



कृषि वैज्ञानिक चयन मंडल
कृषि अनुसन्धान एवं शिक्षा विभाग, भारत सरकार
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली-110012
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
Department of Agricultural Research and Education, Govt. of India
Krishi Anusandhan Bhavan-I, Pusa, New Delhi – 110012



F.No. 2(1)/2020-GA

Date: 27 October, 2020

To,

As per list

Subject: Tender for award of contract for washing of laundries at ASRB, Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi for a period of one year – Reg.

Sir,

Sealed quotations are hereby invited on behalf of The Secretary, ASRB for award of contract for laundry services viz. Washing of towels, dusters, curtains, sofa-covers, car seat covers etc. for ASRB Office at Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi for a period of one year. In case you are interested to undertake the work, you are accordingly requested to furnish your rates in the attached proforma (Annexure-I) and in a sealed cover marked "Quotation for laundry services" so as to reach the undersigned latest by 3.00 P.M. on 09.11.2020 (Monday). The quotations may be dropped in the Tender Box kept outside Room No. 109, Krishi Anusandhan Bhawan-I, New Delhi-110012 for the purpose. The quotations will be opened on the same day at 3.30 P.M. in Room No. 101, Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi-110012 in the presence of tenderers who may wish to be present at that time.

A copy of the prescribed form showing specifications along with Terms & conditions is enclosed.

Yours faithfully,

(Ajay Gautam)

Under-Secretary, ASRB

Copy to:

1. Sh. Ravi Bhushan Tiwari, STA for uploading the tender on ASRB website.

TERMS AND CONDITIONS

1. The laundries/materials to be washed are to be collected by the contractor from ASRB office at Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi-11012 every week or as and when required by the Board and delivered back neatly washed and ironed to the satisfaction of the users immediately after the completion of the job.
2. Quotation should be completed in all respects and sent within specified date as mentioned in covering letter. The quotations received after the prescribed date shall not be considered.
3. The Board reserves the right to reject any or all the quotations, in full or part, without assigning any reason thereof.
4. Correction or over-writing in the tender bids is not permissible. Every sheet of the Tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm.
5. The rates to be quoted should be inclusive of other charges like cartage/labour etc.
6. Taxes (GST / others) if any, may be specifically and separately indicated in the Annexure-I. The information sought in the Annexure-II is also required to be provided, otherwise the tender is liable to rejection.
7. The rates quoted should be in Indian Rupees only, in both words and figures. There should be no erasing or overwriting in the words or figures therein otherwise the quotation will be rejected / ignored.
8. No advance payment in any case shall be made. However payment will be made on quarterly basis after the submission of user satisfactory reports along with the bill of each quarter. Contract rates once finalized will not be enhanced during the currency of the contract.
9. The rates for each kind of laundry/material should be quoted separately as per Annexure-I only.
10. The successful tenderer will be required to deposit a sum of Rs. 10,000/- (Rupees Ten Thousand only) as Security Money by way of Demand Draft / FDR in favour of Secretary, ASRB which will be refundable without any interest after satisfactory completion of the contract period. If the services are not found to be satisfactory, the performance security is liable to be forfeited.
11. The contract will be valid for a period of one year. However, the same can be terminated even before the scheduled date of its expiry, in case the firm fails to provide satisfactory services or comply with any of the terms and conditions of the contract.
12. The contract can be extended for a further period of two year, with mutual consent one year at a time, on the same rates, terms and conditions depending upon the satisfactory services provided by the firm with the approval of the Competent Authority in the Board. The competent authority in the Board reserves the right to cancel the contract at any time during the currency of the contract without giving any reason.

13. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money/ performance security deposited shall be forfeited.
14. The bidder shall provide a self-declaration, as per annexure III, that the firm is not debarred or blacklisted by any Government department/agencies.
15. The firm will provide laundry services on holidays, in case of urgency.
16. If any dispute(s) arises between the Board and the firm with reference to the contract, the Board will decide it and its decision will be binding on the firms.

Terms & conditions are acceptable

Dated

(Authorized signatory)

PROFORMA FOR FURNISHING RATES

Name of the firm -----

Address -----

Phone No./Mobile No. -----

GST Number -----

E Mail-Id -----

S.No.	Description	Rate @ each piece quoted (In words)	Rate @ each piece quoted (In Figures)
1.	Towel (Big)		
2.	Towel (Small)		
3.	Duster (Big)		
4.	Duster (Small)		
5.	Curtain (Big)		
6.	Curtain (Small)		
7.	Sofa Cover		
8.	Seat Cover		
9.	Car Seat Cover		

*GST extra as applicable should be indicated separately

ANNEXURE – II

Name of the firm -----

Registered / Postal Address -----

1.	E- mail Address	
2.	PAN No.	
3.	VAT/TIN/GSTIN No., whichever applicable	
4.	Bank Details : 1. Bank Name 2. Brach Address 3. Account No. 4. Type of Account (Current/Savings)	

(Name of the Authorised signatory)

Signature and Stamp (With Date)

UNDERTAKING

I/We have read and understood Terms and Conditions contained in the ASRB's application form for contract. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by AGRICULTURAL SCIENTISTS RECRUITMENT BOARD.

I/We do hereby also accept ASRB have the right to accept or reject this application and not to issue invitation to tender to me/us.

I/We undertake to communicate promptly to ASRB any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ASRB to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: _____

Name: _____

Designation: _____

Address: _____

Place:

Date: