

**No.D-14018/01/2013-Admn.-III**  
Government of India  
Ministry of Information & Broadcasting  
A-Wing, Shastri Bhawan, New Delhi: 110001  
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Shastri Bhawan, New Delhi  
Dated 02.05.2013

To

**All Intended Persons / Firms.**

**Subject: Annual contract for dry-cleaning of carpets, chairs, sofa-sets, curtains etc in the Ministry of Information & Broadcasting.**

Ministry of Information & Broadcasting invites **SEALED QUOTATIONS** for the work dry-cleaning of carpets, chairs, sofa-sets, curtains etc. for a period of one year from the date of awarding AMC as per the details given in the Annexure. This period can be extended further / curtailed based on the performance.

2. Intended persons / firms may submit their quotations completed in all respects to Admn.-III Section, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi up to 11:00 a.m. on 21.05.2013. These quotations will be opened on 21.05.2013 at 4:00 p.m. in Room No. 544, A-Wing, Shastri Bhawan, New Delhi. The interested tenderers may remain present. The tenders received after due date & time will not be accepted in any case.

3. "Quotations for the Dry-Cleaning work" must be super scribed on the top of the Envelope of the quotation other wise the quotation will not be opened.

4. The Ministry reserves the right to cancel the process of tender / contract at any point of time without assigning any reason.

5. Intended persons / firms may quote the rates as per enclosed performa.

6. Terms & Conditions for the contract / quotations are enclosed which will required to be signed by the Contractor.



(S.S. Bedi)

Under Secretary to the Govt. of India  
Ph. No. 23384990

Copy to:-

1. **All Ministries / Departments of Govt. of India**, New Delhi with the request that this enquiry may please be given wide publicity and contractors employed by them may please be persuaded to submit their quotation.
2. **NIC** with the request to post the tender notice on the official website of the Ministry and withdraw from the site in the afternoon of 21.05.2013.
3. **Central Public Procurement Portal.**

### Terms & Conditions

1. This contract will be for a period of one year initially. Ministry of Information & Broadcasting can extend the period if services found up to the mark. In case of complaint / non-satisfactory performance the period will be reduced.
2. Contractor should have a valid PAN No. (copy should be attached).
3. Contractor or his authorized representative shall have to visit the Ministry as directed to collect the work. The work shall have to be completed as per the requirement.
4. Ministry of I&B reserves the right to reject any quotation completely or partially without assigning any reason.
5. The firm should have the experience of working in Govt. Ministries / Departments and must be working in at least one Govt. office at present. Documentary Proof for the same may be enclosed.
6. Deduction will be made from the payment of the Contractor if any items be damaged/ missing during the dry-cleaning. Ministry of I&B also reserves the right to cancel the contract during the contract period, if the services of the contractor are not found satisfactory.
7. Contract can be terminated by this Ministry at any time if the work of the contractor is not found satisfactory.

Signature of the Contractor \_\_\_\_\_

Name & Address of the Person / Firm. \_\_\_\_\_

\_\_\_\_\_

Phone Number : \_\_\_\_\_

Dry-Cleaning job of following items is required

S.No.	Name of items	Rate
1.	Sofa Set (per seat)	Rs.
2.	Office Chairs	Rs.
3.	Exe. Chairs	Rs.
4.	V. Blinds (per strip)	Rs.
5.	Cushion	Rs.
6.	Carpet	Rs.
7.	Curtain (Window size)	Rs.
8.	Curtain (Door size)	Rs.
9.	Sofa chair cover	Rs.
10.	Towel	Rs.

Signature of the Contractor \_\_\_\_\_

Name & Address of the Person / Firm. \_\_\_\_\_

Phone Number : \_\_\_\_\_

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