

**No. 14017/1/2016-Genl.**  
**Government of India**  
**Ministry of Textiles**

UdyogBhawan, New Delhi  
March, 2016

To  
As per list

Subject: Limited Tender Enquiry for Annual Contract for dry cleaning/vacuum cleaning/cleaning of Sofa Sets/Cushion chairs/rooms/floors etc. for the period 1/04/2016-31/03/2017 in the Ministry of Textiles, Udyog Bhawan, New Delhi.

Sir,

The Ministry of Textiles invites sealed bids for the award of Annual Contract for dry cleaning/vacuum cleaning/cleaning of Sofa Sets/Cushion chairs/rooms/floors etc. on annual basis through limited tender enquiry. The details of dry cleaning/vacuum cleaning/cleaning of Sofa Sets/Cushion Chairs/rooms/floors etc. are given in Annexure-I.

2. The following are the terms and conditions for the firms for submission of bids:
- (a) The firm should be a reputed firm having its registered office.
  - (b) The firm should be registered with the Delhi Sales Tax /Service Tax /Delhi Value Added Tax (DVAT) Act, 2004.
  - (c) The firm should have a minimum of five years experience in the business of above mentioned items with the Central Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
  - (d) The firm should have a valid PAN number.
  - (e) The firm should have minimum annual turnover of **Rs. 10 lakh** during each of the last three years.
  - (f) The owner /proprietor /manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
  - (g) The contract will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.
  - (h) In case the selected firm is not able to provide satisfactory service to this Ministry in time during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
  - (i) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
  - (j) The firms should quote unconditional rates strictly as per list of work. There should be no cutting/overwriting in the bids.

- (k) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 5,000/- (Rupees five thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
- (l) The successful bidder will have to deposit Performance Security Money for an amount of Rs. 10,000 /- (Rs. ten thousand only) in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm including warranty obligations. Bid security of the successful bidder will be refunded on receipt of Performance Security.
- (m) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.
3. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-II & Annexure-III respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for Annual Contract for Dry cleaning/vacuum cleaning/cleaning of Sofa Sets/Cushion chairs/rooms/floors etc" addressed to the **Under Secretary (Admn.), Ministry of Textiles, Room No. 29B, Udyog Bhawan, New Delhi and should reach him / her latest by 03.00 PM on 28 March, 2016.** Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 28 March, 2016 at 03.30 P.M. in Room No. 29B, Udyog Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.
4. This tender enquiry is also available on the Ministry of Textiles' website i.e., [texmin.nic.in](http://texmin.nic.in).

**Yours faithfully,**

( Jayashree Sivakumar )  
Under Secretary to the Govt. of India

Encls: As above.

**Copy to:** NIC, Ministry of Textiles for uploading on the website of Ministry of Textiles.

## Annexure- I

### Description of Work:-

<b>Sl. No.</b>	<b>Details of the work</b>
1.	Carpet Dry cleaning (per sq.ft)
2.	Sofa Set (per seat)
3.	Chair (per chair)
4.	Chick plate (vertical blind) (per plate)
5.	Curtain (per penal)
6.	Vacuum cleaning (per sq. ft.)
7.	Cleaning & Polishing of floor (wooden) (per sq. ft.)
8.	Carpet Vacuum cleaning (per sq. ft.)
9.	Pest Control (per sq. ft.)
10.	Any other item (details may be given and the rate quoted accordingly)

**Format of Technical Bid**

1. Name of the Firm :
2. Name of the owner / proprietor:
3. Address of the registered office of the firm:
4. Telephone / Mobile No.:
5. Registration No. of Delhi Sales Tax /  
Delhi Value Added Tax (A copy of the  
Registration Certificate to be attached):
6. PAN No. of the firm (A copy of PAN  
Card to be enclosed):
7. Experience in years (Documentary proof  
in support thereof may be attached):
8. Annual Turnover during the last three years:  
(Attach documentary proof)  
2012-13:  
2013-14:  
2014-15:
9. Details of Bid Security(Earnest Money):  
Demand Draft Amount:  
Demand Draft Number:  
Demand Draft Date :  
Name of Issuing Bank:

(Signature of the Owner/Proprietor with seal)

Date:

Place:

Note : Bids received without above mentioned documents will be rejected summarily

## Annexure-III

### Format of Financial Bid

<b>Sl. No.</b>	<b>Details of the work</b>	<b>Rates</b>
1.	Carpet Dry cleaning (per sq.ft)	
2.	Sofa Set (per seat)	
3.	Chair (per chair)	
4.	Chick plate (vertical blind) (per plate)	
5.	Curtain (per penal)	
6.	Vacuum cleaning (per sq. ft.)	
7.	Cleaning & Polishing of floor (wooden) (per sq. ft.)	
8.	Carpet Vacuum cleaning (per sq. ft.)	
9.	Pest Control (per sq. ft.)	
10.	Any other item (details may be given and the rate quoted accordingly)	

Note: The rates quoted should be exclusive of VAT.

(Signature of the Owner/Proprietor with seal)

Date:

Place: