

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
**INSTITUTIONAL AREA, VISHWAS NAGAR, BEHIND KARKAR DOOMA COURTS, SHAHDARA,**  
**DELHI-110032**

No. F.4 (12)/95/UTCS/CT/19106-121

Dated: 04-12-17

- To,
1. M/s Sunshine Drycleaners, Shop No. 4, DDA Market, A-Block, Suraj Mal Vihar, Delhi.
  2. M/s Swan Drycleaners, 7, Karkardooma, Near Subzi Mandi, Delhi.
  3. M/s Snowwhite Drycleaners, Shop No.2, Rishab Vihar, Main Market, Delhi.
  4. M/s G. Fanex Drycleaners, 326-B, Karkardooma village, Delhi-32.
  5. M/s New Like Drycleaners, Shop No. 15, P.S. Market, Karkardooma, Delhi.
  6. M/s Mangalam Drycleaners, 72, Karkardooma, gali No.2 Near Durga Mandir, Behind Gitanjali Apartment Delhi.
  7. M/s Superrox Drycleaners, 9/113, Subhash Gali, Vishwas Nagar, Delhi.
  8. M/s Rankar Dry Cleaners, Shop No. 7, A-Block, DDA Market, Surajmal Vihar, Delhi-110092

**Sub: Calling of sealed quotations for the washing/Dry-cleaning of linen.**

Sir,

I am directed to state that this Directorate requires washing/dry-cleaning of the following items on regular basis. The rates quoted including all taxes will be applicable for two years and with the condition that it can be extendable upto 02 year also on the same terms & condition, with mutual concert. Rates may be quoted for the following items:

SI No.	Name of items	specification
1.	Bed sheet	Single 153 cm x 254 cm
2.	Pillow cover	75 Cm x 55 Cm
3.	Curtain (Small)	140 Cm x 60 Cm
4.	Curtain (Big)	270 Cm x 120 Cm
5.	Towel	75 Cm x 150 Cm
6.	Seat cover of vehicle	150 Cm x 120 Cm
7.	Blanket	153 Cm x 254 Cm (Arcylic Minc 1 ply)
8.	Pillow (Fiber Filled)	65 Cm x 45 Cm
9.	Sofa Seat (Dry-cleaning)	45x45 (single seat)

The following are the terms and conditions:

1. The filled in tender form should be submitted along with EMD of Rs. 2,000/- (2% of the estimated value of tender i.e. 1 lakh) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favour of **DDO, Directorate of Training, UTCS**. The bid security is/ should to remain valid for a period of forty-five days beyond the final bid validity period.
2. The Tender form without EMD will not be considered.
3. The firm whose tender is accepted shall deposit Performance Security for an amount of 5% of the value of the contract of the following forms of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favour of **DDO, Directorate of Training, UTCS** within 10 days from the date of issue of offer of work order by the Department Performance of the value of the contract. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier/firm/agency.
4. No advance payment will be made.
5. The department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
6. The above items are required to be washed once in a week or whenever required.
7. The items are to be picked from the office and delivered at the office. No cartage will be paid for picking up and delivery of the items.
8. Good quality detergents are to be used for washing and liquid blue is to be applied to the white clothes.
9. The agency will make good for any damage done to fabric of the cloth which would be recovered from future payments.
10. Deductions as deemed fit by the competent authority would be made from the payments of the agency in case the Directorate finds the quality of the work to be poor. Repetition of the same would invite the agency of blacklisting and forfeited of performance security.

11. The washed items are to be properly ironed before delivery.
12. The firm should have valid PAN number. Self attested copies of the documents to be submitted along with the bid.
13. The payment will be made on monthly basis and through ECS/Cheque (in the name of firm).
14. Participating firm should not be blacklisted by any Department.
15. All legal dues should be payable by agency itself.

Kindly send your sealed quotation addressed to the Principal Secretary (Trg) and drop it in the drop box placed at the branch of Estate Officer, by **26.12.2017 up to 2.00 P.M.** Quotations received after 2.00 P.M. would be summarily rejected. Quotations received by Fax will not be accepted. Conditional quotations will not be accepted. The directorate will be open the quotations on same day at 3.00 pm. You may inspect the above said items if desired on any working day during office hours. Sealed quotations are invited for quoting rates for various items as mentioned as Annexure-I.

Yours faithfully,

  
**(NARINDER SINGH)**  
**ESTATE OFFICER**

No. F.4 (12)95/UTCS/CT/

Dated:

✓ Copy to Asstt. Programmer-B with the request to upload on the web site of this Directorate of Training, UTCS.

**ANNEXURE-I**

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES  
 INSTITUTIONAL AREA, VISHWAS NAGAR, BEHIND KARKAR DOOMA COURTS, SHAHDARA, DELHI-110032  
 Phone: 22303949, 22381704 Fax: 22308556

**TENDER FORM**

1. Names of the firm/Agency \_\_\_\_\_

2. Address of the firm/Agency \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Name of Proprietor \_\_\_\_\_

4. Address of Proprietor \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. PAN card No. \_\_\_\_\_

(Self attested copy to be attached)

6. Rates quoted for the following items:

Sl No.	Name of items	specification	Rate quoted per item ( in Rs.)
1.	Bed sheet	Single 153 cm x 254 cm	
2.	Pillow cover	75 Cm x 55 Cm	
3.	Curtain (Small)	140 Cm x 60 Cm	
4.	Curtain (Big)	270 Cm x 120 Cm	
5.	Towel	75 Cm x 150 Cm	
6.	Seat cover of vehicle	150 Cm x 120 Cm	
7.	Blanket	153 Cm x 254 Cm (Arcylic Minc 1 ply)	
8.	Pillow (Fiber Filled)	65 Cm x 45 Cm	
9.	Sofa Seat (Dry-cleaning)	45x45 (single seat)	

3. Certified that the firm/agency has not been blacklisted with any Department.

4. EMD of Rs. 2,000/- (2% of the estimated value of tender i.e. 1 lakh) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favour of **DDO, Directorate of Training, UTCS** is attached. Details of Bid Security deposited:

(a) Amount: Rs..... \_\_\_\_\_

(Rupees in words also)

(b) FDR No. or DD No. or \_\_\_\_\_

Bank Guarantee in favour of \_\_\_\_\_

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)  
 Name and Address

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 Phone: 22303949, 22381704 Fax: 22308556

**Form for submitting quotations for washing/Dry-cleaning of linen.**

1. Names of the firm/Agency \_\_\_\_\_
2. Name of Proprietor \_\_\_\_\_
3. Address of the firm/Agency \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. EMD of Rs. 2,000/- (2% of the estimated value of tender i.e. 1 lakh) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favour of **DDO, Directorate of Training, UTCS** is attached. Details of Bid Security deposited:

(a) Amount: Rs. ....(Rupees in words also) \_\_\_\_\_

(b) FDR No. or DD No. or \_\_\_\_\_

Bank Guarantee in favour of \_\_\_\_\_

5. Rates quoted for the following items:

Sl No.	Name of items	Specification	Rate quoted per item (in Rs.)	Rate quoted per item ( in words)
1.	Bed sheet	Single 153 cm x 254 cm		
2.	Pillow cover	75 Cm x 55 Cm		
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8.	Pillow (Fiber Filled)	65 Cm x 45 Cm		
9.	Sofa Seat (Dry-cleaning)	45x45 (single seat)		

6. Further following is certified/agreed:-

- (i) I shall deposit performance security for an amount of 5% of the contract value as per Sl. No. 3 of NIT.
- (ii) I shall not claim for advance payment.
- (iii) I shall not claim cartage for picking and delivery the items.
- (iv) Self attested copy of PAN is enclosed.
- (v) My firm is not blacklisted by any department.
- (vi) I shall abide all terms & conditions of the NIT.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

Dated:-

(Signature of the applicant) \_\_\_\_\_

Name of contact No. \_\_\_\_\_