

D-14017/03/1996-Gen.II
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the April .2006.

Planning Commission has proposed to call for sealed quotations for finalizing the contract for dry cleaning of the misc. items of the Planning Commission. A copy of the proforma and detailed terms & conditions are enclosed.

2. In case, your firm/agency desires to participate in the tender, you may submit your rates in the enclosed proforma alongwith other relevant documents (specified in the terms & conditions) and deposit the same in a sealed cover in the tender box placed at the Reception of the Yojana Bhavan on or before 12.00 Noon on 19.04.2006. The quotations will be opened by a Tender Evaluation Committee in the presence of the representatives of the participating firms/agencies who may wish to be present on the same day at 3.00PM in the room of Under Secretary(GA), Planning Commission, Sansad Marg, New Delhi.(Room No. 411).

-sd-

(Pawan Kumar)
Under Secretary to the Govt. of India

Terms & Conditions

- i) The normal period of the contract shall be from the date it is awarded and shall remain in force till 31.3.2007.
- ii) The firm wishing to participate in the tender will be required to deposit a bank draft/pay order of Rs.2000/- (Rs. Two thousand only) drawn in favour of Pay & Accounts Officer, Planning Commission, being the earnest money.
- iii) In case of the successful bidder, the earnest money would be converted into security money and shall remain in the custody of the Planning Commission till the successful completion of the contract.. The earnest money in respect of other bidders would be refunded after the finalization of the contract.
- iv) If the firm is found not adhering to the terms & conditions governing the contract at any stage, the same would be terminated without any notice and loss, if any, that may occur on this account will be recoverable from security money deposited by the firm..
- v) The firm would be required to carry out the job within the premises of the Yojana Bhavan. Only such dry cleaning work that cannot be undertaken in the office premises viz. dry cleaning of the sofa/chair covers etc. would be allowed to be done outside the building and no extra charges would be paid on this account.
- vi) It would be the responsibility of the firm to depute/send skilled and experienced workers/dry cleaners normally at least twice in a week. They would be responsible to carry out the specified job within the specified 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.
- vii) The firm would be required to deliver and fix the dry cleaned cloths etc. in the respective rooms of the Planning Commission through their manpower.
- viii) No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of the Contract.
- ix) No advance payment will be made in any case.
- x) In case of any dispute, the decision of the Head of the Department of the Planning Commission shall be final.
- xi) The bill should be submitted in triplicate. Government tax, namely, Service Tax/VAT will be payable wherever applicable and the bill to be submitted by the firm should bear valid tax registration number. Validity of the tax registration during the period of contract shall be the sole responsibility of the firm.
- xii) These terms & conditions are not exhaustive but general in nature. Planning Commission shall have the right to clarify any clause or part thereof of the terms & conditions and that will be final & binding.
- xiii) The interested firms may submit or send by post their rates in a sealed cover in the prescribed proforma in the tender box kept in the Reception Area of the Yojana Bhavan, Sansad Marg, New Delhi. The sealed cover should be super scribed as “Tender for the Dry Cleaning” and should be addressed to The Under Secretary, General II Section, Planning Commission, New Delhi.

- xiv) The quotations must be deposited before 12.00 Noon on 19.4.2006. The same would be opened by the Tender Committee on the same day at 3.00 PM in the Room of the Under Secretary (Gen.II) (Room No. 411) Yojana Bhavan, Sansad Marg, New Delhi in the presence of the representatives of the firms who may wish to be present.

-sd-

(Pawan Kumar)

Under Secretary to the Govt. of India

Planning Commission.

Rates for dry cleaning/Washing of the articles

Sl.No.	Name of the Article	Rate/ Unit.
1.	Carpet (Woolen/Acrylic) (per sq. ft.)	
2.	Coir Mat (Per Sq. ft.)	
3.	Sofa (Three Seater)	
4.	Sofa (Single Seater)	
5.	Cushion Chair/Visitor Chair	
6.	Officer” Revolving Chair/Computer Chair	
7.	Bed Sheet	
8.	Window Curtain	
9.	Loose Covers of Sofa/ Chairs etc. (Per piece)	
10.	Verticle Blinds (Per piece)	
11.	Table Cloth (Per piece)	

(Authorized Signatory)
(Name ,Address &Contact No. of the Firm)