

**No. D- 14017/02/2018-Gen.IV**  
**(Government of India**  
**National Institution for Transforming India**  
**(General-IV Section)**

NITI Bhawan, Sansad Marg,  
New Delhi-110001  
Dated the 6<sup>th</sup> September, 2018

**e-TENDER NOTICE**

**Subject:** Invitation of on-line bids for Annual Maintenance Contract (AMC) for dry-cleaning / washing of sofa set, chairs, sofa / chair's covers, carpets, towels etc. in NITI Aayog.

Online quotations (Single Bid System) are invited under Rule 162 of GFR, 2017 from experienced and technically equipped service providers for providing the services as mentioned in the subject above, on regular basis in the NITI Aayog, NITI Bhawan, Sansad Marg, New Delhi – 110 001.

2. The Terms & Conditions of the tender are at Annexure-III and instructions for on-line bid submission are at Annexure-VI. The check-list of documents to be submitted along with the bid is at Annexure-IV.

3. The bidders have to submit bids as per the proforma given along with of the tender document. The rates are to be quoted in Indian Rupees. The scanned copy of Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees ten thousand only)** must be uploaded with the Tender and the EMD in original (in sealed cover super-scribed with the words: "EMD - Tender for dry-cleaning / washing of sofa set, chairs, sofa / chair's covers, carpets, towels etc. in NITI Aayog) is to be dropped in the "EMD Box" kept at Reception Area of NITI Aayog, NITI Bhawan within the office hours **w.e.f. 06.09.2018 (02.00 P.M.) to 24.09.2018 (upto 02.00 P.M.)**.

4. The last time and date for **submission of bids is 02.00 P.M. on 24.09.2018. The bids shall be opened online at 03.00 P.M. on 25.09.2018** by the duly constituted Tender Opening Committee. One authorized representative of each firm/agency/company who wishes to be present to view the tender opening process will be allowed to do so.

5. All the required documents in support of the eligibility criteria are also to be positively uploaded along with the tender documents. The bidders are advised, in their own interest, to submit the desired papers / documents with their bids as per the requirements indicated in **Annexure-IV**, failing which, their bids may be declared as non-responsive, without any further reference to them. The formats in which the bids are to be submitted are provided at **Annexure-II (Bid format)**,

6. Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) and from NITI Aayog website (<http://niti.gov.in>) with effect from the date of publication of the tender notice. Information or any issue of corrigendum related to this tender will be available only on website of Central Public Procurement Portal / NITI Aayog. However, if any clarification is required on any particular point the undersigned may please be approached for the same, before the closing date of the instant tendering process.

7. If any bidder is willing to inspect the premises of the offices mentioned in the subject above prior to submission of bids, he may contact the undersigned for the same.

  
(Ajay Joshi)

Under Secretary to the Govt of India  
Tel. No. 011-23096733

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**Copy to:-**

- (i) Shri Sundaram, Technical Director, NIC, NAU to upload the Tender Notice on the website of Central Public Procurement Portal.
- (ii) Director (S & T) with the request to upload the Tender Notice on the web site of NITI Aayog.

**Copy Also To :-**

- i) All Ministries/ Departments.

**Enclosures :-**

1. Application Form
2. Application for Financial Bid
3. Terms and Conditions
4. Instructions for online bid submission
5. Checklist for documents to be submitted

A handwritten signature or set of initials in black ink, consisting of a large 'A' shape with a horizontal line extending to the right and a small circle below it.

**APPLICATION**

1. Name of the Bidding Company/  
Firm / Agency (Bidder) \_\_\_\_\_
2. Status of the firm  
(Whether Proprietary/Partnership/Company) \_\_\_\_\_
3. Name(s) of the Owner/Partner/Director(s) \_\_\_\_\_  
\_\_\_\_\_
4. Full address of Registered Office \_\_\_\_\_  
\_\_\_\_\_
5. Full address of the operative branch of  
the Bidder (in Delhi/New Delhi/NCR) \_\_\_\_\_  
\_\_\_\_\_
7. Name of Banker with complete address \_\_\_\_\_  
\_\_\_\_\_
- Telephone No. of the Banker \_\_\_\_\_
8. Registration Details (self-attested copies to be enclosed):
  - (a) PAN/TIN No. \_\_\_\_\_
  - (b) GST/Service Tax/VAT Registration No. \_\_\_\_\_
  - (c) Proof of Income Tax Assessment  
(The name of the document) \_\_\_\_\_

(Copies of ITR of last three financial years)
8. Details of Earnest Money Deposit (Rs.10,000/-):
  - (a) Banker's Cheque No./Demand Draft No. \_\_\_\_\_
  - (b) Date \_\_\_\_\_
  - (c) Name of Issuing Bank \_\_\_\_\_

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**Annexure-II****Rates for Dry Cleaning / Washing of the Articles mentioned below**  
(Bid Format)

Sl.No.	Name of Articles	Tentative unit to be dry-cleaned/ washing (per article)	Rate per unit in INR (excluding taxes)	Total (in Rupees) (Excluding Taxes) (Col 3x4)
(1)	(2)	(3)	(4)	(5)
1	Carpet (Woolen/ Acrylic) (Per Sq. Ft.)	5000 sq. ft.		
2	Coir Mat (Per Sq. Ft.)	50 sq. ft.		
3	Sofa Set (Per Seat)	500 seats		
4	Cushion Chair / Visiting Chair	1800 nos.		
5	Officer's Executive Chair / Computer Chair	500 nos.		
6	Bed Sheet	20 nos.		
7	Window Curtain	50 nos.		
8	Loose Covers of Sofa / Chairs etc. (Per Piece)	6000 nos.		
9	Vertical Blinds (Per Piece)	100 nos.		
10	Big Towels (Per Piece)	350 nos.		
11	Small Towels (Per Piece)	100 nos.		
12	National Flag (Per Piece)	25 nos.		
13	Pillow Covers	25 nos.		
14	Table Cloth (Per Piece)	20 nos.		
			Total	

The item mentioned under Col. (3) above is tentative, which can be increased / decreased as per the actual requirement of this Department. The rates should be quoted including taxes. The Taxes will be paid on receipt of bill at the prevailing rate(s) during the currency of the contract period.

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