

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQ) ::  
TIS HAZARI COURTS:: DELHI

Through Speed Post

No. 50568-587 /Purchase Cell/18

Dated 16.08.2018

**LIMITED TENDER IN TWO BID SYSTEM**

To,

1. The Manager, Kendriya Bhandar, West Block VIII, Wing-III, Ground Floor, R.K. Puram, N. Delhi.
2. The Manager, NCCF India Ltd., 92, Deepali Building, 6<sup>th</sup> Floor, Nehru Place, ND.
3. The Manager, DSIDC, Admn. Block Okhla Phase-I, Near Police Station, New Delhi.
4. The Manager DCCW Store Limited, Karam Pura Road, Moti Nagar, New Delhi-15
5. The Manager, Delhi State Consumer Co-operative Federation Ltd., E-579 Palam Extn. (Ramphal Chowk) Sector-7, Dwarka, New Delhi-110077
6. The Manager, The Sudhar Sabha Consumers Co-operative Store Ltd., DDA Shop No. A/1 Market, B-4, Lawrence Road, Delhi-35.
7. Notice Board:- At Tis Hazari, Patiala House, Karkardooma, Saket, Dwarka and Rohini Courts, for information to other Government stores/Emporium/General enderers.
8. **District Court Website Committee, Tis Hazari Courts with the request to place the tender form on the website of District Court, Delhi and proof of uploading be also sent to this office.**
9. Sh. Birjoo (Washerman), 10293, Gyarsewali Gali, Manak Pura, Karol Bagh, New Delhi-110005.
10. M/s Jolly Dry Cleaners, E-42, Hauz Khas, Delhi-110016.
11. M/s Nice Dry Cleaners, 2-B, Shri Ram Building, Jawahar Nagar, Delhi-110007.
12. M/s Roxy Dry Cleaners, Shop No: R-847, New Rajinder Nagar, New Delhi, Delhi 110060.
13. M/s Mercury Dry Cleaners, 4700/21, Ansari Rd, Dariya Ganj, New Delhi, Delhi 110002.
14. M/s Unique Dry Cleaners, 947, Nehru Road, Arjun Nagar, Opposite, Defence Colony, New Delhi Delhi 110003.

Sub: **Annual Rate Contract for washing of different cloth for period of one year.**

1. Curtains
2. Car Seat Cover.

**Note:-** The tenderer are required to collect the Curtain Clothes from the Care Taking Branch and Car Seat Covers directly from the Pool Car Section of concerned District Courts respectively.

(EMD = Rs. 1,000/-)

(Separate quotation for this item)


- Limited tenders are invited in two bid system i.e. Technical bid and Financial bid. The technical bid should contain the details specification of the item along-with necessary documents as mentioned in the terms & conditions. The Financial Bid should contain competitive price of goods and other relevant description etc.
- The quotations / tender complete in all respect be put only in tender box placed in Room No 209, 2<sup>nd</sup> Floor, Tis Hazari Courts, Delhi on or before 16.08.2018 at 4.00 P.M., which will be opened on the same day in the presence of tenderers.

You are hereby requested to send your sealed quotation for the above mentioned items with necessary descriptions separately on the following terms & conditions:-

**Special terms & conditions**

1. **The tenderers are required to submit two sealed envelopes. One envelope should contain technical bid and the other financial bid. Both these envelopes must be contained in a big single envelope.** On the said Big single envelope the name of the article must be mentioned clearly for which quotation/quotations has/have been called.
2. **the name of bid i.e. Technical or Financial as contained in both these envelopes must be mentioned on both the envelopes separately.**
3. The financial bid/bids of only those tenderer/tenderers shall be considered who are eligible and qualified in their technical bid.
4. "IN CASE THE EMD OF BIDDER IS LYING IN THIS DEPARTMENT FOR ANY PREVIOUS SUCCESSFUL OR UNSUCCESSFUL TENDER, THE SAID EMD SHALL NOT BE CONSIDERED WHILE EVALUATING THIS TENDER. ONLY THE BIDS WITH FRESH EMD SHALL BE CONSIDERED. THE DATE OF EMD SHOULD BE POST PUBLICATION DATE. THE EMD HAVING PRE PUBLICATION DATE SHALL NOT BE CONSIDERED".
5. The complaint made in the forenoon over telephone should be attended either in the forenoon itself or latest by afternoon of the date of complaint. Similarly, complaint made during afternoon should be attended in the afternoon itself and latest by the following morning.
6. At any time, during the contract period the job work may be cross checked, and if the job work is not found satisfactory or according to the contract order necessary action as deemed fit by this department may be taken against the contractor.
7. The tenderer are required to collect the Curtain Clothes from Care Taking Branch and Car Seat Cover directly from Pool Car Section of concerned District Courts respectively.
8. No extra payment would be made to the contractor except the rates approved by this department.

9. The tenders/quotations received after due date and time shall not be considered.
10. Quotations through Direct, Courier, Post and any other means, shall not be accepted/entertained in any case.
11. **The Department may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.**
12. **The firms must have permanent GST No. and Income Tax /PAN nos. and those who have not the same, need not apply.** Also the firm must submit proof of depositing tax to indenting department. The tenderers must mention the GST No. and Income Tax /PAN nos. in their invoice /receipts submitted by them.
13. The rates should be written in words as well as in figures and Tax component must be mentioned separately, **(if GST is not mentioned, the rates of concerned item will be treated as inclusive of ST, VAT, Excise Duty, GST etc.)**
14. The rates should be quoted F.O.R. Tis Hazari, Karkardooma, Patiala House, Dwarka, Saket and Rohini Courts, Delhi or as directed by this office.
15. The tenderers are required to attach photocopy of GST/Service Tax Clearance Certificate along with their quotations. Failure to submit Current GST/Service Tax Clearance Certificate may render them invalid automatically.
16. **The PAN number should be in the name of firm/company/proprietorship failing which tax at higher slab @ 20% in terms of section 206AA shall be deducted.**
17. On the top of envelop/quotations the subject should be mentioned clearly for which the quotation is being submitted.
18. No payment shall be made in advance. The payment shall be made after expiry of contract period and after receiving satisfactory working report from the actual users. The pre-receipt bill in quadruplicate be submitted after the contract for arranging payment.
19. The firm should not be blacklisted by any Govt. Department/ Semi Govt. if any proof of black listing is found against the tenderer/firm at any time during the period of contract /Purchase, the whole claim or part thereof as decided by the Purchase Committee may be forfeited without assigning any reason. **Certificate regarding non-blacklisting should be submitted.**
20. If the last day of submitting the tender is declared a holiday then the tenders will be opened on the next working day.
21. In case of job work or material used is found below the standard and not according to the specifications, the Purchase Committee reserves the right to forfeit the whole claim or part thereof. The decision of Purchase committee will be final in this regard.
22. The Purchase Committee reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.
23. The Purchase Committee reserves the right to accept or reject any tender without assigning any reason whatsoever and no representation of any kind will be entertained.
24. The tenderers should submit separate quotation for each item as mentioned in the subject.
25. In case of dispute the decision of the Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
26. **Each Tender form should be accompanied by demand draft/pay order/FDR/ Bank Guarantee for amount as mentioned against the item in Notice Inviting Tender (NIT) as EMD in favour of District & Sessions Judge(HQ), Tis Hazari Courts, Delhi**
27. The amount of security will be refunded as soon as possible to the unsuccessful tenderers on written request. The Govt. Stores who has been declared exempt from depositing EMD shall be required to submit the documentary evidence as proof to prove that they are exempted from depositing earnest money by the Govt. of India/ Govt. of NCT of Delhi. In the absence of earnest money/documentary evidence the quotation shall not be considered.
28. The respective EMD/Bid security submitted by the successful firm would be returned to them with the condition to deposit the performance security as deemed fit by the Purchase Committee of this department in form of FDR/Bank Guarantee/demand Draft. The said performance security would be valid for a period of all contractual obligations.
29. The department reserves the right to impose any other condition at the time of placing order.

  
 31/7/18

**(DR. KAMINI LAU)**  
**Chairperson, Purchase Committee/  
 Additional District & Sessions Judge, Delhi**