

Government of India
Ministry of Communications & IT
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi-01
(General-I Section)

Dated: 18.11.2011

LIMITED TENDER NO. 37-1/2006-G.I

NOTICE INVITING TENDER

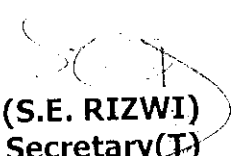
Office of Issue	: Department of Telecommunications General-I Section, Mezzanine Floor, Sanchar Bhawan 20, Ashoka Road, New Delhi-110001.
Date of Issue of Bid Document	: 18.11.2011
Tender No.	: 37-1/2006-G.I
Tender Forms Available With	: Section Officer(G-I), Mezzanine Floor, Department of Telecommunications Sanchar Bhawan, 20, Ashoka Road New Delhi-110001.
Due Date of Receipt	: 18.12.2011 Time – 15:00 Hrs.
Date of Opening of Bid	: 18.12.2011 Time – 15:00 Hrs.
Cost of Bid Documents	: Rs. 50/- (Non Refundable)
Earnest Money	: Rs. 1500/-
Total Estimated Cost (Approx.)	: Rs. 50,000/-

Bids are invited for and on behalf of the President of India from reputed firms under two bid system i.e. Technical Bid and Financial Bid in sealed covers for the dry cleaning of car seat covers and car curtains in DOT(HQ), New Delhi. The Technical Bid and Financial Bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

2. Non transferable bid documents consisting detailed descriptions/specifications of the services to be provided and other terms & conditions may be had from the Section Officer(G-I), Department of Telecommunications, Sanchar Bhawan (Mezzanine Floor), 20, Ashoka Road, New Delhi-110001, between 10:00 Hrs. and 13:00 Hrs., with effect from 18.11.2011 on all working days. Cost of bid document may also be deposited with Pay and Accounts Officer, Department of Telecommunications (HQ), Sanchar BHawan, New Delhi-110001, and the original receipt thereof may be furnished to get the

tender documents. In case firm has downloaded the tender document from the DOT's website i.e. www.dot.gov.in, they must ensure that requisite tender fee/cost is enclosed in the form of Account Payee Demand Draft from any of the commercial bank at Delhi in favour of Pay and Accounts Officer, Department of Telecommunications (HQ), Sanchar BHawan, New Delhi-110001, with their tender, failing which the tender will be treated as incomplete and will be rejected.

3. The bidders will be required to deposit an earnest money of Rs. 1500/- (Rs. One Thousand Five Hundred Only) in the form of Demand Draft on any scheduled bank at Delhi in favour of Pay and Accounts Officer, Department of Telecommunications(HQ), Sanchar Bhawan, New Delhi-110001, along with the bid.


(S.E. RIZWI)
Under Secretary(T)
For and on behalf of the President of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road
New Delhi-110001.

**Government of India
Ministry of Communications & IT
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi-01
(General-I Section)**

Limited Tender No. 37-1/2006-G.I

BID DOCUMENT

Limited Tender for dry cleaning of car seat covers and car curtains of
Department of Telecom (Hq).

**(Visit us at www.dot.gov.in)
Not Transferable**

Price Rs. 50/- Only

LIMITED TENDER ENQUIRY COST OF TENDER SET Rs. 50/-

Invitation of tender for dry cleaning of car seat covers and car curtains.

To

M/S _____

Tenders in sealed cover are invited for dry cleaning of car seat covers and car curtains in the enclosed schedule of requirements (Annexure 'A').

1. General information about the tender :-

- | | | |
|-----|--|---|
| (a) | Office of Issue | : Department of Telecommunications
General-I Section, Mezzanine
Floor, Sanchar Bhawan, 20
Ashoka Road, New Delhi-
110001. |
| (b) | Tender Reference No. | : 37-1/2006-G.I |
| (c) | Date of issue of Bid Document | : १९.११.२०११ |
| (d) | Tender forms available from | : Section Officer (General-I
Section), Mezzanine Floor,
Department of Telecom
Sanchar Bhawan, 20, Ashoka
Road, New Delhi-110001 |
| (e) | Last date and time for receipt of tender | : २९.१२.२०११ Time -15:00 Hrs. |
| (f) | Time and date for opening of tenders | : २९.१२.२०११ Time -15:00 Hrs |
| (g) | Place of opening the tender | : Room No. 511, Sanchar
Bhawan, New Delhi. |
| (h) | Address for Communications | : Director (P)
Department of Telecom, Room
No. 305, Sanchar Bhawan, 20
Ashoka Road, New Delhi-
110001 |
| (i) | Quotation shall remain valid till | : |

: 2 :

SUBMISSION/OPENING OF TENDERS :-

2. Please mention our reference number and date of tender opening on sealed cover.
3. Sealed tender addressed to Under Secretary (T), Department of Telecommunications, Room No. 511 , Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001, should be dropped in Tender Box placed in Room No. 511. Alternatively, the tender may be sent by registered post so as to reach the above address by due date and time. No responsibility will be taken for postal delay or non-delivery/non-receipt of tender document.
4. Sealed tenders will be opened by a committee on due date and time. The bidder or his authorized representative from the company can attend the tender opening. Authority letter to this effect shall be submitted in the enclosed Performa. If due to any exigency the due date for opening of tender is declared close holiday, in such case the tenders will be opened on next working day at the same time or any other daytime as intimated by the Department.
5. In case firm has downloaded the tender document through internet, they must ensure that requisite tender fee/cost in the form of Account Payee Demand Draft from any of the commercial bank in favour of PAO, Department of Telecommunications (HQ), Sanchar Bhawan, New Delhi, has been enclosed with their tender failing which the tender will be rejected.
6. Tenders sent by fax will not be considered. Tenders found in sealed envelope will only be considered. To avoid any complication with regard to late receipt/non receipt of tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach before due date and time. Late tender will be rejected.
7. The firm in this regard should submit the following documents:-
 - (a) The technical bid should be accompanied by two separate Demand drafts for application fee/cost of tender documents for Rs.50/-(non-refundable) (except in case where tender document have been obtained from the Department of Telecom against payment) and bid security of Rs.1500/- (Rs. One thousand Five Hundred only). Technical bid received without application fee/cost of tender document and bid security will not be considered.

- (b) Authorization letter for the bid opening(as per Annexure-E)
- (c) Copy of self attested PAN Number
- (d) Service Tax Number
- (e) The check list(as per Annexure-B)

The bidder must have experience of at least two years for execution of similar work in Govt .offices /PSUs and other similar organizations .Necessary supporting documents like work orders for the last two years to this effect must be submitted along with the offer.

8. **Clarification of Bid Document :** A prospective bidder requiring any clarification of the bidding document shall notify to the Department in writing and the Department will respond in writing to the clarification sought, not later than 14 days prior to the date of opening of the tenders. Copies of the queries and clarification by the Department shall be sent to all prospective bidders who have received the bidding document.

9. **Amendments of Bid Document :** No amendment/correction/ modification/alteration to the bid already submitted by a bidder will be entertained after its submission. Also the bidder will not be allowed to withdraw the bid after opening of the bid. Any of these acts will render the rejection of bid and forfeiture of EMD. In case any amendment/correction/ modification/alteration to bid is considered necessary by any bidder he may submit a fresh bid with the request to return the earlier bid unopened to him.

10. **Modification and withdrawal of bids :** A withdrawal notice may be sent by fax but followed by a signed confirmation copy by post not later than the dead line for submission of bids. No bid shall be allowed to be withdrawn after the deadline for submission of bids. Withdrawal of a bid after dead line for submission will result in bidders forfeiture of bid security.

11. **Clarification of Bids :** During evaluation and comparison of bids the Department may at its discretion ask the bidder for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of bidder shall be entertained.

12. **Delivery Schedule :** The successful tenderer or his representative will have to report the Section Officer (General-I Section) thrice in a week on working days for collecting the orders for dry cleaning etc. and deliver the dry cleaned items to General-I section within three days.

: 4 :

13. **Liquidated Damages :** If any item is damaged or lost during the dry cleaning process the matching replacement or full cost of the same shall be provided by the firm. A late penalty charge @ 5% of the approved price of each order shall be deducted for each day of delay beyond the stipulated delivery period.

14. **Earnest Money Deposit :** The tenderer will be required to submit an Earnest Money Deposit (also known as Bid Security) of Rs. 1500/- (Rs. One Thousand Five Hundred Only) in the form of Account Payee Demand Draft from any of the commercial banks in favour of PAO, Department of Telecommunications(HQ), Sanchar Bhawan, New Delhi-110001, valid for a period of 120 days. Offer not accompanied with earnest money of the requisite amount or without proper validity will be summarily rejected. The earnest money of unsuccessful bidder will be returned immediately after the award of work and that of successful bidder on his submission of Performance Security.

15. **Price :** Price quoted should be firm and final also shall not be subject to variation on any account during the contract period. The price quoted shall be inclusive of packing, forwarding, freight, transit insurance and other charges as applicable. However, taxes if any, shall be indicated separately, failing which it will be presumed that the price charged is inclusive of taxes and no amount shall be paid on this account.

Evaluation of Bids :

16. The broad guidelines for evaluation of offer will be as follows :

- (a) Only those offers shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of the tender both technically and commercially.
- (b) Department of Telecom shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.
- (c) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price shall be corrected by the Department of Telecom. If there is a discrepancy between words and figures the amount in words shall prevail. If the supplier does not accept the correction of errors his bid shall be rejected.

- (d) Prior to detailed evaluation Department of Telecom will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one which confirms to all the terms and conditions of the bid documents without material deviation. The Department of Telecom's determination of bids responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- (e) A bid document substantially non responsive will be rejected by the Department of Telecom and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non conformity.
- (f) Department of Telecom 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 as well as price quotes.
- (g) The lowest acceptable tender shall be considered further for placement of contract/supply order after complete clarification and price negotiations as applicable.

17. **Bid Validity :** The bid will remain valid for a period of 120 days from the date of opening.

18. **Duration of Validity of Contract :** The contract will be awarded initially for the period of one year and may be extended further for a further period of one year if the services are found satisfactory and the contractor is willing for extension of contract.

19. **Payment Terms :** The bills shall be preferred once in two months by the firm to G-I Section for the purpose. The firm will be required to submit the pre-receipted bills, in duplicate, to G-I Section based on the dry cleaning/washing work undertaken during the period of two months alongwith the satisfactory work done report from user with user's name, designation, stamp, telephone number and room number. No advance payment will be made to the party.

20. **Facilities :** The Department will provide adequate space within Sanchar Bhawan premises to the firm for execution of such of the works as are required to be carried out on site. The firm while undertaking the dry cleaning work in the building would do so under the supervision of the caretaker staff deputed for the purpose. The items which are not possible to get dry cleaned in the office premises the firm can take them out for cleaning at their own premises with the prior permission of Section Officer (G-I) and no extra charges would be paid for that.

21. Bid security (EMD) should be refunded to the successful bidder on receipt of Performance Security. The successful vendor will be required to submit performance guarantee @ 7% of total value of contract by way of Bank Guarantee or Bank Draft of scheduled bank. The bank guarantee shall remain valid for a period of 60 days beyond the date of completion of contract.
22. The performance Security remain in full force and in effect during the period that will be taken for satisfactory performance and fulfillment in all respects of the contract i.e. till satisfactory completion of the contract. If the contractor fails to perform the contract to the satisfaction of the Department the performance bank guarantee shall be encashed by Department any time during of agreed contract period or on expiry of the contract as the case may be..
23. On the performance and the completion of the contract as per the general conditions the performance bank guarantee bond will be returned to the contractor without any interest within a period of 60 days beyond the date of completion of the contract.
24. The contract with the firm shall be interpreted under Indian Laws and in case of any dispute between the contract holder and the Department the sole authority for settlement of such dispute will rest with the arbitrator appointed as per provisions of Arbitration and Conciliation Act, 1996.
25. The Department reserves the right to accept or reject any quotation without assigning any reason.



(S.E. RIZWI)

Under Secretary (T)

**For & on behalf of the President of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20 Ashoka Road,
New Delhi-110001.**

Annexure 'A'

S.No.	Name of Item	Quantity (Approx.)	Unit Rates in Figures	Unit Rates in Words
1.	Car Seat Covers (8 Pcs. In each set)	17 Sets		
2.	Car Seat Covers (4 Pcs. In each set)	6 Sets		
3.	Car Curtain (6 Pcs. In each set)	23 Sets		

Annexure - B

Check List and the order in which the documents are to be submitted for the Technical Bid.

Please check whether all the below mentioned documents have been supplied for participating in the tender. The documents are to be submitted in descending order.

S. No.	Documents for filing the check list	Page No.
1.	Cost of tender document in the form of Bank Draft of Rs. 50/- only in case if the tender documents have been downloaded from the website.	
2.	EMD in the form of Bank Draft of Rs. 1500/- only.	
3.	Authorisation letter for the bid opening (as per Annexure - E)	
4.	PAN Number	
5.	Service Tax Number	
6.	Supporting documents for the similar work experience in Govt. Offices/PSUs and other organizations for the last two years.	
7.	The check list (as per Annexure - B)	

Bidders to Ensure

- a. That all pages have been stamped and signed by the authorized person (s).
- b. That all the pages have been numbered.
- c. That all the enclosed documents are legible (clearly readable)

BID FORM

Date

Tender No.

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver in conformity with said drawings, conditions of contract and specifications for sum of (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence deliveries within () months and to complete delivery of all the items specified in the contract within () months calculated from the date of issue of your purchase order.

If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.
Dated this day of 2008.

Signature of
in capacity of

Duly authorized to sign the bid for and on behalf of

Witness.....

Signature.....

Address.....

Tele No.(s):-.....

FAX No.(s):-.....

E-Mail Address:-.....

PERFORMANCE SECURITY BOND FORM

In consideration of the President of India (hereinafter called 'the Government') having agreed to exempt ----- (hereinafter called 'the said Contractor(s)') from the demand, under the terms and conditions of an agreement / (Purchase Order) No. ----- Dated ----- made between ----- and ----- for the supply of ----- (hereinafter called 'the said Agreement'), of performance security for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on Production of a bank guarantee for ----- we, (Name of the bank) -----

contractor(s) do hereby undertake to pay to the DOT an amount not exceeding ----- against any loss or damage caused to or suffered or would be caused to or suffered by the DOT by reason of any breach by the said Contractor(S) of any of the terms or conditions contained in the said Agreement.

2. We (Name of the bank) ----- do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the DOT stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the DOT by reason of the contractor(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the DOT in these counts shall be final and binding on the bank. However, our Liability under this guarantee shall be restricted to an amount not exceeding -----

3. We undertake to pay to the DOT any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/ supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment to made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) ----- Further agree that the guarantee herein contained shall remain in full force and effect during for a period of sixty days beyond the date of completion of all contractual obligations of the contractor including warranty obligations. And that it shall continue to be enforceable till all the dues of the DOT under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till ----- (DoT) certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(S) and accordingly discharge this guarantee.

5. We (Name of the bank) ----- further agree with the DOT that the DOT shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said Agreement or to extend time of performance by the said contract(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the DOT Against and said Contract(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contract(s) or for any forbearance, act or omission on the part of the DOT or any indulgence by the DOT to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)/ supplier(s).

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the DOT in writing.

Dated this _____ day of _____, Two thousand one only.

For _____
(Indicate the name of the bank)

Witnesses:-

Telephone No. (S):- _____
STD Code:- _____
FAX No.:- _____
E-Mail Address:- _____

Annexure - E

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on (date) in the tender of

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below.

Order of Preference	Name	Specimen signature
I		
II		

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the bid

Documents on behalf of the bidder.

- Note: 1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.