

D-15014/7/2014-ADMN-III
Government of India
Ministry of Information & Broadcasting

New Delhi, Dated: 04.04.2014

Subject: Washing of Towels, Sofa Cover, Bed Sheets & Napkins etc. for use in the Ministry of Information & Broadcasting (Main Sectt.) regarding.

The sealed quotations from leading firms are invited for washing of Towels, Sofa Cover, Bed Sheets & Napkins etc., (which are in the Ministry of Information and Broadcasting, Main Sectt., for a period of one year, as per list of items enclosed.

2. The quotations may be sent addressed to the Under Secretary, Room No. 544-B, "A" Wing, Shastri Bhawan, New Delhi in sealed cover super scribed quotations for the washing of Towels, Sofa Cover, Bed Sheets & Napkins etc., latest by 3.00 P.M on 21st April 2014. Quotations received after stipulated date and time shall not be entertained ignoring any reason whatsoever.

3. The supply will be governed by the following terms and conditions.

- (a) The terms and rates quoted in response to the quotations will remain in force from the date of quotation till date of finalization of quotations without any change whatsoever.
- (b) The washable items must be neat and clean and be washed in hygienic condition.
- (c) The rate should be inclusive of collection and delivery charges of the above items.
- (d) The successful supplier shall meet all the requirements of the Ministry immediately after receipt of the supply of the washing materials and in any case within a maximum period of 3 days from the date of receipt of the supply order. However, the supply of urgent nature shall must be made on the same day.

4. The Ministry can terminate the contract entered into at any time before its expiry, without assigning any reason. The decision of this Ministry shall be final and binding upon the contractor.

5. The quotation received will be opened on the same day i.e. 21st April, 2014 at 3.30 p.m. in the chamber of Under Secretary (Admn.) Room No. 544-B, 5th. floor, M/o Information and Broadcasting, Shastri Bhawan, New Delhi. The quotationer or its authorized representative may, if so desires, be present at the time of opening of quotations.

...2/-

6. The Ministry of Information and Broadcasting reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this Ministry in this regard shall be final and binding on the firm. Any clarification in the matter may please be obtained from the telephone Nos. 23386086/23982557.

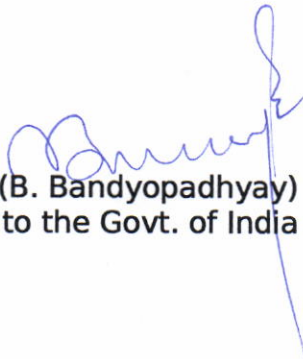
Yours faithfully


(B. Bandyopadhyay)

Under Secretary to the Govt. of India
Tele: 23389460

Copy to:-

1. All Ministries/Department, with the request that the contractors working under them, may please be apprised to be contents of this letter and asked to quote for the above job, if they are interested.
2. All Media Units of the M/o I&B, with similar request.
3. Website of the Ministry through NIC.
4. Notice Board.


(B. Bandyopadhyay)

Under Secretary to the Govt. of India

Encl. As above.

Washing item for the period w.e.f. 15.05.2014 to 14.05.2015

Sl. No	Name of item for Washing	Rate in Rupees per item
1.	Towel	
2.	Bed Sheet	
3.	Pillow Cover	
4.	Sofa Cover	
5.	Cloth Napkins	
6.	Curtain (window)	
7.	Curtain (door)	

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