



**India Trade Promotion Organization
Store Division
Prantik Building, Near Gate No.1,
Pragati Maidan,
New Delhi – 110001
Telephone No. 011-23378645/23371506
Fax No. 23371492**

Short Notice Inviting Tender (NIT)

T e n d e r N o.: 254/ITPO/(3)/ST/2012-15

TENDER DOCUMENT

For

**“Dry-Cleaning of various types of Office Sofa,
Chairs & other furniture items”.**



**India Trade Promotion Organization
Store Division
Prantik Building, Near Gate No.1,
Pragati Maidan,
New Delhi – 110001
Telephone No. 011-23378645/23371506
Fax No. 23371492**

Short Notice Inviting Tender (NIT)

No. 254/ITPO/ (3)/ST/2012-15

Dated : 03/07/2015

Sub: Dry-cleaning of various types of Office Sofa and chairs & other furniture items ITPO- reg.

India Trade Promotion Organization (ITPO) intends to invite **SEALED** quotations in single bid system from reputed firms/agencies having experience and expertise in the field of dry-cleaning services of various types of office sofas, chairs and other furniture accessories, as per Annexure-I attached herewith, for the purpose of award of work contract, be applicable, for a period of one year initially and may be extendable further another one year depending on the actual satisfactory performance of the firm.

2. The terms and conditions, instructions to the bidders, etc. may be seen in the tender document enclosed herewith for information and necessary action.

3. This tender documents consists of (i) Scope of work (ii) Instructions to the Bidders (iii) Terms and Conditions.

4. Bidders are requested to go through the instructions to the bidders and terms and conditions in the bid documents which can be downloaded from tender section of corporate website of ITPO, i.e. (**<http://www.indiatradefair.com>**).

Document Control Sheet

1. Tender Enquiry No.: 254/ITPO/ (3)/ST/2012-15

2. Name of Organization: INDIA TRADE PROMOTION ORGANISATION

3. Last Date and time for submission of tender document :
3 p.m. 13th; July-2015

4. Date & Time of opening of Bid: 13th July-2015, 3.30 p.m.

5. Name of Division: Store Division

6. Address for Communication :

Manager (Store),
INDIA TRADE PROMOTION ORGANISATION
Store Division, Prantik Building,
Near Gate No. - 1, Pragati Maidan,
New Delhi-110001

7. E.M.D. : Rs.4, 000/- (Rupees four thousand only)

Date: 03/07/2015

Place: New Delhi

Manager (Store)

Phone: 011-23378645

I) SCOPE OF WORK:

This tender calls for the purpose of dry-cleaning of various types of office sofa, chairs and other furniture accessories at Pragati Maidan, ITPO, New Delhi. Scope of Contract includes providing routine dry-cleaning services, attending to any call/notice from Store Division, ITPO, as and when necessity occurs either during the pre-preparatory of IITF or any other occasions/activities. Further the contract shall also include providing all technical help, skilled man power, tools and tackles etc.

II) Instructions to the bidders :

1. The quotation in the prescribed format, completing in all respect , along with supporting documents, in a sealed cover super scribing with **"Dry-cleaning of various types of office sofa, chairs & other furniture items plus Tender Notice No.- 254/ITPO/(3)/ST/2012-15, dated 03/07/2015"** should be sent addressing to the Manager (Store), India Trade Promotion Organization, Room No.1, Prantik Building, Near Gate No. -1, Pragati Maidan, New Delhi-110001, so as to reach this office **latest by 13th July, 2014, at 3.00 p.m.**
Provided that, tenders may be hand delivered/dropped in the tender box, being kept at the aforementioned address.
2. The tender will be opened on same day at **3.30p.m.** The quotations received after stipulated date and time will not be considered at all.
3. The tenderers may present at that time or may, if so desire, depute one of their representatives to be present at the timing of opening the tenders
4. Tenders received after the closing date and time prescribed in the tender notice shall **NOT** be accepted under any circumstances.
5. The bidders having adequate experience, of not less than 3 years in the relevant field, i.e., " dry-cleaning of various types of office sofa, chairs and other furniture items" in the Government Ministries / Departments / Government or Semi-Government Organizations, including Public Sector Undertakings, and having the requisite competence / capacity to do /handle and undertake the jobs relating to dry-cleaning of ITPO's furniture assets efficiently and effectively are eligible to participate in the tender process. (Valid proof of the same has to be attached).
6. Bidders should have sufficient and qualified manpower to carry out/attend this job at short notice.
7. The firms desirous of taking part should have an annual turnover of **Rs.1 lakh** (Rupees one lakh) or more, **each year during the last 3 years.** Proof of the same must be attached in the form of CA certificate / Balance Sheet / Profit & Loss A/c, whatever may be.
8. Bidders should not have been blacklisted/barred by any Depts. /Ministries of the Govt. of India. An undertaking to this effect should be attached with tender documents
9. **Earnest Money Deposit (EMD): The Earnest Money Deposit (EMD) of Rs. 4,000 /-(Rupees four thousand) should necessarily accompany with the Bid in the form of Demand Draft drawn in favour of 'INDIA TRADE PROMOTION ORGANISATION' payable at New Delhi.** Also please mention the D.D. No., date, Name of the firm, Proprietor's name, etc. on the reverse side of Demand Draft. Bid received without EMD or EMD for lesser amount will be summarily rejected. The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case. EMD in any other form, i.e., in Cash, etc., shall not be accepted.
10. The EMD in respect of the unsuccessful bidders shall be returned to them **within 30 days**, without any interest, **after placing the award of work.** However, EMD in respect of successful Bidder will be released after receipt of prescribed Performance Security Deposit. In case the agency fails to provide Performance Security, as per requirement of ITPO **within 10 days** from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

11. The EMD shall stand forfeited if a bidder withdraws or amends the quotation / tender, or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender / quotation by any of the tenderers.

12. **Performance Security Deposit (PSD) :**

The successful tenderer will be required to furnish a '**Performance Security Deposit**' of **Rs.10,000/- (Rupees ten thousand only)** within 10 days on receipt of award of work to ensure due performance of the contract.

13. The Security Deposit shall be in the form of (i) Bank Guarantee (BG) from any Nationalized Bank or (ii) A/c Payee Demand Draft in favour of India Trade Promotion Organisation, payable at New Delhi. The Security Deposit in any other form such as cheque will not be accepted under any circumstances. This Security Deposit will be refunded only after the successful and satisfactory completion of the contract.

14. This deposit is liable to be forfeited in full or in part, if during the period of contract, the services of the contractor firm are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened / breached, and/or towards any damage caused to ITPO due to negligence on the part of the contractor or his employees. The decision of ITPO in this regard shall be final and binding on the firm.

15. Interested firms/parties will have to submit unconditional acceptance to the above terms and conditions at the time of submission of the quotation on the letter head of the intending Firm. Quotations should be free from correction and erasers.

16 The contractor must be registered under Delhi Sales Tax/Delhi Value Added Tax (DAVT) Act-2004 & Works Contract Act-1999. The self attested photocopies TIN Number, VAT/Service Tax Registration Certificate and Proof of Income Tax Assessment, Pan Number etc., must be attached along with the quotation.

17 Name of the firm, name of the proprietor, address, telephone No., Email id., Fax No. must be provided in company's letter head to this office. The owner of firm should be available on his/her own direct telephone (office as well as residence) and also on mobile phone.

18 Service Tax/VAT, if any, must be quoted. Further TDS and other applicable taxes, as per prevailing rates, will be deducted by ITPO before making the successful payment to the bidder.

III. **Terms and Conditions:**

1. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before their sending their quotations.
2. In case it is found that the selected firm is engaged in malpractices, the contract will be terminated and they will be banned from having business relation with this office.
3. The workers deputed by the successful firm for dry-cleaning services of various furniture items will be governed by the provisions of minimum wages act of government of NCT Delhi and other mandatory /statutory provisions of, law, i.e., ESI, EPF etc.
4. The rates must be quoted in whole Indian rupees. It may specifically be noted that the questions having unrealistic, impractical and non-serious prices, i.e. "**free or complementary**" just for the sake of vitiating the whole tender process and for grabbing the contract are liable to be ignored/rejected.

5. All pages of bid documents should be signed, sealed/stamped and properly numbered and the total of pages must be indicated on the forwarding letter.
6. This work will be exercised as per our requirement, date and time and specifications.
7. The work is to be carried out in the premises of ITPO. If the items required for dry-cleaning at your go-down, will be taken back and returned at your own cost, no extra cartage/charges will be paid by ITPO in respect thereof.
8. If the work seems unsatisfactory, no payment shall be made unless until it will be redone.
9. The selected firm shall submit the pre-receipted bill (triplicate), along with work voucher/service completion report, duly signed by the concerned officers/officials, to the Store Division, after the completion of works attended. Payment against bill/Invoice raised shall be released only after services are found to the satisfaction of the ITPO. Payment will be made direct to the service provider through **A/c payee cheque only. No advance payment will be made in any case. No separate transportation charge/labour charges or any other incidental charges will be paid.**
10. The bid document must be filled in neatly and clearly with ink or typed in computer. Incomplete or unconditional bids will not be entertained
11. Canvassing in any form is strictly prohibited and tender of the tenderer who resort to such activities will be summarily rejected.
12. The EMD shall be forfeited in case the firm does not fulfill/ produce the documents/ promises made before this office or any committee constituted by ITPO for this purpose.
13. This tender is non transferable.
14. A firm blacklisted by any Govt. /State Government office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding the facts and it comes to the notice of ITPO later contract will be cancelled immediately and security forfeited.
15. Erasing or cutting or overwriting, whatsoever, if any, should be countersigned.
16. The rates of successful bidder should be valid for **at most two year** from the date of signing of the rate contract agreement. **Tender rates valid for a shorter period shall be rejected as non- responsive.** No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained. ITPO reserves the right to award the contract to more than one Bidder.
17. ITPO reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
18. In case a firm, after award of the contract, violates any of the terms and conditions or fails to cope up with the work load or does not render satisfactory services or dishonor the contract in any way, legal action, as per rules/laws, if required, shall be initiated against the agency concerned and the contract awarded shall accordingly be liable for summery cancellation/termination forthwith without any notice, it shall liable to be blacklisted and its EMD/performance security shall be forfeited. In this connection, decision of the ITPO shall be final and binding on the contractor.
19. The contractor firm will be entirely responsible for any loss caused to ITPO by way of inflicting any damage to the furniture items as a result of negligence or carelessness on the part of the contractor firm or representatives. In case, the Security deposit falls short or is found to be insufficient to meet / adjust the loss thus incurred to this Office, the balance, as may be necessary, shall be recovered from the contractual charges due to the contractor firm. The decision of the competent authority in the context shall be final and binding on the contractor.

20. **Agreement :**

The successful bidder shall require signing and executing the Agreement, at his own cost and submit the same to ITPO within one month of the receipt of notification of award. While submitting, the successful bidder shall have the correct amount to stamp duly adjudicated by Superintendent of Stamps.

21. It will not be obligatory for ITPO to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation of any tenderer. No such obligation on the part of ITPO is also to inform the unsuccessful tenderers of the outcome of the tender process.

22. The contract will remain in force for a **period of One year initially**, from the date of award. ITPO further reserves the right to renew the contract for another one more year or for such period(s) less than that as it may deem necessary, taking into account the satisfactory performance of the contractor firm during the currency of the contract. The contract can be terminated at any time without assigning any reasons, if the services are not found, at the sole discretion of ITPO.

23. If the successful firm (tenderer) also undertakes identical work in other Ministries/ Departments at rates lower than the rates approved / accepted by ITPO, the firm shall have to charge at those rates from this office as well.

24. The firm entrusted with the work will have to do the 'dry-cleaning' work during the entire period of contract, from the date of award, at the rates to be finally approved / accepted by ITPO, which shall be valid for the whole of the period of contract and no upward revision will be allowed during the period of contract under any circumstances.

25. Under no circumstances, the successful firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.

26. The successful contractor's staffs, so deputed, shall not divulge/disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters.

27. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this office.

28. The contractor shall ensure proper conduct and integrity of the personnel in the office premises, and enforce prohibition of consumption of alcoholic, drinks, smoking, loitering without work.

29. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

Manager (Stores)

JOB DESCRIPTION SHEET
(To be submitted in Company's letter head)

Annexure-I

Dry-cleaning of different types of furniture & other items each	Quoted rates per item in (Rs.)
a. Chairs wooden all types seat & back	
b. Chair ordinary steel all types seat & back	
c. Chairs Executive all	
d. Chairs high back of leatherite with polish all type	
e. Chairs revolving cushion all type	
f. Stool cushions all type	
g. Sofa single seated all type	
h. Sofa two seated all type	
i. Sofa three seated all type	
j. Sofa four Seated	
k. Sofa set executive	
l. Puffee different type	
m. Settee's various type (Per sq. foot)	
n. Bed sheets different type	
o. Sofa set leatherite with polish	
p. Towels	
q. Blankets	
r. Sofa covers	

Date:

(Authorized Signature)

Name of the bidder: _____

Contact Executive _____

(Name & designation along with company seal)
Communication Address:

Tel: _____

Mobile no. _____

Fax: _____

E-mail: _____

Website _____

Note:

The bid evaluation would be upon the price, which is exclusive of service tax, as applicable from time to time shall be paid extra. The bidder shall submit the requisite documentary evidence towards depositing the service tax to the Authority.