

F.No.13011/1/2020-Admn.  
Government of India  
Ministry of Chemicals and Fertilizers  
Deptt. of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi.  
Dated the 9<sup>th</sup> January, 2020

To  
As per list

Subject: Award of contract for Dry-cleaning work in the Department of Chemicals and Petrochemicals.

Sir,

Department of Chemicals & Petrochemicals intends to award annual contract for Dry-cleaning work in various rooms of Shastri Bhawan, Janpath Bhawan, and Udyog Bhawan, New Delhi. The Department is looking for reputed firms having adequate familiarity/experience in the field.

2. The tender form (Annexure-1) must be sent in sealed cover prominently marked as "ANNUAL CONTRACT FOR DRY-CLEANING WORK". Sealed tenders are to be dropped in the tender box kept in the Reception of Department of Chemicals and Petrochemicals, Gate No.3, Shastri Bhawan, New Delhi by 3:00 PM of 30-1-2020.. The tenders will be opened on 30-1-2020 at 4.00 P.M. in Room No. 434-C wing, Shastri Bhawan, New Delhi in the presence of the tenderers or their representative who may wish to be present at that time

**Terms and conditions of the tender & resultant contract shall be as under:-**

- a. Tenders from only those firms will be entertained which are registered for the services desired in the tender and have GST Number, PAN No. **The quotation must be submitted in the proforma given at Annexure-I**
- b. The successful bidder would have to deposit an amount of Rs. 5000/- as security deposit in the form of Bank Guarantee drawn in favour of Department of Chemicals and Petrochemicals, New Delhi.
- c. The advance payment will not be made in any condition.
- d. The firm should have an experience of 5 years in related works. It should produce a certificate from Government Departments or Public Sector Undertakings/reputed private institutions/firms to the effect that the Firm has given satisfactory service/performance alongwith the bids without which bid is liable to be rejected.
- e. During the period of contract the firm will have to depute a qualified person to visit General Section of the Department everyday to rectify the problem of Dry-cleaning work.
- f. The Department reserves the right to summarily terminate the contract at any time without assigning any reason.
- g. The tender should be accompanied with the Earnest Money Deposit of 5,000/- in the form of DD/ Pay order from any of the Nationalized Bank in favour of P&AO(Sectt.), Department of Chemicals and Petrochemicals, New Delhi.
- h. Tenders may please quote their unconditional rates and it shall be ensured that there are no cutting/overwriting in the tender form. The price quoted at the time of submission of



tender should remain valid for 45 days from the date of tender opening and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.

- i. The contractor shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour/wage laws in force in NCT of Delhi and the Department of Chemicals and Petrochemicals shall not be a party to any dispute between the contractor and workers.
- j. The contractor shall arrange to get the character and antecedents of workers/laborers verified from Police authority before deployment and their full particulars shall be furnished to the Department of Chemicals and Petrochemicals.
- k. The Prospective bidders are free to seek any clarifications/see the kind of requirements, the Department is looking for. Section officer(Admn.), R. No. 434-C, Shastri Bhawan, New Delhi-110001.(Telephone No. 23383575) may be contacted with prior appointment on any working day before tender opening.
- l. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter. The Department reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.
- m. If any of the bidders have any objection with regard to the terms and condition of the tender, the same may be pointed out with 10 days of the issue of the tender documents.
- n. The contract may be extended for one year in case of services given by company is found satisfactory, at the sole discretion of the Department.
- o. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or Officer nominated by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi.

Yours faithfully,



(Satender Prasad)

Under Secretary to the Govt. of India  
Telephone No. 23386013(o)

Copy to NIC, for immediate display on the website of the Deptt.



**Annexure-I**

S. No.	Articles for Dry-cleaning	Amount( Rs.)
1	Visitors charis	
2	Executive chairs	
3	Computer chairs	
4	Sofa Set 5 seat	
5	Vertical Blind and fixing per strip	
6	Curtains per panal	
7	Carpet per sqf	
8	Partitions(PVC) per sqf	
9	Window Glass per sqf	

