofa set dry cleaning per seater	
12.	Cushion chairs dry cleaning	