

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 Dy. Manager (Stores) India Trade Promotion Organisation, Central Warehouse Store, near Gate No. 1, Pragati-Maidan, New Delhi-110001, so as to reach this office **latest by August-14, 2014, at 3.00PM**, 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 Organisation, payable at New Delhi**. The cheque will not be accepted at any case.
4. **The validity of the contract will be for a period of two 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.
7. The work will be done as per our requirement, date and time and specifications.
8. If the work found 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 Tax Registration Certificate and Proof of Income Tax Assessment/Pan number etc, and attach a photo copy of the each certificate/registration along-with the quotation.**
10. Please provide copies of the last contract carried out by your company with the Govt. Department and PSU, etc.

Dy.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	

Name & signature of the bidder: _____

Mailing address: _____

Contact Executive _____

(Name & designation)

Tel: _____ Mobile no. _____

Fax: _____

E-mail: _____ Website _____