



Through speed Post.

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

No. 38691 /Purchase Cell/2016

Dated 01 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 tenderers.
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. M/s Jolly Dry Cleaners, E-42, Hauz Khas, Delhi-110016.
10. M/s Nice Dry Cleaners, 2-B, Shri Ram Building, Jawahar Nagar, Delhi-110007.
11. M/s Four Seasons Drycleaning Company, Shop No. B-39, Okhla Industrial Area II, Phase I, New Delhi, Delhi 110020
12. M/s Choice Drycleaners, Shop No-15, ND Market, Pitampura, New Delhi, Delhi 110034
13. M/s Mercury Dry Cleaners & Dyers, 23, Community Centre, East of Kailash, New Delhi-05
14. M/s New Super White Dry Cleaners, Shop No. 6, Plot No. 8, Vardhaman South Plaza, H-Pocket Market, Pocket A, Sarita Vihar, New Delhi-110044
15. M/s Max Drycleaners International Pvt Ltd, G 2, Plot No 1, Central Market, Sector 6, Dwarka, New Delhi-110075.
16. M/s Pressto Drycleaning & Laundry, C-657, Main Road, Delhi 110025, Near Gurdwara, New Friends Colony, New Delhi-110025

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 (3 seater)	40 nos.
(2) Cushion Chairs	375 nos.

(EMD = Rs. 1,500/-)

- 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 19.09.2016 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:-

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 firm should have an experience of at least 2-3 years in the field of Dry Cleaning. (copy of experience certificate should be attached with the technical bid)
4. The financial bid/bids of only those tenderer/tenderers shall be considered who are eligible and qualified in their technical bid.
5. Quality of the services is the first priority and the Department will never compromise with it. If the quality of service is not maintained, the contract will be terminated immediately and the security deposit will be forfeited.
6. The work is to be carried out in the premises of Tis Hazari Courts, Delhi. Only such works, which cannot be done in the office premises, would be allowed to be done outside. No extra charges will, however, be payable on this ground.
7. The firm shall not assign or sublet the work or any part of it to any other person or company.

8. Payment will be made to the Contractor after the successful completion of the work and after obtaining satisfactory report.
9. The department has right to deduct the payments, if any items be damaged / missing during the contract of dry-cleaning.
10. The contractor is bound to execute the contract of dry-cleaning in a manner that the work of other courts will not suffer.
11. 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.
12. THE WORK/CONTRACT OF DRY CLEANING SHOULD BE COMPLETED WITHIN THREE MONTHS FROM THE DATE OF AWADING OF CONTRACT.
13. The Firms/ Agencies/ Companies participating in the bidding must be registered with Service Tax Department. Copy of service tax should be attached in Technical bid.
14. As per section 33A of DVAT Act 2004 payment in respect of CAMC/AMC of maintenance work covered in the definition of work contract and such claims in which, transfer of material and contract value is more than Rs. 20,000/- attracts deduction of WCT (Work Contract Tax) at applicable rates. Further, WCT (Work Contract Tax) shall be in addition to TDS on services.
15. The firm/company is also required to enclose 'Service tax payment receipts' along-with the claims, if claimed in bill OR payment shall be made to parties excluding service tax mentioned in the bill.
16. "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".
17. Quotations through byhand, courier, post (i.e. Speed Post, Regd. Post etc.) and any other means, shall not be accepted/ entertained in any case.
18. **The tenderers must have PAN number & copy of the same be also enclosed with Technical Bid.**
19. 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 or dealer 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. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.
20. The tenders/Quotations received after due date and time shall not be considered.
21. **Rates should be quoted in tender inclusive of all applicable taxes & duties and the BID should be valid for a period of 90 days.**
22. The firm must have Sales Tax/VAT/TIN no. and those firm who are not having the same, need not apply. Also the firm must submit proof of depositing Sales Tax/VAT. Copy of filing of VAT Return for the last Financial Year i.e. 2014-15 be also enclosed alongwith technical bid.
23. **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.**
24. No payment will be made in advance to the tenderers. Payment of the bill will be paid only after the complete supply of the articles and completion of inspection process.
25. **The rates should be written in words as well as in figures and should be inclusive of all taxes and duties.** Further, rates should be valid for a period of one year from the date of order.
26. The rates as well as supply should be F.O.R. Tis Hazari, Karkardooma, Patiala House, Rohini, Dwarka and Saket Courts, Delhi/New Delhi or as directed by this office. No cartage/ transport charges will be paid extra.
27. **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.**
28. The tenderers are required to attach either photocopy of current Sales Tax Clearance Certificate or copy of filing of VAT return (DVAT) for the last financial year 2014-15.
29. The firm should not be black listed 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 and contract shall be cancelled. Certificate regarding non-blacklisting be also submit alongwith technical bid.
30. In case any working day is declared a holiday then the tenders will be opened on the next working day or any other day subject to convenience.
31. 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.
32. The Purchase Committee in its discretion may reject or accept any or all the quotations/tenderer at any time without assigning any reasons.

- 33. 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, if the services are not found to be satisfactory by the department.
- 34. 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.
- 35. The tenderers should submit separate quotation for each item as mentioned in the subject.
- 36. In case of disputes the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier and Delhi Courts alone would have the Jurisdiction.
- 37. Each tender form should be accompanied by FDR/Bank Guarantee as EMD in favour of District & Sessions Judge (HQs), Tis Hazari Courts, Delhi for an amount as mentioned against the item hereinabove which should be valid for a period of 45 days beyond the final validity of bid (i.e. 90 + 45 = 135 days).**
- 38. The respective EMD/bid security submitted by the successful firm would be returned to them with the condition to submit the performance security in terms of rules as laid down in the General Financial Rule 2005 in the form of Account Payee Demand Draft/Pay Order/Bank Guarantee/FDR. The said performance security should remain **valid for a period of sixty days beyond the date of completion of all contractual obligations** of the suppliers including warranty obligations.
- 39. The amount of security will be refunded as soon as possible to the unsuccessful tenderers on written request. The Govt. Stores who have been declared exempt from depositing EMD shall be required to submit 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.
- 40. 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.