

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OLD COURT BUILDING, PARLIAMENT STREET, NEW DELHI

F.No./157/RCS/CTB/16-17/ 6324-6325

Dated:- 6/4/17

TENDER NOTICE

Sub:- Dry cleaning of Cushion Chairs.

S.No	Description of work	Units	Price bid
1.	Dry cleaning of officer Cushion Chair (Big Size)	01 Pcs.	
2.	Dry cleaning of officer Cushion Chair (Arm Chair)	01 Pcs.	

Terms and Conditions:-

1. Sealed quotations are invited for Dry cleaning of Cushion Arm Chairs. The form should be duly signed by Prop/Partner/Director of the firm with rubber stamp and will be addressed to **Deputy Registrar (CTB), O/o Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001**. The time for submission of complete quotation is on 17.04.2017 by 13.00 PM in a sealed cover having reference no. of this letter written on the envelope, along with the item for which the quotation is submitted. The quotation will be opened at 03.30 PM on the same day in the office of Chairman Purchase Committee, O/o Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001.
2. The bidder should have the experience of Dry cleaning of Cushion Arm Chairs. The contract is for one year from the date of giving order by the Deptt. and the rates are valid for one year & can be extended on the satisfactory performance.
3. The department will provide only the required space for service and electricity, without cost for the purpose of Dry cleaning of Cushion Arm Chairs.
4. That bidder shall undertake the job of Dry cleaning of Cushion Chairs exclusively for the department and will not do any Dry cleaning of Cushion Chairs work of any other department/outside agency in departmental premises.
5. That after carrying out the Dry cleaning of Cushion Arm Chairs, requisitions duly signed and stamped by the concerned branch have to be obtained from concerned branch, which are to enclosed along with the bills for payment. Bidder shall be doing the work only on the receipt of such requisitions.
6. That the no item will not be taken out from the department for the said purpose.
7. That Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001 reserves the right to terminate contract, without assigning any reason or providing prior notice.
8. The successful bidder shall be required to furnish a EMD of Rs. 1600/- in the form of Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank from a commercial bank in an acceptable in favour of **D.D.O O/o Registrar Cooperative Societies, Old Court Building, Parliament Street, Connaught Place, Delhi-110001**. EMD deposit shall be forfeited by the Head of Department if the work is not satisfactory or or failure to abide by Terms & Condition.
9. The successful bidder shall undertake work only against the work order issued by this office.
10. That in case of dispute, matter will be referred to arbitration for settlement, by the **Registrar Cooperative Societies, Old Court Building, Parliament Street,**

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Connaught Place, Delhi-110001 and its decision will be final and acceptable to both parties.

11. The Firm/Bidder should be registered having proper Service Tax No. and should be Income Tax Payee. /PAN No./TIN etc. Attested photocopies of the Income Tax Number & Service Tax No. should be attached with quotation without out this quotation shall be rejected out rightly. Firm/bidder.

M. H. ...

Asstt. Registrar (CTB)

Copy to :-

1. Asstt. Programmer for web based publicity. (Through Asstt. Programmer of the Department).
2. Notice Board of the department at O/o the Registrar Cooperative Societies, Old Court Building, Parliament Street, Delhi-110001.