

Through Regd. Post.

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

No. A3633 /Purchase Cell/2016

Dated 30 SEP 2016

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, 6th 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-05.
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.

Sub: Contract for Dry cleaning of sofas & cushion chairs for the court rooms, branches, chambers at Tis Hazari Court Complex.

Items	quantity
(1) Sofa Sets	40 nos.
(2) Cushion Chairs	375 nos.

(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, 2nd Floor, Tis Hazari Courts, Delhi on or before **21.10.2016 at 4.15 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 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.
2. 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.
3. The tenderer are required to collect the Curtain Clothes and Bastas from Care Taking Branch of the concerned Court Complex and Car Seat Cover directly from concerned Pool Car Section of District Courts.
4. "The goods, including for works contract, shall be supplied by bidder or its authorized distributor in Delhi and against a sale invoice issued from Delhi. The delivery of goods shall also be made from Delhi. The bidder dealer or its authorized distributor, as the case may be, who supplies the goods should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions, warranties/guarantees, irrespective of the fact that the goods are supplied by him directly or through its authorized distributor. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties".
5. No extra payment would be made to the contractor except the rates approved by this department.
6. The tenders/quotations received after due date and time shall not be considered.

7. Quotations through Direct, Courier, Post and any other means, shall not be accepted/entertained in any case.
8. **The firms must have permanent Service Tax/Sales Tax/ VAT/TIN no. and Income Tax /PAN nos. and those who have not the same, need not apply.** Also the firm must submit proof of depositing sales tax/VAT to indenting department. The tenderers must mention the Service Tax/Sales Tax/ VAT/TIN no. and Income Tax /PAN nos. in their invoice /receipts submitted by them.
9. The rates should be written in words as well as in figures and sales tax, VAT, Excise Duty must be mentioned separately, **(if ST/VAT/Service Tax, Excise Duty etc. is not mentioned, the rates of concerned item will be treated as inclusive of ST, VAT, Excise Duty etc.)**
10. 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.
11. The tenderers are required to attach photocopy of current Sales Tax Clearance Certificate along with their quotations. Failure to submit Current STCC may render them invalid automatically.
12. **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.**
13. On the top of envelop/quotations the subject should be mentioned clearly for which the quotation is being submitted.
14. 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.
15. 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.**
16. If the last day of submitting the tender is declared a holiday then the tenders will be opened on the next working day.
17. 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.
18. 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.
19. 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.
20. The tenderers should submit separate quotation for each item as mentioned in the subject.
21. In case of dispute the decision of the Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
22. **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**
23. 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.
24. 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.
25. The department reserves the right to impose any other condition at the time of placing order.



(RAJNISH BHATNAGAR)
Chairman, Purchase Committee/
Additional District & Sessions Judge,
Delhi.