

PUBLICATIONS DIVISION
MINISTRY OF INFORMATION & BROADCASTING
Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

File No. D-31013/1/2014/A&G

Dated : 11th Nov. 2014.

To,

Subject : Annual Contract for Washing/Dry cleaning of Towels, Curtains, Vertical Blends/Patti, Chadars, Sofa Covers, Sofa Sets, Cushioned Chairs etc. in the Office of this Division located at Soochna Bhawan, Yojana Bhawan, Nirman Bhawan, R. K. Puram, Old Secretariat, New Delhi.

Sealed quotations in envelope super-scribed "quotations for Washing/Dry cleaning of Towelsm Curtains, Vertical Blends/Patti, Chadars. Sofa Cover. Sofa set, Cushioned Chair etc" are invited from the interested firm/parties for the above said work of this Division. The interested firm/parties are requested to quote the rates for each of the following items separately.

S. No.	Name of Items	Rates in Rs.
1	Towel – Small & Big	
2	Curtains – per piece	
3	Sofa Cover – per piece	
4	Sofa Set – Per seat	
5	Cushioned Chair	
6	Vertical Blinds/Patti – per Sq. Ft.	
7	Chadar (White)	

2. The quotations in sealed envelope may be sent to **Deputy Director (Admn.), Publications Division, Ministry of I&B, Room No.240, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003** so as to reach latest **by 3.15 PM till 09/12/2014**. It is reiterated that the quotations received after the due date and time will not be entertained. The quotations will be opened on the same day at **3.30 PM** in the presence of tenderers or their representatives present at that time. Kindly note that the opening of the tender will not be delayed just because the tenderers or their representative are not present.

3. The firm, which is awarded the job, shall be required to deposit a performance security of **Rs.5000/=** with this Division in the form of Bank Draft/FDR for a period of 1½ years from the date of inception of the contract duly pledged in favour of Additional Director General, Publications Division, New Delhi. The performance security will be refunded after the satisfactory completion of the Contract.

4. The firm to whom the contract is awarded will be fully responsible for the safe custody of above material and will be liable to pay their replacement value in their loss or damage incurred during the period of contract. The loss due to washing or iron will be recovered as determined by Additional Director General, Publications Division. The decision of ADG, Publications Division in this regard shall be final.

Contd..2/-

5. This Division reserves the right to accept or reject any or all quotations without assigning any reason thereof. This Division also reserves the right to terminate the contract at any time during its currency without assigning any reason. No request for revision of rates on accounts of fluctuations, if any, will not be considered during the period of contract. Subject to satisfactory performance by the firm during their contract period, contract may be extended for another winter season on existing rates, terms & conditions. The said tender/quotation may be see on the website of this Division (www.publicationsdivision.nic.in)



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