

Subject:- Dry-cleaning of sofa various type, chairs different type & others related furniture items.

1. Sealed quotations are invited for Dry-cleaning of sofa various type, chairs different type & others related furniture items as per job sheet attached.
2. The quotations should be sent in a sealed cover subscribed as "Quotation for Dry-cleaning of sofa various type, chairs different type & others related furniture items addressed to Manager (Stores) India Trade Promotion Organization, (Central Warehouse Store) Prantik \Building near Gate No. 1, Pragati-Maidan, New Delhi-110001, so as to reach this office **latest by October-27, 2014, at 3.00 PM**, and will be opened on same day at **3.30, PM**. The quotations received after stipulated date and time will not be considered.
3. You are requested to send a demand draft along-with the quotation for **Rs. 4000/- (Rupees four thousand only) as earnest money in favour of India Trade Promotion Organization, payable at New Delhi, accompanied with quotation plus other related documents** . The companies name, bidder name and mobile number etc. should clearly be mentioned on the reserve side of Bank or Demand Draft.
4. **The validity of the contract will be for a period of one years subject to review of satisfactory performance after one year.**
5. The department reserves the right to reject any quotation in full or part there-off with-out assigning any reason and no correspondence will be entertained in this regards.
6. If the items required for dry-cleaning at your go-down, will be taken and returned at your own cost, no extra cartage/charges will be paid by ITPO in respect thereof.
7. The work will be done as per our requirement, date and time and specifications.
8. If the work seems unsatisfactory no payment shall be made unless until it is redone.
9. **The contractor must be registered with Delhi Sale Tax/Delhi Value Added Tax (DAVT) Act-2004/Works Contract Act-1999 (VAT)/Service. The self attested photocopies Vat/Service tax Registration Certificate and Proof of Income Tax Assessment/Pan number etc, must be attached along-with the quotation.**
10. Please provide self attested copies of the last contract carried out by your company, if any or the Central Govt. Department and PSU, or autonomous bodies etc.

Manager (Stores)

JOB DESCRIPTION SHEET

Dry-cleaning of different type of furniture & other items.

Rats each

A) Chairs wooden all type seat & back	
B) Chair ordinary steel all type 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 seater all type	
H) Sofa two seater all type	
I) Sofa three seater all type	
J) Sofa four Seater	
K) Sofa set executive	
L) Puffee different type	
M) Settee's various type(Per sq. fit	
N) Bed sheets different type	
O) Sofa set leatherite with polish	
P) Towels	
Q) Blankets	
R) Sofa covers	

Name & signature of the bidder: _____

Mailing address: _____

Contact Executive _____

(Name & designation)

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 toward depositing the service tax to the authority.