

No. D-38011/1/2013-ISC  
Government of India  
Inter-State Council Secretariat  
Ministry of Home Affairs  
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Vigyan Bhawan Annexe, New Delhi  
Dated : 6<sup>th</sup> June, 2017

To

Subject :- Limited tender enquiry for finalizing Annual Rate Contract for washing/drycleaning of office Towels/sofa seat cover/car seat cover of Inter-State Council Secretariat/Zonal Council Secretariat.

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Sir,

I am directed to invite limited tender for washing/dry cleaning of office Towels/sofa seat covers/car seat covers of Inter-State Council Secretariat/Zonal Council Secretariat in the following format :-

Sl. No.	Description of items	Rate of washing/dry cleaning per unit/ per seat
i.	Towels (Big size)	
ii.	Towel (small size)	
iii.	Sofa seat Covers(Big)	
iv.	Sofa seat Covers(small)	
v.	Car seat Covers(Big)	

i. The Quotation may be submitted in sealed cover super scribed "**Limited tender for washing of office Towels/sofa seat cover/car seat cover**" on following address, Deputy Secretary(Admn.), Inter State Council Secretariat, Room No. 352, Vigyan Bhavan Annexe, New Delhi, so as to reach him latest by 3.00 P.M. on **22.6.2017**. Quotations will be opened on the same day at 4.00 P.M. in room No. 352, Vigyan -Bhavan Annexe, New Delhi. Owners of the firms or authorized representatives of the companies who wish to be present at the time of opening of the quotations will be allowed. The tender will also available on the website of ISCS/central tender portal i.e. **www. interstatecouncil.nic.in / tenders.gov. in.**

ii. The firm will be liable to collect these office towels/seat covers from the respective rooms of this Secretariat and distribute them after washing in the respective rooms on each week as per convenience of this Secretariat. Generally these clothes are collected on Friday and distributed after washing on Monday in each week.



iii. All the envelopes should be sealed properly with wax. Partially sealed, pasted and stappled envelope shall not be acceptable. In case the tender is of more than one page it must be signed and stamped properly.

iv. Mere quoting lowest rates will not be liable to award the Contract but the firms are required to furnish copies of documentary evidence regarding providing such maintenance services least in one ministries/Departments. The details of tax etc. should be clearly mentioned failing which it will be assumed the rates are inclusive of taxes.

v. Owners of the firms or their duly authorized representatives who wish to be present at that time of opening of the quotation, will be allowed to be present during opening of the Bids.

vi. Each quotation must be accompanied by an earnest money of 2,000/- (Rupees Two thousand only) in the form of a "Crossed Demand Draft drawn in favour of "Pay & Accounts Officer, Ministry of Home Affairs, New - Delhi". The tenders not accompanied by the earnest money shall be rejected outrightly. The earnest money is refundable and will be refunded to the respective firms after finalization of the Contract.

viii. The successful bidder has to deposit an amount of 2000/- (Rupees Two thousand only ) as refundable Performance Security for which no interest shall be paid. If it has been found that the firm is not providing satisfactory service the same will be forfeited.

ix. The Contract charges will be paid in four installments each at the end of 3 months.

x. The rate of the Contract will be valid for the whole period of the Contract and no request/claim for any hike in the approved rates would entertained, under any circumstances, during the period of the Contract.

xi. Copy of Service Tax Numbers (self attested) to be given.

xii. Copy of PAN Number (self attested) to be given.

xiii. No advance payment shall be made. The payment shall be paid on six monthly basis after production of satisfactory report of the concerned user.

xvi. No quotation received after **3.00 P.M.** on **22.06.2017** will be accepted. This Secretariat reserves the right to select or reject any or all quotations without assigning any reasons whatsoever.



xvii. Any dispute arising regarding this Contract shall be subject to the jurisdiction of Hon'ble Court Delhi.

For any clarification regarding installation of any Contract related items Under Secretary(Admn.) (Telephone No. 23022155) may be contacted.

Yours faithfully,



(P. S. Thakur)

Under Secretary to the Government of India  
Tel. 23022155

Copy to : Shri Sibli Siraji, System Analyst, NIC for uploading this quotation on the website of ISCS