



Government of India
Ministry of External Affairs
Establishment Division
Jawaharlal Nehru Bhawan, 23-D Janpath,
New Delhi-110011.

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Annual Rate Contract for dry cleaning/washing/shampooing of carpets, curtains, floor covering, sofa set, chairs, blinds, etc. in different Offices/Divisions in the Ministry of External Affairs for a period of one year.

Tender No:Q/OF/881/01/2020	DATED: 15/06/2020
<u>Important Dates</u>	
Publishing Date	15/06/2020 (1500 hrs)
Bid Document Download Start Date	16/06/2020 (1530 hrs)
Clarification Start Date	22/06/2020 (1530 hrs)
Clarification End Date	25/06/2020 (1700 hrs)
Bid Submission Start Date (online)	26/06/2020 (0900 hrs)
Bid Submission End Date (online)	01/07/2020 (1730 hrs)
Date of Technical Bid Opening (online)	07/07/2020 (1100 hrs)
Date of Financial Bid Opening (online)	To be notified subsequently in due course
Venue for Opening Bid	O/o The Under Secretary, Room No 4010, A- Wing, Jawaharlal Nehru Bhawan, 23-D, Janpath New Delhi- 110011.

The bid shall be submitted online only at Central Public Procurement Portal Website:
<http://eprocure.gov.in/eprocure/app>

Manual bids shall not be accepted.

(Dinen Kumar Bordoloi)
Under Secretary (OE, OF & OS)
Ministry of External Affairs,
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Jawaharlal Nehru Bhawan,
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No.Q/OF/881/01/2020
Government of India
Ministry of External Affairs
(Establishment Division)
(OF Section)

Dated : 15/06/2020

Subject: Invitation of competitive tenders for execution of Annual Rate Contract for dry cleaning/ washing/ shampooing of carpets, curtains, floor covering, sofa set, chairs, blinds etc. in different Offices/ Divisions in the Ministry of External Affairs for a period of one year.

I am directed to say that online tenders are invited from the reputed Firms/Company for **Annual Rate Contract for dry cleaning/washing/shampooing of carpets, curtains, floor covering, sofa set, chairs, blinds etc. in different Offices/Divisions in the Ministry of External Affairs.**

2. Interested parties may please send their bids on-line through <http://eprocure.gov.in/eprocure> via two bid system Technical Bid & Financial Bid. The last date of submission of bid is **13.11.2017**. For further details and obtaining of the tender documents, tender notices may be seen at the website of Ministry of External Affairs at <http://www.mea.gov.in/tenders.htm>. Tender Documents downloaded from website will also have to pay the above tender fee as mentioned. Bids received after stipulated date and time shall not be entertained. **The Technical Bids will be opened at 1100 hrs. on 16.11.2017** in Room No. 4010, A Wing Jawaharlal Nehru Bhawan, New Delhi. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of technically qualified bidders or their authorized representatives.

3. Incomplete or conditional tenders will not be entertained. The tenders of those firms will be entertained who deposit the earnest money amounting to Rs. **10,000/- (Rupees Ten thousand Only)** in the form of Demand Draft/ Pay order in favour of "Pay & Accounts Officer, Ministry of External Affairs" payable at New Delhi along with the Technical Bid. The Technical Bid received without the EMD will be summarily rejected. The MSEs registered with Central Purchase Organisation or the concerned Ministry or Department are exempted from the submission of EMD subject to submission of MSME Certificate. EMD of unsuccessful bidder shall be returned to them within 30 days of award of the contract to the successful bidder.

The successful bidder will be required to submit a Performance Bank Guarantee (PBG) of Rs.**25,000/- (Rupees Twenty five thousand only)**. Bank guarantee shall be valid up to two months beyond the date of completion of all the contractual obligations of the supplier. If successful Tenderer(s) fails to furnish the required bank guarantee within the specified period, EMD will be forfeited and the bidder will be barred from participating in future tenders of the Ministry.

4. **Technical bid should include photocopies of the following documents, duly attested by a Gazetted Officer, failing which their bids shall be summarily/outrightly rejected and will not be considered any further:**

- a) Registered Office or one of the Branch Office of the Company/ Firm/ Agency should be located in New Delhi / NCR.
- b) The Company / Firm / Agency should have at least 02 (two) years experience of services this field in Ministries/ Departments/ Organisations of the Government of India/ State Government, PSUs, Nationalised Banks, Private Firm etc. with at **least two year** proof duly supported by documentary evidence and which should be enclosed with the technical bid.
- c) The bidder should possess valid **GST Registration**. Attested copy of the same must be submitted with the technical bid.

d) Copy of PAN Card

e) The Company /Firm /Agency should submit the technical Bid in prescribed Performa as per Annexure 'A' with attested copies of documents indicated in compliance with the above requirements should be kept with the Technical Bids.

f) **Having minimum turnover of Rs 10 lacs per year during each of the last two years (proof has to be attached).**

g) Copies of IT return of the last two financial years.

h) **Affidavit stating that the Company/Firm/Agency is/has not been blacklisted by Central/State Govt./ PSU (Attach Copy).**

i) Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSU, Private Firms and Govt. Deptt. during the last two years (Attach Copy).

Tender document with all pages duly signed and embossed with official seal

5. **Documents to be submitted under Technical Bid are summarised below:**

Sl. No.	Description	Document Type
1.	Tender Fee of Rs. 500/- (Rupees Five Hundred Only) scanned and to submitted manual	.pdf
2.	EMD of Rs. 10,000/- (Rupees Ten Thousand only) scanned and to submitted manual	.pdf
3.	Registration and incorporation particulars of bidder (Registered Office or one of the Branch Office of the Company/ Firm/ Agency should be located in New Delhi)	.pdf
4.	Experience details of the major similar contracts handled during the last two years with services of item in this field in Ministries/ Departments/ Organisations of the Government of India / State Government, PSUs, Private Firms , Nationalised Banks etc. with at least two year proof duly supported by documentary evidence	.pdf
5.	Attested copies of valid GST Registration	.pdf
6.	Copy of PAN Card	.pdf
7.	Particulars and contact details of bidder (as per Annexure 'A')	.pdf
8.	Annual turnover proof	.pdf
9.	Copies of IT return of last 2 years	.pdf
10.	Affidavit stating that the Company/Firm/Agency is/has not been blacklisted by Central/State Govt./ PSU	.pdf

6. Financial Bid :

The Financial Bid should contain the rate against each item, as per Annexure -"B' and the Bidders have to submit the Financial Bid as per attached Performa, if not, the tender would be summarily rejected.

7. Terms and Conditions

1. The Tender should be accompanied by tender fee of **Rs.500/- (Rupees Five Hundred Only)** and **Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only)** in the form of DD/Pay Order drawn in favour of PAO, Ministry of External Affairs, New Delhi.

2. The interested firm should be duly registered with the concerned Department/Authority for payment of GST which should be indicated in the tender document.

3. The details of all taxes, GST etc. wherever applicable, should be clearly indicated in respect of each item.
4. The successful tenderer(s) will be required to deposit performance security that should be an amount of **Rs. 25,000/- (Rupees Twenty five thousand only)** in the form of DD/ Pay order/ Fixed deposit receipt from a Commercial Bank/ Bank Guarantee form a Commercial Bank in favour of "Pay & Accounts Officer, MEA" payable at New Delhi at the time of signing of the contract. It should be valid for a period of two months beyond the date of completion of all contractual obligation of the supplier.
 5. The L1 bidder for all the specified works will be considered for award of the contract. In case, no bidder is found L1 for all items, Ministry reserves the right for empanelment of more than one supplier for the L1 rate of each items.
6. The Rate Contract will be initially valid for a period of one year only and shall expire after one year from the date of approval to be indicated in the Rate Contract. However, if the Ministry deem it necessary and subject to the satisfactory services of the Contractor during the initial Rate Contract, the Rate Contract may be extended for a further period of one year with mutual consent of the Ministry and the Contractor.
7. The Tenderer must be registered for collecting & depositing GST with the concerned Tax Department and a copy of registration certificate to this effect, duly signed and stamped by the authorized person of the company must be enclosed with the Tender.
8. Attested copies of PAN/TAN/TIN No. of the firm as applicable while submitting the Tender must be attached.
9. The tendering firm must have an **annual turnover of at least 10 lakh (Rupees Ten lakhs only)** during each of the last two financial years.
10. The work entrusted should be attended to within 3 working days from 9 A.M. to 5 PM. Otherwise penalty of 1% of the total cost of bill will be imposed (equal to 1 % of the bill per day of delay, if the delay is attributable to the firm). In case of repeated failure to carry out the work entrusted by the Ministry within the stipulated time, the Ministry would terminate the contract and the firm shall be barred from participating in any future tenders of the Ministry.
11. If the firm does not attach relevant proof/documents in support of their claim, their tender will not be considered and summarily rejected and no communication will be entertained in this regard.
12. Incomplete or blank quoting of rate in financial part of tender document/ tender without Earnest Money Deposit would result in rejection of tender and shall not be considered under any circumstances.
13. The contractor will raise bill in triplicate every month up to 10th day of the succeeding month. The payment will therefore be made on monthly basis after the bills have been found to be in order in all respects. The payment shall be made only after the work is performed to the full satisfaction and certification of the concerned Office/Division. Details of work undertaken should be filled by the concerned Section/ Officer. No advance payment shall be made in any case.
14. It is the responsibility of the firm to depute skilled and experienced dry-cleaners to carry out the specified work/task within the stipulated time. The Firm would be required to collect, deliver and fix and dry cleaned clothes, etc., in the respective rooms of Ministry of External Affairs, New Delhi, using their workers.

15. The Successful bidder should submit a list of its workers along with their photographs, residential address and other details to the concerned section immediately after the contract is awarded.
16. No request for enhancement of rates will be entertained during the validity of the contract.
17. If the work of the firm is not found satisfactory. Ministry reserves the right to terminate the contract at any time during its validity and decision of the Ministry will be final and binding on the contractor.
18. The Competent Authority of the Ministry of External Affairs reserves the right to reject all or any terms and conditions of the tender in whole, or in part, without assigning any reason.
19. In case of breach of any terms and conditions attached to this contract, performance security deposit of the firm may be forfeited by this Ministry besides annulment of the contract.
20. The Ministry has the right to award the contract to any other agency at the cost, risk and responsibility of the bidder and excess expenditure incurred on account of this will be recovered by the Ministry from its security Deposit or pending bills or by raising a separate claim.
21. The staff deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government Property.
22. If any incident of theft/ pilferage by the worker of the contractor is reported causing pecuniary loss to the Government, the entire cost will be recovered from the firm besides annulment of the contract.
23. If any action or inaction on the part of workers of the contractor causing damage to contracted item(s) is reported then full amount equivalent to that of damaged article will be recovered from the contractor in addition to any other action as deemed appropriate by the Competent Authority.
24. Government tax, namely, GST will be payable wherever applicable and the bill to be submitted by the contractor should bear valid tax registration number. Validity of the tax registration during the period of contract shall be sole responsibility of the contractor.
25. The successful bidder will have to commence the work within 5 days of acceptance of contract. Otherwise, the contract will be cancelled and the Earnest Money Deposit will be forfeited.
26. The firm/agency/company should not be black listed by any Central/State Government Ministries/ Departments/ Public Sector Undertakings including public sector banks/ Autonomous bodies. An undertaking to this effect must be enclosed with the Tender.
27. These terms and conditions are not exhaustive but general in nature. Ministry shall have the right to clarify any clause or part thereof of the terms and conditions and that will be final & binding.
28. If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter

referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, party may, at its option, terminate the contract.

29. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary, MEA or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.

30. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

31. The decision of the sole arbitrator shall be final and binding on the parties.

32. Governing Laws and Disputes: This shall be construed and governed by the Laws of India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law.

33. The prospective bidders are free to seek any clarifications regarding this tender from OF Section, Establishment Division, MEA (Tel. No. 49015111).

(Dinen Kumar Bordoloi)
Under Secretary to the Govt. of India
Tel. No. 49015106

Annexure - “ A”

APPLICATION – Technical bid should include of the following documents

Name of the Vendor/ Supplier (in BLOCK letters)	
Address for Correspondence	
Name of the Contact Person	
Phone/ Mobile No.	
E-mail Id	
Trade License No. (enclose copy) if any	
PAN (enclose copy)	
IT return (enclose copy)	
Proof of Experience Certificate (enclose copy)	
Bank Account Detail	Name of the Bank: Branch: A/C No. Type of A/C: IFSC Code:

BOQ

Sl. No.	Job Description of dry cleaning and shampooing	Amount Without taxes (in Rs.)	GST If applicable (in Rs.)	Any other taxes (in Rs.)	Amount With taxes (in Rs.)
1.	Curtains				
	a) Pure Silk with lining (per panel)				
	b) Polyester with lining (per panel)				
	c) Cotton curtains with lining (per panel)				
	d) Cotton curtains without lining (per panel)				
2.	Carpets				
	a) Floor Covering (per sq. ft.)				
	b) 1000 gm pure wool carpet (per sq. ft.)				
	c) 1250 gm wool / nylon carpet (per sq. ft.)				
3.	Sofa Set				
	All types of Sofa per seat				
4.	Office Chairs				
	a) Revolving Chairs (High back)				
	b) Revolving Chairs (Mid back)				
	c) Visitor Chair				
5.	Table Cloth				
6.	Blinds				
	a) Roller Blinds (dry wash) (Per panel)				
	b) Zebra Blinds (dry wash) (Per panel)				
7.	Liveries				
8.	Towels				
	a) Towels (Small)				
	b) Towel (Medium)				
	c) Towel (Large)				
9.	Bed Sheets				
	a) Bed sheet (Medium)				
	b) Bed sheet (Large)				
10.	Pillow Cover				
11.	Sofa Cushions with covers (Per seat)				

