



# प्रकाशन विभाग

PUBLICATIONS DIVISION

सूचना एवम् प्रसारण मंत्रालय

भारत सरकार

MINISTRY OF INFORMATION & BROADCASTING  
GOVERNMENT OF INDIA

Website : [www.publicationsdivision.nic.in](http://www.publicationsdivision.nic.in)



सूचना भवन,  
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SOOCHNA BHAWAN  
C.G.O. COMPLEX,  
LODHI ROAD, NEW DEHI-110003

Ref No..... No. D-31013/1/2019-20/A&G

21th Feb.2020  
Dated.....

To,

Subject: Finalisation of Fresh Annual Contract for Washing/Dry cleaning of Towels, Curtains, Vertical Blinds/Patti, Chadars, Sofa Covers, Sofa Sets, Cushioned Chairs etc. in Office of this Division, located at Soochna Bhawan, Feeder Store, Faridabad and Old Secretariat, New Delhi.

Sealed quotations are invited from experienced agencies for Washing/Dry cleaning of Towelsm Curtains Vertical Blinds/Patti, Chadar(white), sofa cover, sofa set, Cushioned Chair, Sofa set Cusione etc" 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	Rate in Rs.	Rate(percentage) of Tax(if any)
1.	Washing of Towel/Chadar		
2.	Washing of Curtain –per piece		
3.	Polish of Centre Table		
4.	Dry-cleaning of Sofa Set(Per Seat)		
5.	Cushioned chair(Dry cleaning)		
6.	Vertical Blinds/Patti-per Sq.Ft.		
7.	Cleaning of leather chair/Sofa(per seat)		
8.	Sofa-set Cushion		

2. The quotations in sealed envelope may be sent to Deputy Director (Admn.), Publications Division, Ministry of I&B, Room No. 691, Soochna Bhawan, Lodi Road, New Delhi-110003 latest by 3.15 PM till 02.3.2020. Please note, 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 same room presence of tendreres or their representatives.

3. The selected firm, 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 18 months from the date of inception of the contract duly pledged in favour of Principal Director General, Publications Division, New Delhi. The performance security will be refunded after the satisfactory completion of the Contract.
4. The selected will firm use the best quality material for cleaning/washing of all goods and will be liable to pay their replacement value in their loss or damage incurred during the period of process. The loss occurred due to washing or iron will be recovered as decided by the Principal Director General, Publication Division which will be final.
5. The Division reserves the right to accept or reject any or all quotations without assigning any reason thereof.
6. This Division also reserves the right to terminate the contract at any time during its currency without assigning any reason.
7. No request for revision of rates on accounts of fluctuations, if any, will not be considered during the period of contract.
8. Subject to satisfactory performance by the firm during their contract period, contract may be extended for another winter season on existing rates, terms & conditions.
9. These will not be a regular work throughout the year.

Agency will be called on the basis of any such requirement of work from time to time.

*Sant Ram*  
21/2/2020

(SANT RAM)  
SECTION OFFICER  
TEL.24362974