

F.No. 7(41)/2006/NMCC
Government of India
National Manufacturing Competitiveness Council
(Ministry of Commerce & Industry)

Vigyan Bhawan Annexe, New Delhi
Dated the 13th Dec 2007

To,

Subject : Annual Rate Contract for Drycleaning of Office furniture and Washing of Curtains, Towels, Car Seat Covers etc. in NMCC - regarding

Dear Sir,

Sealed quotations are invited for Annual Rate Contract from the reputed firms for Dry-cleaning and Washing of the following items :-

Dry-cleaning Work

- | | | |
|----|--|------------------------------|
| a) | Dry-cleaning of Woolen Carpet – per sq ft | |
| b) | Dry-cleaning of Sofa set – three seaters | } Leather/Cotton
Tapestry |
| c) | Dry-cleaning of Sofa set – two seaters | |
| d) | Dry-cleaning of Sofa set –Single seater | |
| e) | Dry-cleaning of Cushion Chair- per Chair | |
| f) | Dry-cleaning of Vertical Blinds- per Sq ft | |
| g) | Vacuum Cleaning – per sq ft | |

Washing Work

- a) Car seat Cover-per set/per seat for single seat & three seats
- b) Sofa Set Cover- per piece(separate for one, two & three seater)
- c) Curtain- per piece
- d) Towel- per piece
- e) Duster- per piece

2 The rates quoted should be inclusive of conveyance etc. and **no extra charges will be paid for transportation.**

3. The payment will be made by cheque only. If the work assigned is not done satisfactorily, no payment shall be made and the contractor has to do the job again.

4. The cleaning of carpets, chairs and sofa sets will be done in the office premises only.

5. The representative of the firm is required to visit the NMCC twice a week i.e. Monday & Friday. However in case of emergent work, the contractor will be required to attend job within stipulated time at a place indicated to him.
6. The rates quoted shall be valid for a minimum period of 01 year as the contract will be awarded for one year and may be extended further on satisfactory services of the firm.
7. **The quotations shall reach to this office by 1500 hrs on 20th Dec 2007.** The cover containing quotation should be superscribed as “**Quotations for Dry-cleaning & Washing of Office furniture etc.** due on 20th December 2007” failing which the quotation will have the risk of not being considered. **The quotations will be opened at 1600 hrs on the same day.**
8. The documents related to PAN number and Service Tax number must be forwarded alongwith the quotation. Quotations received without these documents will not be considered.
9. The firm should also submit the satisfactory report from the offices wherein the firm is presently doing the same type of work
10. NMCC reserves the right to accept or reject any or all the quotations without assigning any reason thereof. In case of any dispute, the decision of the Competent authority will be final and binding.

(S.S. Madan)
Deputy Chief
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