

**Government of India
Ministry of Science and Technology
Department of Science and Technology
Administration II (B) Section
Technology Bhavan, New Mehrauli Road
New Delhi-110 016**

L.T.E No. –D-14016/ 01/ 2014 Admin II (B) Part I

Date: 03rd Sep., 2014

To,

As per attached list in Annexure "A" to this LTI (Application/ Quotes received from the firms/ vendors, whose name is not appearing in the list, will not be considered)

Sub: Limited Tender Inquiry for Item wise annual rate contract for dry cleaning of carpets, sofa sets, cushioned chairs and vacuum cleaning & Miscellaneous Works (Maintenance of building) in DST, Technology Bhavan, New Delhi-16 for period of one year

Dear Sirs,

For and on behalf of the President of India, sealed limited tenders are invited for the subject mentioned job in DST, Technology Bhavan, New Delhi-16 for period of one year from the date of commencement of contract and extendable yearly basis depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon, as per the attached Annexure I.

2. In case your firm is interested in the above said work, you are requested to quote your lowest prices in the enclosed Proforma (**Schedule I**) in a sealed cover alongwith the documents as mentioned in the tender document with an EMD amount of Rs.5,000/- (Rupees five thousand only) in the prescribed form (**Firms not registered with DST**). The sealed cover containing the bid should be super scribed "**Item wise annual rate contract for dry cleaning of carpets, sofa sets, cushioned chairs and vacuum cleaning Group A & Miscellaneous Works (Maintenance of building)- Group B in DST, Technology Bhavan, New Delhi-16 for period of one year, not to be opened before 23rd Sep., 2014**" and should be dropped in the tender box of Admin II (B) kept near the Reception of the Technology Bhavan **latest by 1500 hours** on or before the **23rd Sep 2014**. Sealed bids received within the closing time limit will be opened on the same day at 1530 hrs in Raman Auditorium, WH Block in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. Successful bidder will be required to submit a performance security deposit of an amount equivalent to Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft/ Fixed Deposit Receipt/ Performance Bank Guarantee from any Scheduled Commercial Indian Bank valid upto **31.12.2015**. Unsolicited bids from parties not invited, if received, will be rejected straightway and will not be opened. No representation in this regard will be considered by the Department.

4. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached schedule. Before participation, interested firms are requested to read & understand the "Important information, general instructions and terms & conditions" and fill up the "Contractor's details (Mandatory Information)" in **Annexure I & II** Respectively to this tender document. Bid received without duly filled **Annexure II** will be rejected straightway and will not be considered. No representation in this regard will be considered by the Department.

Yours faithfully,

(B. K. P. Angam)
Under Secretary to the Govt of India
Tel: 26590204

Copy to: FICCI, DST: For posting the complete tender document on Department's website

Signature of bidder with seal & date

Cont'd...02/-

IMPORTANT INFORMATION, GENERAL INSTRUCTIONS**And TERMS & CONDITIONS**

Sl No.	Description	Contents
1.	Purchaser	THE PRESIDENT OF INDIA
2.	Single bid system	This tender will be processed in single bid system
3	Tender fee	Nil
4	EMD	An amount of Rs.5,000/- (Rupees five thousand only) has to be submitted by the Firms not registered with DST by way of Demand Draft, Pay Order/Banker's Cheque in favour of <u>DDO, DST</u> along with the original copy of the tender submitted by the firm Payment by any other mode shall not be accepted. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of DST. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of Performance Security of the successful bidder. If the successful firm fails to submit the Performance Security within the stipulated date the EMD will be forfeited and the bid of second lowest firm will be considered and if the second lowest firm willing to render the services at par the rate quoted by L1 firm, then the AMC will be awarded to L2 firm. If the L2 firm unwilling to accept the award of contract, then the whole tendering process will be treated as cancelled and no representation in this regard will be entertained. No interest will be paid by the Department for not releasing the amount within the tender validity period.
5	Non-transferability	This tender is non-transferable.
6	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected.
7	Firm and fixed rates	Prices should be quoted on net destination basis at DST and firm & fixed price basis including statutory taxes (CST/ VAT, Service Tax, Service Charge etc., duties (ED- if any), freight, packing etc. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances during the contractual period. Tenders with variable prices or seeking provision for enhancement of prices/ contracted rates during the currency of the contract shall be rejected straightaway without any consideration.
8	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letter head Quotations will not be accepted and ignored straightaway.
9	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
10	Time & date of receipt and opening of bids	In the event of any confusion, the time set in the clock in the room of Under Secretary (Admn.II-B) will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
11	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
12	Purchaser's Address & Work site	The bid should be addressed to "Under Secretary, Admin II (B), Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi on or before 1500 hours on 23rd Sep., 2014. In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II B or S.O. Admn II B, DST before expiry of the closing time.

Signature of bidder with seal & date

Sl No.	Description	Contents
13	Inspecting Officer	Authorized representative of DST, New Delhi
14	Inspection Authority	Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.
15	Contract period	One year from the date of commencement of contract and extendable yearly basis depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon. Prices during the currency of contract shall remain firm & fixed.
16	Dispatch instructions	Maintenance work shall be carried out at Technology Bhavan. The selected agency shall provide Service Engineer as per actual requirements. Any replacement of defective parts/ spare parts will be done only with written permission. For taking away such parts out of Technology Bhavan, proper markings & signatures of Estate Supervisor/ SO Admin II (B) should be obtained in indelible ink. Permission for taking the items from DST premises will not be allowed on holidays, Saturdays & Sundays.
17	Warranty	One year comprehensive from the date of completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or deterioration in the quality or deviation from tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to contractor's premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component.
18	Performance Security	Successful bidders awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security of the amount equivalent to Rs.10,000/- (Rupees ten thousand only) in the form of DD/ Pay order, Fixed Deposit Receipt (FDR) in favour of <u>DDO, DST</u> or Bank Guarantee from any Scheduled Commercial Indian Bank to be submitted within 15 days of the receipt of the Contract by them. The format for Performance Bank Guarantee (PBG) will be provided by DST along with the award of contract. In the event of failure on the part of the successful bidder awarded the Contract to furnish Performance Security, the contract awarded shall be cancelled. Non-submission of PBG in prescribed format or submission by other mode shall be viewed adverse performance which may further lead to de-registration/ suspension of business dealing with the Department and the amount of performance security deposited by the firm also will be forfeited.
19	Validity of tender	Tender shall be kept valid for acceptance by DST for a period not less than 60 days after the tender opening date.
20	Rates	a) Rate should be quoted per unit basis in the enclosed Performa as per Schedule I attached with the tender document. b) Rates should be inclusive all statutory taxes & duties (CST, VAT, Service Charge, Service Tax, ED etc.) and freight (free delivery to the consignee's premises) etc. c) During the entire period of the contract, no request for any increase in rates will be entertained.
21	Taxes & duties	a) Rates should be inclusive all statutory taxes & duties (CST, VAT, Service Charge, Service Tax, ED etc.) and freight (free delivery at consignee's premises) etc. b) Tax Deduction at Source (TDS):- TDS will be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc. c) No claim on account of sales taxes or any other statutory taxes/ charges for execution of work awarded under this contract will be entertained by DST and such taxes and charges should be paid by the contractor himself.
22	Consignee's address	Department of Science & Technology and Authorized representative of DST, New Delhi-16.

Signature of bidder with seal & date

Cont'd...04/-

Sl No.	Description	Contents
23	Inspection Authority & Inspecting Officer	Department of Science & Technology and Authorized representative of DST, New Delhi-16.
24	Submission , acceptance and rejection of tender	<p>a) A complete set of the tender document may be collected personally from Section Officer Admin II (B), Department of Science & Technology, New Delhi. Complete tender document is available on Departmental website: http://dst.gov.in and may be downloaded and used for submission of the bid. The envelop containing the quotation should be duly sealed and super-scribed as “Item wise annual rate contract for dry cleaning of carpets, sofa sets, cushioned chairs and vacuum cleaning Group A & Miscellaneous Works (Maintenance of building)- Group B in DST, Technology Bhavan, New Delhi-16 for period of one year. The sealed envelop should be dropped in the tender box kept [Tender Box Admin II (B)] near the reception of Technology Bhavan on or before 3.00 PM on 23rd Sep., 2014 which will be opened on the same day at 3.30 PM in the presence of one representative of such tenderers who wish to be present.</p> <p>b) Tenders which are not complete in all respects are liable to be rejected.</p> <p>c) While submitting the tender for this work the tenderers will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.</p> <p>d) Tenderers will indicate the complete address of their firm/ office along with telephone numbers.</p> <p>e) Contract shall be awarded to the firm offering the lowest / net bundled price (Group wise) and not with reference to the lowest prices quoted for the sub-items. However, if prices for each & every item are not quoted, Net- bundled price offered shall not be accepted.</p>
25	Award of contract	<p>a) The Department will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.</p> <p>b) Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.</p> <p>c) The tenderer whose rate is accepted will be notified for the award of contract by the Department prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.</p> <p>d) Contract shall be awarded to the firm (s) offering the lowest/ net bundled price (Group wise) and not with the reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted, net bundled price offered by the firm shall not be considered/ accepted. The issuance of work/ supply order will depend upon the requirement of the Department and on actual basis.</p> <p>e). In case two firms offering the lowest net bundled prices, then only item wise rate will be evaluated for those two firms and the contract will be awarded to the two firms item wise on L1 basis.</p> <p>f) If one single firm becomes L 1 for both the groups, then the work will be awarded to L 1 firm only. The entire work can be awarded to two different firms as per the L 1 of net bundled price of each group.</p>

Sl No.	Description	Contents
26	Scope of Work	The work includes the works mentioned in Schedule I on actual basis. a) Group A:- Dry cleaning of carpets, sofa sets, cushioned chairs and vacuum Cleaning. b) Group B:- Miscellaneous Works (Maintenance of building)
27.	Submission of bill and Terms of payment	a) The contractor will submit the bill for payment on periodical basis and after completion of each period alongwith the certificate (s) from the officers concerned or after execution of awarded work within the stipulated date. b) The Payment for work where work was not attended due to any reason whatsoever is will be deducted on pro rata basis from the bill submitted by contractor. c) Bills to be submitted (preferred in 3 copies) alongwith the certificates/ job card duly certified/ signed by the officer concerned on actual basis. d) The preparation job card Proforma is the sole responsibility of the contractor. e) No advance payment in no circumstances be made to the contractor.
28	Paying authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
29	Termination of contract	i) On expiry of period given in the contract. Further, the contract can be terminated at any time during the currency due to unsatisfactory performance established on the part of the contractor or any such material complaints. ii) The contract can be terminated at any time by giving a Notice of three months in advance from either party. Any complaints pending on the day of giving notice & also the expiry of the Notice served shall have to be attended to in accordance with the terms & conditions of the contract.
30	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes and shall be within the jurisdiction in Delhi.
31	Disputes	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
32	General terms & conditions	a) The contractor shall observe all security provisions as applicable to the offices of the DST which comes under the security cover by the Home Ministry. Any violation shall be his responsibility. b) The tenderer shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the Department. c) The person signing the tender document on behalf of the contractor or on behalf of the firm, shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms whatever the case may be in all the matters pertaining to the contract, including the arbitration clause. d) Acceptance of the tender by the Government shall be communicated to the successful tenderer by a formal letter of acceptance of tender. e) In case in the opinion of the Department, any item is defective needs to be brought back to proper working order, same shall have to be done by the firm within the rate quoted and within 15 days of start of contract period. In case of failure to bring the item to proper order within stipulated period, damages/ penal charges shall be applicable. e) The firm must inspect the Department before submitting the tender.

Certificates:-

i) I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them.

ii) I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage including during the process of "Registration of Firms for this Category". I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.

Signature of bidder with seal & date**Cont'd.....06/-**

**Department of Science & Technology
Admin II (B) Section**

Contractor's details (Mandatory Information)

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information
01	Name of the Applicant/ Firm	
02	Nationality	
03	Address (attach separate paper for addresses of other offices) Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof) (Firms not registered with DST).	Regd. Office
		Head office
04	Telephone Numbers	Landline/ Mobile No.
		Fax No.
		E-mail address
05	Other Details (Enclose copies)	PAN Details
		VAT Registration Number
06	Constitution of firm	Individual
		Sole Proprietorship Concern
		Partnership Firm
		Public Ltd. Company
		Private Ltd. Company/ Public Sector Enterprises
07	Details of Bank account (Enclose copy of front page of pass book & personalized cancelled cheque)	Account No:- Type of account:- Name of Bank:- Name & address of the branch
08	Is any person working with the applicant a near relative of the official of DST? If yes, give details	

Signature of bidder with seal & date

Cont'd.....07/-

SI No.	Description	Information
9.	Earnest Money Deposit (EMD) details (Firms not registered with DST).	<p>a. Amount in Rs. 5,000/- (Rupees five thousand only)</p> <p>b. DD/ BC/ PO No.</p> <p>c. Date of Issue:-</p> <p>d. Name of issuing Bank:-</p> <p>e. Address of the issuing Branch:-</p>
10.	Certificates/ Undertakings	<p>a. I/ we (including all partners) certify that I/ we have carefully read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them.</p> <p>b. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.</p> <p>c. I/ We agree to the forfeiture of the Earnest Money Deposit if I/ We fail to comply with all or any of the terms & conditions in whole or in part as laid down in the Tender Enquiry Notice No. – D-14016/ 01/ 2014 Admin II (B) Part I dated 23rd Sep.,2014. Which would constitute and have force of a contract between me/ us and the Department of Science & Technology, if I/ we am/ are declared a successful bidder.</p> <p>d. I/ we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/ lawful purposes only as per the guidelines of Department of Environment & Forest, Govt. of NCT Delhi.</p> <p>e. I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.</p>

Signature of bidder with seal & date

Schedule I

Name of the Firm:-

Registration Details (Issued by DST):-

Schedule I to LTE No. D-14016/ 01/ 2014 Admin II (B) Part I Dated 03rd Sep., 2014

Schedule includes the following groups (Fill up Column No.6 below):

1	2	3	4	5	6
SI No.	Group	Description of job	Firms can quote the rate	Page No.	Quoted net bundled price in Rs.
1	Group A	Dry cleaning of carpets, sofa sets, cushioned chairs and vacuum cleaning	All can quote	09/11	
2	Group B	Miscellaneous Works (Maintenance of building)	All can quote	10/11	

Signature of bidder with seal & date

Group A to Schedule I

Name of the Firm:-

Registration Details issued by DST (Enclose copy):-

Schedule I to LTE No. -D-14016/ 01/ 2014 Admin II (B) Part I Dated 03rd Sep., 2014

Group A: “Item wise annual rate contract for dry cleaning of carpets, sofa sets, cushioned chairs and vacuum cleaning in DST, Technology Bhavan, New Delhi-16 for period of one year.”

Sl No	Details of work	Unit	Unit Rate in Rs.	Standard Qty for bid evaluation	Amount in Rs.
1	Dry cleaning of carpet	Sqft		10	
2	Dry cleaning of sofa	Each		02	
3	Dry cleaning Cushioned chair	Each		05	
4	Vacuum cleaning	Sqft		05	
5	Curtain washing (Any size)	Each		05	
6	Towel washing (Any size)	Each		05	
7	Vertical blind washing	Sqm		05	
	Total Net Bundled price in Rs.				

Signature of bidder with seal & date

Group B to Schedule I

Name of the Firm:-

Registration Details issued by DST (Enclose copy):-

Schedule I to LTE No. –D-14016/ 01/ 2014 Admin II (B) Part I Dated 03rd Sep., 2014

Group B: “Item wise annual rate contract for Miscellaneous Works (Maintenance of building) in DST, Technology Bhavan, New Delhi-16 for period of one year,”

Sl No	Details of work	Unit	Unit Rate in Rs.	Standard Qty for bid evaluation	Amount in Rs.
1	Floor cleaning (Wooden/ Marble/ Tiles etc.) by mechanical means	Sqft		10	
2	White washing (2 coats) of walls/ false ceilings etc. as per desired color including scrapping & minor repairs	Sqm		10	
3	Wall painting with plastic emulsion paints (2 Coats) as per desired color including scrapping & minor repairs	Sqm		10	
4	Providing and applying plaster of paris putty of 2 mm thickness over plastered surface to prepare the surface even and smooth complete.	Sqm		10	
5	Replacement of false ceiling boards 600mm X 600mm with repairing of MS frames etc. including fasteners, tie rods etc. as per site requirement	Sqm		05	
	Total Net Bundled price in Rs.				

Signature of bidder with seal & date

Annexure "A" to LTE No. -D-14016/ 01/ 2014 Admin II (B) Part I dated 03rd Sep., 2014**List of firms**

Sl No.	Name & address of the firm	Sl No.	Name & address of the firm
1	Sunil Kumar Sinha, D-141 Lalkuan-3, MB Road, New Delhi-110044	11	R K Enterprises, A-74-75, Jain Park, Uttam Nagar, New Delhi-110059
2	Sun Silk Carpets & Furnishers, B-34, 3rd Floor, Munirka, New Delhi-110067	12	J S Enterprises, Plot No.60/1, Kh No.19/1, Om Vihar Colony, Akbarpur Majra, New Delhi-110036
3	Mahadevi Interiors, 23 A, Shiv Vihar, Sewak Park, Dwarka Mor Metro Station, Uttam Nagar, New Delhi-110059	13	Royal Enterprises, D-70, Om Vihar, Phase 5, Uttam Nagar, New Delhi-110059
4	Narender Kumar & Sons, Plot No.8, Blind Colony (Tagore Garden), New Delhi-110027	14	Awadhesh Kumar Tiwari , D-118, Lal Kuan No.3, M B Road, New Delhi-110044
5	Fairdeal Furnishing Company, Plot No.6, Blind Colony, Tatarpur, New Delhi-110027	15	Band Box 15 A, DDA Market, Vikashpuri New Delhi-110018
6	Bharat Bhusan & Co., Plot No.7, Blind Colony, Nagafgarh Road, New Delhi-110027	16	Novex Dry Cleaners M-24, Connaught Place New Delhi-110001
7	Munjal Trading Company, DE-98, Tagore Garden, New Delhi-110027	17	Vimla Enterprises Qtr No.784, Sector-13, Pocket-B Dwarka, New Delhi-110075
8	Nitesh Srivastawa, C-7, 316/ C, Lawrence Road, New Delhi-110035	18	Vidhi Enterprises C-264 Kamal Vihar Sant Nagar, Burari, New Delhi-110092
9	Alisha Enterprise, RZ-77, Khushi Ram Park, Om Vihar, Uttam Nagar New Delhi	19	YOU NEED JOB B-24, Tilak Nagar, New Delhi-110045
10	S S Enterprises, B-15, Gulab Bagh, Najafgarh Rd, Uttam Nagar, New Delhi-110059	20	Firms registered with any Govt. Ministries/ Department working at least for three years may also participate subjected to submission of certificate from the concerned Govt. Ministries/ Departments alongwith relevant documents.