



भारत सरकार
कर्मचारी चयन आयोग
कार्मिक तथा प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
ब्लाक सं १२ केंद्रीय कार्यालय परिसर , लोधी रोड
नई दिल्ली -११०००३

Telegraphic Address. STASELCOM, NEW DELHI
F.No. 15/1/2014-G

Government of India
Staff Selection Commission
Department of Personnel & Training
Ministry of Personnel, Public Grievances &
Pensions
Block No.12
Kendriya Karyalay Parisar, Lodhi Road

Dated 09.12.2016

TENDER NOTICE

Staff Selection Commission invites sealed quotation from the reputed laundries who have the experience of serving Government Department for Dry-Cleaning/Washing of Sofa Seats, Chair Seat, Towels, Curtain(list annexed as annexure-I) for the period of one year. The terms & conditions of the contract are given at annexure-II.

2. Interested parties may quote their rates and submit it in a sealed envelope superscripting "Quotation for Dry-Cleaning/Washing of cloths" and should be addressed to Under Secretary (General), Staff Selection Commission, Room No.706 7th floor,CGO Complex, Block No.12, Lodhi Road, New Delhi-110003.

Last date of submission of quotation is : 29.12.2016 (3.00 PM)
Quotation will be opened on : 29.12.2016 (3.30 PM)

Quotation will be opened in the presence of the bidder or their representative who may like to be present at the time of opening of quotations.

(H.L. Prasad)
Under Secretary(G)

Annexure-I

**QUOTATION FOR DRY-CLEANING/WASHING OF FOLLOWING
ITEMS ON ANNUAL CONTRACT BASIS FOR THE PERIOD OF ONE YEAR.**

**NAME & ADDRESS OF THE
FIRM**_____

DESCRIPTION OF WORK	Unit	Rate in Rs.	
		Dry cleaning	Washing
Curtain	Per Panel		
Towel big	Per towel		
Towel Medium	Per towel		
Bed sheet	Unit		
Sofa set	Per unit		
Chair per seat	Unit		

**I/we have read the terms and conditions of the contract as
mentioned in the Annexure-II of the letter No.15/1/2014-G dated 09 Dec
,2016 and agree to abide by them.**

Date:

Signature of bidder_____

Name of bidder_____

Terms & Conditions

1. The representative of the firm will pick up and drop upholstery at the premises of the Commission and no cartage will be paid by the Commission. The Firm will also upload curtains and will hang after washing the same.
2. Each bidder will have to pay Earnest Money of Rs. 1,000/- (Rupees one thousand only) through Bank Draft/Pay Order drawn in favour of DDO (Cash), SSC, payable at New Delhi. No interest is payable on the Earnest Money deposit
3. Contract may be terminated by the Commission at any point of time if services provided by the firm are not found satisfactory.
4. Firm will be liable to pay the damage/loss, if any made to upholstery by the firm penalty of up to Rs.500/- per item.
5. Firm will submit bills immediately after the execution of work for payment.
6. Each bidder will have to submit TIN No & copy of PAN Card. In the absence of these documents, the bid will not be considered.
7. In any dispute, decision of the Commission will be final and binding upon the contractor.
8. Rate quoted will be inclusive of all taxes.
9. Commission reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds for Commission's action.
10. Any overwriting in the Tender/ late submission of Tender will not be entertained.
11. All documents attached with the bid form should be self attested by the authorized signatory/bidder.
12. Rates quoted by the firm will be valid for one year. No escalation in rate will be entertained.
13. The bidder who will quote lowest rate in maximum number of items as per Performa at **Annexure-I** will only be considered qualified as L-1 and will be awarded contract subject to fulfillment of all terms and conditions of NIT.
14. Firms have to deposit performance security / performance bank guarantee of Rs.3,000/- (Rupees three thousand only) which will be forfeited in case of violation of terms and conditions of the tender. The performance security will be returned after completion of the contract without any interest.
15. The period of contract will initially be for one year from the date of award of the contract. The contract can further be extended for another one year, if the services rendered by the firm found satisfactory. However, it is at the discretion of the Commission to consider extension on the request of the firm or invite fresh quotations.
16. The Commission (Hqrs) is entitled to terminate the contract without assigning any reason by giving one calendar month notice of its intention to do so.