

No. 14014/09/2019- Ad.III
Government of India/भारत सरकार
Ministry of Home Affairs/गृह मंत्रालय

Hall No. 2, North Block,
New Delhi: the 18th March, 2020

e-TENDER NOTICE

E-Tender is invited for Dry-cleaning of carpets, sofa, chairs, curtains, blinds and washing of towels & other items in the Ministry of Home Affairs, New Delhi. The contract will be initially valid for a period of **One Year (12 months)** from the date of award of contract.

2. The firms who are interested, have to submit their Bids online through e-procurement portal <http://eprocure.gov.in/eprocure/app> only. Tenders sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc., are also required to be scanned and uploaded along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. Only such firms are eligible to submit their tender/bid which fulfills following conditions.

- d) Proof of Registration with the Delhi **Sales Tax/Delhi Value Added Tax (DVAT)/Service Tax/GST Registration Certificates;**
- e) Proof of PAN Card; and
- f) Proof of Turnover for the last three (3) years. (5 Lakh per annum)

4. The **Earnest money Deposit (EMD)** of **Rs.25,000/-** (Rupees Twenty Five Thousand only) in the form of Demand Draft/Pay Order/Bankers cheque drawn in favour of **Drawing & Disbursing Officer (Cash)**, Ministry of Home Affairs, New Delhi has to be submitted to the Section Officer (Ad.III), MHA, New Delhi (Hall No. 2, Jalebi Chowk, North Block, New Delhi) by **11:00 A.M.** till **08/04/2020**. The Earnest Money will be refunded to the un-successful bidder's after finalization of the contract. After award of contract the contractor has to deposit **Rs.50,000/-** in the form of **FDR** in favour of **DDO(Cash), MHA**, New Delhi as Performance Security Deposit to be valid up-to 14 months from the date of commencement of contract.

5. All entries should be legible and filled clearly, if the space provided for furnishing information is insufficient; a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction in the Bid is permitted.

6. The interested, firms may quote their rates indicating the charges for all the items in respect of the Dry-cleaning/Washing as per the proforma given at **Annexure-II**.

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7. The contract shall be awarded initially for one year which can be extended further on the basis of satisfactory service as well as on mutual understanding. The rates quoted should be valid for one year. Conditional bids shall not be considered and will be rejected summarily.

8. The e- Bid shall be opened online on the scheduled date and time at **11:00 A.M.** on **09/04/2020**.

9. No bidding firm will be allowed to withdraw its bid after opening of bids. If any firm intends to withdraw after opening of Technical Bid their EMD will be forfeited.

10. The Ministry reserves the right to reject any or all the tenders at any time or relax/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof, any inquiry after submission of the quotation will not be entertained.

11. The tender documents can be downloaded from the e-procurement portal/websites: <http://eprocure.gov.in/eprocure/app> from **18/03/2020** to **08/04/2020** up-to **11:00 A.M.**



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Terms and conditions of the contract shall be as under:-

1. Period of Contract initially would be for one year (12 months). However, the contract would be further extended for maximum two (2) years on the basis of satisfactory service provided by the firm during the above mentioned period.
2. The contract can be terminated by this Ministry at any time without assigning any reason thereof. The decision of this Ministry shall be final and binding on the contractor/firm.
3. Payment will be made to the contractor on monthly basis after the successful completion of the work. No advance payment will be made to the firm. In case, items are required to be taken outside the office premises, no to and fro charges will be given by the Ministry. The rate quote for the said work should be inclusive of all such charges as well as applicable taxes. It should be the sole responsibility of the firm to take the items from the premises of the Ministry (North Block, Major Dhyanchand Building, Jaisalmer House, NDCC-II Building, Vigyan Bhawan, Sardar Patel Bhawan) and to return in good condition at the same location within three days of receiving. One staff of firm is also required to be deployed in this Ministry for smoothly carry out the such work. Penalty of Rs. 50/- per day per item will be imposed in case of late delivery after dry-cleaning and washing work.
4. The rates quoted will be valid during the whole contract period. Request for increasing the rates between contract period shall not be entertained.
5. The Contract will be awarded to the firm on the basis of lowest (L-1) rates quoted for the items mentioned at **Annexure-II. (The unrealistic rates quoted by the firm may not be accepted for any of items and the bid of said firm will be rejected summarily).**
6. The tenders received after the specified date and time will not be considered. The Ministry reserves the right to reject any quotation/bid as a whole or in part without assigning any reason.
7. The tenders received without earnest money will not be considered. The earnest money will be returned to the unsuccessful bidders after finalization of tender process. No interest will be paid on this earnest money.
8. The successful bidder will have to deposit **Rs.50,000/-** in the form of **FDR** in favour of **DDO (Cash), MHA, New Delhi** as Performance Security Deposit to be valid up-to 14 months from the date of commencement of contract.
9. The contractor shall not employ any person who has not completed the eighteen years of age. The contractor shall be responsible for payment of wages/settlement of dues of workers/employees engaged as per Labour Law and this Ministry shall not be a party to any dispute between the contractor and workers/employees. There would be no relationship between this Ministry and labour/employees so engaged by virtue of this contract.
10. The contractor should have provided services for the similar work at least with two Government Departments in preceding three years. Certificates/ Award letters in this regard especially for Dry-cleaning and washing work have to be uploaded in the portal.

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11. The firm should have a valid registration certificate of Service Tax/GST/TIN/PAN number etc. and annual turnover of the firm must be more than Rs.5,00,000/- per annum. Copies of turnover duly certified by Chartered Accountant for last three financial year be uploaded with Technical Bid.
12. The firm should have not been black listed by any Ministry/Department of the Government of India. The tendering firm/bidders shall have to give an undertaking stating that they have not been blacklisted & banned with the Government Ministries/Departments.
13. Each page of the tender document must be signed with seal of the proprietor/signing authority. If any information furnished by the contractor is found to be incorrect at any time, the tender/contract is liable to be terminated without any notice. No irrelevant document should be uploaded with Technical bid to confuse the Department. Only required document as per the tender document be uploaded. Otherwise, bid of those bidders will be rejected summarily. No conditional bid will be entertained.
14. The bidder should give a certificate in their letter-head stating that the character and antecedents of the persons to be engaged/deployed for the said work in this Ministry are duly verified by the Delhi Police.



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Copy to :-

1. Section Officer. I.T. Cell, MHA, North Block with the request that above mentioned tender notice may kindly placed on the MHA's website for information of general public.
2. The Caretaker, North Block, NDCC-II Bldg., MDCNS, Jaisalmer House, New Delhi for pasting the copy of the tender notice on the Notice Board in their respective buildings.



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ANNEXURE-I

Sl. No.	Criteria	To be filled by Tenderer (attach the relevant document ,if required and mention the page no.)
1.	Name of the Agency:	
2.	Nature of Agency: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a PSU)	
3.	Full Address of Registered Office alongwith Telephone No., Fax No. and e-mail address	
4.	Full Address of Operating/Branch Office in Delhi alongwith Telephone No., Fax No. and e-mail address	
5.	Registration No. of the Agency/Firm	
6.	PAN of the Firm	
7.	GST of the Firm	
8.	Proof of turnover for the last three years (5 Lakhs per annum) (According to tender document)	
9.	Certificate/Award letters especially for Dry-Cleaning and washing work providing at least with two Government Departments in the preceding three years.	
10.	EMD of Rs. 25,000/- (Rs. Twenty Five Thousand only)	



ANNEXURE-II

Item No.	Name of Items	Rates (Rs.)		
		Basic	Tax	Total
Dry-cleaning :				
1.	Carpet per sq. ft.			
2.	Three Seater Sofa Set (each)			
3.	Two Seater Sofa Set (each)			
4.	Single Sofa/Chair (each)			
5.	Three Seater Sofa Set with foam rexin. (each)			
6.	Single Sofa Chair with foam rexin. (each)			
7.	Visitor Cushion Chair (each)			
8.	Easy Cushion Chair (each)			
9.	Executive Chair (each)			
10.	Computer Chair (each)			
11.	Curtain (small) (upto 4*4 ft.)			
	Curtain (Big) (above 4*4 ft.)			
12.	Vertical Blinds (per strips)			
Washing :				
1.	Loose Cover for Sofa (Three Seater)			
2.	Loose Cover for Sofa (Two Seater)			
3.	Loose Cover for Sofa (One Seater)			
4.	Loose Cover for Staff Car Seat – Front side (each)			
5.	Loose Cover for Staff Car Seat – Back side (each)			
6.	Towel big size			
7.	Towel Medium size			
8.	Towel (Hand)			
9.	Curtain (small) (upto 4*4 ft.)			
10.	Curtain (Big) (above 4*4 ft.)			
11.	Curtain of side screen (each)			
12.	Curtain of Staff Car (each)			
13.	Cushion Cover (each)			
14.	Pillow Covers (each)			
15.	Bed Sheet (each)			
16.	Uniform for the staff members working in Canteen, MHA			
	i) Coat (each)			
	ii) Pant (each)			
	iii) Cap (each)			
	iv) Napkin (each)			
	v) Gloves (each)			