

TENDER NOTICE

Sealed tenders are invited from reputed firms/agencies for dry cleaning of Chairs, Sofa set, Vertical blinds, Partitions, Sofa covers, Chairs covers, Curtain, Carpet, Cushion etc. in the office of Ministry of Minority Affairs, 11th Floor, Paryavaran Bhawan, New Delhi.

2. The tender must be superscribed with "Tender for cleaning and washing and must be sent in the cover, duly sealed. The last date of receipt of tender is 02.09.2014 up to 3:00 p.m. and tender will be opened on the same day at 03:30 p.m. in the presence of representation of the tenders if they wish.

3. The terms and conditions of the tender is as under:-

(a) The tenderer should submit the documentary proof regarding his/her past experience during the last three years in the Government, Department and Undertakings.

(b) An earnest money of Rs.2000/- (Rupees Two Thousand Only) must be enclosed in the form of Demand Draft in favour of the DDO, Minority Affairs, New Delhi-110003. Tender not accompanying the earnest money shall be rejected.

(c) The firms/agencies should have tax number i.e. TIN/VAT/Service Tax.

(d) The rates quoted will remain valid for a period of one year from the date of acceptance. The contract may be cancelled by the Ministry at any time without assigning any reason.

(e) The successful tenderer will have to deposit a sum of Rs.4,000/- (Rupees Four Thousand Only) as security money.

(f) The selected agency shall receive the clothes etc. for dry cleaning from the office of Minority Affairs on any working day of the week at 05:00 PM and shall return these clothes after 2 days by 10:00 AM. If the clothes are not returned in time limit a suitable penalty of Rs.10/- per cloth be imposed.

(g) In case of any dispute, the decision of JS(A), Head of Department shall be final and binding on both the parties.

(h) The tenderer shall be responsible for any damage/loss to the article/object during the dry-cleaning/washing etc.

4. The prescribed proforma for quoting rates for the aforesaid work is appended. Tender documents may be downloaded from our website www.minorityaffairs.gov.in. For any further clarification the undersigned or Section Officer (General) at no.24364287 may be contacted.

(K. D. Singh)

Under Secretary to the Govt. of India
Tel. No. 24364277

F.No. D-13018/1/2011-Genl., Ministry of Minority Affairs

Dated, the 21st August, 2014

S.No.	Name of Items	Unit per	Rates in figure	Rates in words
1.	Dry Cleaning of visitors chairs	One piece		
2.	Dry cleaning of executive chairs	One piece		
3.	Dry cleaning of computer chairs	One piece		
4.	Chair cushion	One piece		
5.	Chair cover	One piece		
6.	Dry cleaning of sofa set	One piece		
7.	Dry cleaning of sofa set cushioned	One piece		
8.	Sofa cover	One piece		
9.	Dry cleaning of curtain	One sq.ft.		
10.	Car curtain	One sq.ft.		
11.	Dry cleaning of carpet	One sq.ft.		
12.	Towel small and big size	One piece		
13.	Car seat cover	One piece		
14.	Washing of vertical blinds & fixing	One sq.ft.		
15.	Cleaning of partitions of work stations	One sq.ft.		

M/s ANK Mill Enterprises
1182/13, 3rd Floor, Govindpuri
Kalkaji New Delhi-110019

M/s Ananya Creation
6/210, Dakshinpuri Extn.
New Delhi-110062

M/s Avon Enterprises
2032, Chitra Gupta Road
Chuna Mandi, Pahar ganj
New Delhi-110055

M/s J.M.K. Enterprises
R2-J 66/216, West Sagarpur
New Delhi-110046

M/s Ritu & Nishika Enterprises
2/277 Dakshinpuri Extn.
New Delhi-110062