



सं. 31016/4/2016-Ad(1)

No. \_\_\_\_\_

भारत सरकार  
GOVERNMENT OF INDIA  
इस्पात मंत्रालय  
MINISTRY OF STEEL  
उद्योग भवन  
UDYOG BHAWAN

नई दिल्ली-110107d 22.3.2017

New Delhi-110107

Notice Inviting Tender

**Subject: Online Bids for washing of official towel, dry cleaning/washing of carpets, curtains, seat covers of sofa sets, blinds, etc. in the Ministry of Steel - regarding.**

Online Bids are hereby invited at Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) from reputed, experienced and financially sound companies/firms/agencies for award of Rate Contract for washing of official towel, dry cleaning/washing of carpets, curtains, seat covers of sofa sets, blinds, etc. in the Ministry of Steel for the period of two years from the date of awarding.

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following enclosures:

Annexure-I	-	Terms and Conditions
Annexure-II	-	Proforma for Technical Bid Submission
Annexure-III	-	List of Items (Proforma for Financial Bid Submission)
Annexure-IV	-	Details of Bank Account
Annexure-V	-	Instructions for Submission of e-Tender

4. Important Dates for the invitation of aforesaid Online Bid:

✓ Publish Date of Bid	-	23.03.2017 11.00 AM
✓ Bid/Document Downloading Start Date	-	23.03.2017 11.30 AM
✓ Bid Submission Start Date	-	24.03.2017 09.00 AM
✓ Bid/Document Downloading End Date	-	10.04.2017 03.00 PM
✓ Bid Submission End Date	-	10.04.2017 03.00 PM
✓ Bid Opening Date	-	11.04.2017 03.30 PM

5. **The Bid should invariably be accompanied by a Demand Draft of Rs. 5000/- (Five Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD). The bid received without the requisite EMD will not be entertained. The scanned copy of the Demand Draft for Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be dropped in a sealed cover superscribed with 'Bid for washing of official towels, dry cleaning/washing of carpets, curtains, seat covers of sofa sets, blinds, etc in the Ministry of Steel' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 11.04 2017 by 03.00 P.M.**

6. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

7. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.

(K. Murali)

Under Secretary to the Govt. of India

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Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

**Terms and Conditions**

1. The contract for washing of official towels, dry cleaning/washing of carpets, curtains, seat covers of sofa sets, blinds, etc. in Ministry of Steel will be valid for a period of 2 years w.e.f. award of the contract. However, the contract may be further extended as per the requirement of the Ministry or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one weeks' notice to the selected firm.
2. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:
  - (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
  - (b) Scanned copy of Bank Draft by which Earnest Money Deposit (EMD) has been submitted.
  - (c) Scanned copy of PAN Card
  - (d) Scanned copy of VAT/TIN//Sales Tax registration certificate
  - (e) Scanned copy of work experience certificate
  - (f) Scanned copy Annexure-IV (details of bank account of firm)
  - (g) Scanned copy of cheque from bank account of the firm furnished in Annexure-IV
  - (h) Scanned copy of financial statements of accounts of firm like Balance Sheet, Profit & Loss Accounts etc.
3. **Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate.** The payment will be made on monthly basis after the bills have been found to be in order in all respects. No advance payment shall be made in any case. **Bidder should furnish details of bank account in Annexure-IV along with the other requisite documents.**
4. Overwriting or correction in any of the tender document is not permissible. The rates should be quoted both in figures and words. If VAT/ any other tax are in addition to the rates quoted, it should be specifically mentioned, otherwise it would be presumed that the rates quoted are inclusive of the VAT/ any other tax. The conditional bid will not be accepted under any circumstances.
5. The firm must have valid TIN/PAN/VAT/Service Tax Nos.
6. The firm should have a minimum 3 years experience in the operational area. Details of present contracts held presently in three Government Departments may also be enclosed with the quotation

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7. No increase in amount shall be considered during the period of Annual Contract. No other charges like transportation/fare etc., will be payable.
8. The firm should ensure that the work would be completed within the given stipulated time. However in case of urgency, the contractor/representative must attend the job any time. The representative of the firm will replace the official's towel on every Monday and Thursday upto 9.30 AM. The firm is required to ensure that the receipt of the washed towel is duly acknowledged by the officer. Contractor is fully responsible for the material collected from office for washing purpose. The firm must also ensure that the towel which pertains to an officer is given back to the same officer after each wash.
9. If the firm commits breach of any of the terms and conditions or is not able to complete the work in time or the quality of work is not of the desired level, the contract will be cancelled and security deposit shall be forfeited.
10. This Ministry reserves the right to terminate the contract forthwith any time for breach of any of the conditions of this contract.
11. It is a pre-requisite that the firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere.
12. 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.
13. No bidder is allowed to withdraw the tender. In case of withdrawal, the EMD shall stand forfeited and action will be taken to black list the bidder.
14. The Agency/Firm shall not appoint any sub-contractor for the work under any circumstances.
15. The bidder will indicate the complete address of their firm/office and residence along with telephone numbers and other related information, and must be available for contact.

#### **Arbitration Clause**

16. Arbitration: In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree by mutual consent, then Ministry will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or re-enactment there of including the rules framed there under.

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17. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Court.
18. The work concerned must not suffer during the period of dispute.

### Financial Conditions

1. Average Annual Turn Over of bidder firm during last three year, ending 31<sup>st</sup> March of the previous financial year should be at least of Rs. 3 lakh per annum. Documentary evidence to this effect i.e. copy of financial statements of accounts of firm like Balance Sheet, Profit & Loss Accounts etc. should be submitted alongwith the other requisite documents.
2. Earnest Money Deposit (EMD) of 5000/- <sup>Rupees</sup> (Five thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscribed with **'Bid for washing of official towels, dry cleaning/washing of carpets, curtains, seat covers of sofa sets, blinds, etc in the Ministry of Steel in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 11<sup>th</sup>, <sup>APRIL</sup> ~~March~~ 2017 by 03.00 P.M.**
3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Annual Maintenance Contract (AMC). No interest will be paid on EMD amount.
4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. *Successful bidder shall submit the performance security of Rs.20,000/- (Rupees Twenty Thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract after deduction of dues, if any. No interest will be paid on performance security deposit.*
5. *No exemption will be given to any firm with regard to deposit of Earnest Money Deposit (EMD). However, The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.*

  
(K. Murali)

Under Secretary to the Govt. of India

## INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

Sl.NO.	Particulars	To be filled by the Bidder	
1.	(a) Name of the Firm		
	(b) Address of the Firm		
	(c) Name of the Proprietor		
	(d) Telephone No.		
	(e) Mobile No.		
	(f) Email Address		
2	PAN Number (copy to be enclosed)		
3	TIN Number (copy to be enclosed)		
4	Service Tax Registration Number (copy to be enclosed)		
5	Details of contracts held with at least three Govt. Ministries/Departments (copy to be enclosed)		
6	Annual Turn over (In Rs.) (copy of financial statements of accounts like balance sheet, profit and loss accounts etc. to be enclosed)  (Average Annual Turn Over during last three financial years should be at least of Rs. 15 LAKH Per annum.	Year	Annual Turn Over (in Rs.)
		2012-13	
		2013-14	
		2014-15	
7	Details of EMD (i) Amount (ii) DD No (iii) Date (iv) Issuing Bank		
8	Whether terms and conditions of the tender is acceptable?		

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere.

Further it is certified that I/we have read and understood the terms and conditions of the Notice Inviting Tender No 31016(4)/2016-AD(G) <sup>February</sup> 22<sup>nd</sup> March, 2017 and will abide by them till the completion of the contract period.

(Signature of the authorized person)

Date:

Name;

Place:

Designation

Seal

Note: Any bid received without all the details and/or without the certificate signed and/or without the seal of the firm will be treated as incomplete and unresponsive bid and therefore will be summarily/uprightly rejected and financial bid will not be opened.

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**Financial Bid**

S.No.	Job description	Rate for per piece/unit (in Rs.)	VAT and other taxes etc (in ₹)	Total
1.	Blind			
2.	Curtain			
3.	Carpet			
4.	Towel (Big Size)			
5.	Towel (Small Size)			
6.	Duster			
7.	Sofa Set (single setter)			
8.	Sofa Set (three setter)			
9.	Dry Cleaning of Chair			
10.	Dry cleaning of Car Seat Cover			
<p>(i) VAT and other taxes etc must be specified and filled in amount (in Rs.) (not as percentage) so that Total Rate will be filled with appropriate amount (in Rs.)</p> <p>(ii) Leaving any of Column unfilled will be treated as incomplete and unresponsive bid and therefore liable to be rejected.</p>				

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## ANNEXURE-IV

### DETAILS OF BANK ACCOUNT

(Real time Gross Settlement (RTGS) National Electronic Fund Transfer (NEFT) facility for receiving payments)

Sl.No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of the Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

Date:

Name:

Place:

Designation

Seal

Note Please attach a photocopy of the cheque.

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**Instructions for Submission of e-Tender(in two bids system-Technical Bid and Financial Bid)**

As per the directives of Department of Expenditure, Ministry of Finance, this tender document has been published on the Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in submission of e-Tender through the CPP Portal. More useful information for submitting online bids on the CPP portal may be obtained at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India(e.g. Sify/TCS/nCode/eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID, password and the password of the DSC/e-Token.

**PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid Documents have to be submitted, the number



of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.

4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area while submitting a bid. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to any issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable.

**4. Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure-II) and Financial Bids (information furnished by the firm for evaluation of financial bids given in Annexure-III) alongwith the other requisite document in .pdf format.**

5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. the bidders should follow this time during bid submission.

6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket layer 128 bit encryption technology.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.

9. *The e-Tender has been invited under two bids system (Technical Bid and Financial Bid)*. The interested firms are advised to submit their bids-Technical Bid and Financial Bid "on-line" by visiting the Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The bids will be accepted as e-Tender only i.e. the bidders will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Central Public Procurement (CPP) Portal are pre-requisite for e-tendering.

10. Bidder should prepare the Earnest Money Deposit (EMD) as per the instructions specified in the tender document. The original should be dropped in a sealed cover superscripted with '**Bid for ARC for washing of official towel, dry cleaning/washing of carpets, curtains, seat over of sofa set, blinds, etc in the Ministry of Steel**' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before the last date of bid submission. The details of the Demand Draft, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.

11. The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.

12. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
- (b) Scanned copy of Bank Draft by which Earnest Money Deposit (EMD) has been submitted
- (c) Scanned copy of PANCard
- (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
- (e) Scanned copy of work experience certificate
- (f) Scanned copy a Annexure-IV (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-IV
- (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

13. Conditional and incomplete bids shall not be considered and will be treated as un-responsive bid and rejected out-rightly at the very first instance.

14. The Ministry of Steel reserves the right to annul any or all bids without assigning any reason.