

**LOK SABHA SECRETARIAT
(General Procurement Branch)**

**Room No. 408, Fourth Floor,
Parliament House Annexe,
New Delhi – 110001**

L. No. 12/1/2013/GPB

Date: 4 April, 2013

From

R.C. Sharma,
Deputy Secretary

To,

(All concerned)

Subject: Limited competitive bidding for awarding annual contract for washing of towels, dusters and car seat covers of Lok Sabha Secretariat.

Sir/Madam,

Lok Sabha Secretariat (LSS) intends to award annual contract for washing of towels, dusters and car seat covers. The tentative quantity of washable items during the contract period is at **Annexure-I**.

2. You are requested to submit quotation for the washable items mentioned at **Annexure-I** in **Room No. 408, Parliament House Annexe, New Delhi** under sealed cover **immediately or latest by 17 April, 2013**. Quotation received after due date and incomplete quotation will not be considered.

3. Terms and conditions of the tender are at **Annexure-II**.

4. Lok Sabha Secretariat will have full and final authority to reject any/all offer(s) without assigning any reason thereof.

Yours sincerely,

Sd/-

Deputy Secretary
Tel. Nos.: 2303 5437
2303 4408
Telefax: 2303 4410
E-mail: gpb-lss@sansad.nic.in

ANNEXURE-I

Date:.....

To,
**The Deputy Secretary,
General Procurement Branch,
Lok Sabha Secretariat,
Parliament House Annexe,
New Delhi – 110001.**

Sir,

I/We have gone through, understood fully and declare that I/We shall abide by the terms & conditions detailed in Annexure-II of Quotation Letter for providing laundry services:-

My/Our rates are as under:-

Sl. No.	Items to be washed	Tentative Qty. for one year *	Rate per unit (in Rs.)	VAT, ST, if any (in Rs.)	Total Amount in figures (in Rs.)	Total Amount in words (in Rs.)
1	Towels (Big size)	240 nos.				
2	Car seat covers	450 nos.				
3	Dusters (Big size)	60 nos.				

* ***is only indicative figure. May likely to vary***

Signature of the bidder.....

Name of the authorized signatory.....

Full Address:.....

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LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)

TERMS AND CONDITIONS FOR WASHING OF TOWELS, DUSTERS AND CAR SEAT COVERS OF LOK SABHA SECRETARIAT ON ANNUAL RATE CONTRACT.

1. Bidder should be resident of Delhi (**a copy of the address proof should be enclosed**).
2. Bidder should not have been blacklisted by the Department/Ministries of the Government of India/PSUs.
3. The rates/prices should be quoted in Indian Rupees only in words as well as figures. Service Tax or VAT, if any, as applicable should be quoted separately.
4. Pickup and delivery service will be provided by the firm. The representative of the company will have to visit each room of all three Buildings of Parliament House Complex (Parliament House Annexe, Parliament Library Building and Parliament House) once in every week (Monday-Friday) to collect and drop off laundry. Lok Sabha Secretariat may also call the representative on any day in case of urgency. A log book should be maintained by the firm for keeping the records of washable items.
5. If there is an incident of regarding damaged or lost items, the firm will have to pay the cost of item on actual value of item.
6. No advance payment will be made for the service. Payment will be released on quarterly basis after submission of pre-receipted bill.
7. The rates shall remain valid for a period of one year. No increase in rates will be entertained during the currency of the contract.
8. Quotations of firms received in the format prescribed in Annexure-I of enquiry letter shall be considered. Offers not received in prescribed format shall be ignored and no correspondence, in this regard, will be entertained. Sealed quotation should be superscribed as "Quotation for awarding washing contract". Quotation through Fax/E-mail will not be accepted and ignored straightway.
9. Contract will be awarded to those firm which quote lowest rates for two washable items out of the three. However, this Secretariat reserves the right to decide which of the firm should be awarded contract.
11. Lok Sabha Secretariat may terminate the contract without cause at any time upon 30 days written notice, or with cause at any time upon 15 days written notice.
10. Lok Sabha Secretariat reserves the right to accept/reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entertained.
