

BY SPEED POST

No.A.14014/03/2010-Ad.III
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

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New Delhi, dated the 2.3.2010

To

As per list attached.

Sub: Contract for Dry-Cleaning of Carpets, Sofa Sets, Visitor chairs etc. in the Ministry of Home Affairs for the year 2010-2011.

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Dear Sir,

Sealed quotations are invited for Dry-Cleaning of Carpets, Sofa Sets, Visitor Chairs etc. in the Ministry of Home Affairs for the year 2010-2011 as per the details given in the Annexure on the terms and conditions.

2. The tenderers will have to deposit a sum of **Rs.5000/-**(Rupees Five thousand only) in the form of a Demand Draft in favour of the D.D.O., Ministry of Home Affairs, New Delhi, **as a earnest money** failing which tenders will not be considered. The firm whose tender is accepted will have to deposit **security money of Rs.10,000/-**(Rupees Ten thousand only) in the form of a Demand Draft in favour of the D.D.O., Ministry of Home Affairs, New Delhi. The earnest money and security money shall bear no interest.

3. Payment will be made to the contractor after the successful completion of the work.

4. If you are interested in undertaking the above mentioned work under the terms and conditions in this letter, you may submit your detailed quotation addressed to the undersigned in a sealed cover which should be prominently marked with the words **“Quotations for Dry-Cleaning of Carpets, Sofa Sets etc.”** The quotations may be dropped in the tender box kept in Room No.2, North Block, New Delhi latest by **3.00 P.M. on 18.3.2010**. The quotations can also be sent by post so as to reach the undersigned by the stipulated date and time.

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5. The representative duly authorized by the tenderers may be present at the time of the opening of the quotations. The representative should carry a letter to this effect. In this connection, the tenderers may also kindly note the following points:

- (i) The tenderers should also give necessary details, if they have undertaken similar works in other Government Offices.
- (ii) The tenders received after the specified date and time will not be considered.
- (iii) The Ministry reserves the right to reject any quotation as a whole or in part without assigning any reason.
- (iv) The tendering firm must write their TIN, PAN number etc. otherwise the tender will not be entertained.

6. **The quotations will be opened at 4.00 P.M. on the same date in Room No.2-A, North Block, New Delhi.** The representatives, duly authorized by the tenderers, may be present at the time of the opening of the quotations. The representative should carry a letter to this effect.

Yours faithfully,

Sd/-

(N.K. ARORA)

UNDER SECRETARY TO THE GOVT. OF INDIA

Tel.23094956

ANNEXURES

S.No.	Name of dry-cleaning Items	Rate (in Rs.)
1.	Carpet per sq.ft.	
2.	Three Seater Sofa Set (each)	
3.	Single Sofa Chair (each)	
4.	Three Seater Sofa Set with foam rexin. (each)	
5.	Single Sofa Chair with foam rexin. (each)	
6.	Visitor Cushion Chair (each).	
7.	Easy Cushion Chair (each)	
8.	Executive Chair (each)	
9.	Computer Chair (each)	
10.	Towels big size Towels medium size Towels (Hand)	
11.	Curtains (Big) Curtains (Small)	
12	Vertical Blinds (per strips)	