

No. 29017/3/2011-GA
Government of India
Ministry of Environment & Forests
(G.A. Section)

Paryavaran Bhavan
C.G.O. Complex, Lodi Road
New Delhi-110003

Dated:5th December, 2011

T E N D E R N O T I C E

(CLOSING DATE:1500 HOURS OF 19TH DECEMBER. 2011)

Subject:- AMC for Cleaning/ Dry-Cleaning/ Washing of Sofa Sets, Chairs, Seat/ Chair/ Sofa's Covers, Carpets, Towels, Curtains, etc., in Paryavaran Bhavan, C.G.O. Complex, Lodi Road New Delhi reg.

Sealed tender are invited from reputed dry cleaning firms/ agencies for award of contract for dry-cleaning/ washing of Sofa Sets, Chairs, Carpets, towels, Sofa's Covers etc., in the Ministry of Environment & Forests for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firms.

2. A copy of the Proforma and detailed terms and conditions are enclosed herewith. Compete tender document may be downloaded from this Ministry's official web-site (<http://envfor.nic.in>).

3. The bidder shall submit Demand draft/Pay order for Rs. 15,000/- (Fifteen Thousand only) issued by any Commercial Bank in favor of "Pay and Account Officer, Ministry of Environment & Forests, New Delhi along with the bid towards Earnest Money deposit. Earnest Money Deposit will be returned to the unsuccessful tenders after finalization of the contract.

4. The tender shall be dropped in the tender box kept at the reception area of Paryavaran Bhavan, C.G.O. Complex, New Delhi, **by 19th December, 2011 up to 03:00 PM**. No tender shall be entertained beyond the stipulated date and time under any circumstances whatsoever. No inquiry after submission of the bid will be entertained.

5. The tenders will be opened on the same day i.e. on 19th December, 2011 at 03:30 PM in the Room No. 104, 1st Floor, Paryavaran Bhavan, New Delhi-110003 in the presence of the Committee constituted for this purpose

and the representatives of the firms/ Agencies/ Companies who may wish to be present.

6. The sealed envelope containing the Tender should be super-scribed "**Tender for annual Contract**" for Cleaning/Dry-cleaning/ washing of Sofa Set, Chairs, Carpet, towels, curtains, Sofa Covers, etc., in the Ministry of Environment & Forests, Paryavaran Bhavan, C.G.O. Complex, New Delhi.

7. This Ministry reserves the right to amend/modify any or all the terms and conditions of the tender document. The Ministry also reserves the right to cancel the tender at any time without assigning any reason, thereof.

(S. Mahapatra)
Under Secretary to Govt. of India
Tel # 24363021

Copy to:- Director(NIC) with the request to upload the Tender Notice in the web site of Ministry of Environment & Forests.

TERMS & CONDITIONS

1. The Firms/ Agencies/ Companies participating in the bidding must be registered with Service Tax Department.
2. The tenderer should have experience and expertise in dry- cleaning and related works in Central/ State Government Ministries/ Departments/ Public Sector Undertakings/ Autonomous bodies. Copies of work orders / experience certificate must be enclosed with the bid.
3. The Tender shall be dropped in the tender box kept at the G.A. Section Ministry of Environment & Forests, Paryavaran Bhavan C.G.O. Complex, New Delhi on 19th December, 2011 (3.00 PM). The sealed envelope containing the quotation should be super-scribed "**Tender for annual Contract** for Cleaning/Dry-cleaning/ washing of Sofa Sets, Chairs, Carpets, towels, curtains, Sofa's Covers, etc., in the Ministry of Environment & Forests, Paryavaran Bhavan C.G.O. Complex, New Delhi.
4. The bidder shall submit the following documents along with their bid:
 1. Self-attested copy of PAN.
 2. Self-attested copy of Service Tax Registration Certificate.
 3. Experience certificate from Central/ State Government Ministries / Departments/ Public Sector Undertakings (including Public Sector Banks)/ Autonomous bodies for the last two years.
 4. A Self-certificate on the letter head of the Firm that the firm is not black listed by any Central/State Government Ministries/ Departments/ Public Sector Undertakings including Public Sector Banks.
 5. Demand Draft/ Pay Order for Rs. 15,000/- in favor of "Pay and Accounts Officer, Ministry of Environment & Forests".
 6. Balance Sheet of last two years.
 7. Duly audited turnover certificate not less than Rs.5.00 lakhs during each of last two financial years
5. The period of the contract shall be effective from the date it would be awarded and formalities completed. It will be valid for a period of one years and may be extended further on a yearly/ Half-yearly basis subject to satisfactory performance, on the same terms and conditions up to maximum period of three years. It may be curtailed depending upon review of performance of the contractor after every three months.

6. No bidder will be allowed to withdraw after submission of bid" otherwise, the Earnest Money of Rs.15,000/- submitted by the bidding firm would stand forfeited. In case, the successful bidder declines the offer of contract, for whatsoever reasons, his Earnest Money Deposit will be forfeited.
7. The Successful bidder shall deposit a Performance Security Deposit @ 10% of the contract value in the form of Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank hypothecated in favor of Pay & Accounts Officer, Ministry of Environment & Forests, New Delhi, which will be valid beyond 60 days of the expiry of contract period of one year. In case of extension of contract, fresh performance security deposit will have to be deposited. It would be returned to the contractor after the successful completion of the contract.
8. The bidder shall submit the bids in the prescribed format enclosed at "Annexure-A" of tender document. Per unit rate and total cost of each of the article in the column mentioned in the Proforma at Annexure-A has to be quoted separately.
9. Overwriting/ corrections/ cuttings in the financial part of the tender are not permitted and all such tenders would be summarily rejected. Incomplete or blank quoting of rate in financial part of tender document/ tender without Earnest Money Deposit in required form would result in rejection of tender and shall not be considered under any circumstances.

The tenders received after due date and time will be considered as "Late bid" and shall not be entertained. It will be returned unopened to the tenderer(s).

10. It is the responsibility of the Firm to depute skilled and experienced dry-cleaners at least twice in a week for Ministry of Environment & Forests at Paryavaran Bhavan, C.G.O Complex, New Delhi Annex. He would be responsible to carry out the specified work/ task within the stipulated time. However, in case of emergency/ urgency, firm can be asked to provide its services even beyond office hours/ holidays for which no extra payment shall be made.
11. The Firm would be required to collect, deliver and fix and dry cleaned clothes, etc., in the respective rooms of Ministry of Environment & Forests Paryavaran Bhavan, C.G.O Complex, New Delhi Annex, through their man power.
12. The Successful bidder should submit a list of its workers/ manpower along with their photographs, residential address and other

details and Police Verification report to the Under Secretary (GA), immediately after the contract is awarded.

13. The lowest tenderer/L1 will be declared on the basis of total value / Expenditure calculated on the basis of the quoted price in proforma at "**Annexure-A**" for all the items.
14. If the work of the firm is not found satisfactory. Ministry reserves the right to terminate the contract at any time and decision of the Ministry will be final and binding on the contractor.
15. The Competent Authority of the Ministry of Environment & Forests reserves the right to reject all or any terms and conditions of the tender in whole, or in part, without assigning any reason.
16. In case of breach of any terms and conditions attached to this contract, performance security deposit of the firm will liable to be forfeited by this Ministry besides annulment of the contract.
17. Ministry reserves the right to terminate the contract at any time, if the services are not found satisfactory. The Ministry has the right to award the contract to any other agency at the cost, risk and responsibility of the bidder and excess expenditure incurred on account of this will be recovered by the Ministry from its security Deposit or pending bills or by raising a separate claim.
18. The staff deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government Property.
19. If any incident of theft/ pilferage by the worker of the contractor is reported causing pecuniary loss to the Government, the entire cost will be recovered from the firm besides annulment of the contract.
20. If any action or inaction on the part of workers of the contractor causing damage to contracted item(s) is reported then full amount equivalent to that of damaged article will be recovered from the contractor in addition to any other action as deemed appropriate by the Competent Authority.
21. The contractor will raise bill in triplicate on every month up to 10th of the succeeding month. The payment will therefore be made on monthly basis.
22. No advance payment will be made. Government tax, namely, Sale Tax/ VAT will be payable wherever applicable and the bill to be

submitted by the contractor should bear valid tax registration number. Validity of the tax registration during the period of contract shall be sole responsibility of the contractor.

23. Each page of the tender document should be signed and stamped by the authorized signatory of the bidding firm in acceptance of the terms and conditions laid by the Ministry.
24. The successful bidder will have to commence the work within 15 days of acceptance of contract. Otherwise, the contract will be cancelled and the Earnest Money Deposit will be forfeited.
25. The firm/agency/company should not be black listed by any Central/State Government Ministries/ Departments/ Public Sector Undertakings including public sector banks/ Autonomous bodies.
26. These terms and conditions are not exhaustive but general in nature. Ministry shall have the right to clarify any clause or part thereof of the terms and conditions and that will be final & binding.
27. In the event of any dispute arising out of this contract, the same shall be referred to arbitration by a mutually nominated sole Arbitrator under the relevant provisions of Arbitration and Conciliation Act, 1996. The place of arbitration shall be New Delhi. Should the dispute need to be reference to a Court of Law, the same would be referred to the Courts at New Delhi.

(S. Mahapatra)
Under Secretary to the Govt. of India
Tel # 24363021

ANNEXURE-I

RATES FOR DRY CLEANING/ WASHING OF THE ARTICLES

SI No.	Name of the Article	Rate per unit in Rs. (Excluding Tax)
1.	Carpet (Woolen/ Acrylic) (per Sq.Ft)	
2.	Coir Mat (per Sq. Ft.)	
3.	Sofa –Set (per seat)	
4.	Cushion Chair /Visiting Chair	
5.	Officer’s Executive Chair/Computer Chair	
6.	Bed Sheet	
7.	Window Curtain (cotton)	
8.	Window Curtain (Silk)	
9.	Loose Covers of Sofa/Chairs etc., (Per piece)	
10.	Vertical Blinds (per sq. ft.)	
11.	Vertical Blinds/Wall Panel vacuum cleaning	
12.	Table Cloth (per piece)	
13.	Big Towels (per piece)	
14.	Small Towels (per piece)	
15.	Pillow Covers	
16.	Car Seat Cover (set)	

(Signature of Authorized Signatory with date)

**(Name of the Authorized signatory)
Seal containing name of the Firm/Agency
with full Postal Address & Contract Number**