

F.No.3.13(4)/2015.G-I



**UNION PUBLIC SERVICE COMMISSION**  
**( SANGH LOK SEVA AYOGE )**  
**DHOLPUR HOUSE, SHAHJAHAN ROAD,**  
**New Delhi-110 069**

Dated : 16.12.2016

To

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\_\_\_\_\_  
\_\_\_\_\_

**Subject: Notice Inviting Tenders (NIT) for Dry Cleaning of Curtains, Carpets, and Sofa etc.**

Dear Sir,

Sealed Bids are invited for Dry Cleaning of items mentioned in the enclosed format prescribed for submitting of tenders .

- (i) Closing date & time for receipt of tender : **11.01.2017 at 3:00 P.M.**
- (ii) Place for submitting tender : Tender Box kept at Reception Gate 'C' of this Office.
- (iii) Tender Opening Date & Time : **11.01.2017 at 3.30 P.M.**
- (iv) Place of Tender opening : Room No.101, Ayog Sachivalaya

**Note:** In the event of any of the above mentioned dates being declared as a holiday/closed day for this office, the tenders/bids will be received/opened on the next working day at the appointed time.

**2.1 LATE BID:** The bids received after the specified date and time will not be considered.

**2.2** Incomplete bids and any amendments & additions to bid after expiry of the dead-line for receipt of bids are not permitted and such bids are liable to be rejected.

**2.3** Cutting/overwriting, if any, should be countersigned. Each page of the bid should be duly stamped and signed by the authorized signatory.

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**3. Earnest Money Deposit (EMD)**

**3.1** **EMD:** EMD of Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft/Pay order in favor of Secretary, U.P.S.C., New Delhi-69 must accompany the Bid. Bids without EMD will be summarily rejected and EMD in any other form e.g. Cheque, Cash, Postal Order will NOT be considered.

**3.2** The EMD should remain valid for a period of 45 days beyond the final tender validity period.

**3.3** EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security from them.

**4. Performance Security:**

**4.1** The successful bidder will have to submit Performance Security in the form of Account payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank equivalent to 10% of the total annual value of the contract drawn in favour of Secretary, UPSC within seven days from the date of award of the contract failing which EMD shall be liable to be forfeited and the contract may also be cancelled.

**4.2** Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations

**5.** The bidder should quote their unconditional rates strictly as per bid form. Taxes, if any, applicable should be shown separately giving full details, otherwise it will be presumed that the rates are inclusive of all taxes, and no subsequent request for any enhancement shall be entertained under any circumstances.

**6. Evaluation of Bids:**

Bids should be submitted in the format devised for submitted in one format devised for submission of Financial Bids. L-I firm will be decided on the basis of overall L-I rate.

**7. Payment Terms :** Payment would be released on monthly basis after the washing work is done satisfactorily and on receipt of washed material in good condition..

**8. Damage/penalty Clause**

- 8.1 In case unsatisfactory performance is noticed for any particular day in a month, this office will deduct 2% of the bill amount in that particular month.
- 8.2 If unsatisfactory performance is noticed for more than one day and upto five days during a particular month, then 10% of the total bill amount will be deducted from the bill of that particular month.
- 8.3 However, if unsatisfactory performance is noticed for more than 5 days but not exceeding 10 days in a month the UPSC will deduct 50% of the bill amount of that particular month. In such an event the Competent Authority of this office reserve the right to terminate the contract and forfeit the Performance Security of the Contractor.
- 8.4 The contractor shall be responsible for any type of damage to the items and for spoiling its colours etc. The cost of the items spoiled shall be recovered from the Contractor and decision of Competent Authority in this regard shall be final.
- 8.5 The decision of the Competent Authority in respect of the quality of service of the Contractor shall be final.

**9. Other Terms and Conditions**

- 9.1 The rates of dry cleaning of curtains, sofa etc. will be effective w.e.f. the date of award of the contract and remain valid for a period of one year. No request for revision of rates, in between, shall be entertained in any case.
- 9.2 The rates for dry cleaning may be quoted item wise per piece/per sq. ft./per panel in the enclosed format.
- 9.3 Taxes, if any, applicable should be shown separately giving full details, otherwise it will be presumed that the rates are inclusive of all taxes, and no subsequent request for any enhancement shall be entertained under any circumstances.
- 9.4 This office reserves the right to extend the contract with the successful bidder for another term of one year or part thereof, on similar rates terms and conditions of the contract if the services of the Contractor are found satisfactory.
- 9.5 Each bidder will have to certify that all the terms & conditions are acceptable to him.
- 9.6 **The Secretary, UPSC reserves the right to accept or reject any tender in full or in part without assigning any reason thereof. The decision of the Secretary, UPSC in this regard shall be final and binding on the firm.**

( Anil Kumar )  
Under Secretary (M&M)  
Tel.No.23388418

(Signature with name date)

**Format For Financial Tender For Dry Cleaning Work**

Name & Address of the Firm :

Detail of EMD : Name of the Bank -  
D.D./Bankers Cheque etc. No.-

Tel. Nos. : (R) :- (O) -  
(M) :-

SI.No	Items	Quantity in Nos.(monthly wash) (Approx)	Quotation				
			Unit	Rate per wash/per piece /per sq. ft./per panel	Amount	VAT/ ST/ Service Tax/any other Govt. levies	Total Amount 6+7
1	2	3	4	5	6	7	8
1.	Carpet	20	Per Sq.ft.				
2.	Sofa-cum-bed	1	Per Piece				
3.	3-Seater Sofa	10	Per Piece				
4.	Sofa Chair	50	Per Piece				
5.	Cushioned Chair	200	Per Piece				
6.	Curtains	20	Per Panel				
7.	Blanket (Single bed)	10	Per Piece				
8.	Vertical Blinds	10	Per Sq. ft.				
9.	Grand Total						*

\* This rate will be consider for deciding L-I firm.

**Note:** Rate of VAT/ST/Service Tax/any other Govt. levies, if any, should be quoted separately, otherwise it will be presumed that the rate quoted is inclusive of VAT/ST/Service Tax/other Govt. levies.

Name & Signature of the Proprietor:

Signature with date\_\_\_\_\_

Declaration

I \_\_\_\_\_certified that all the terms & conditions mentioned in the NIT are acceptable to me

(Signature with name date)