



ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

ADENWALA ROAD, MATUNGA, MUMBAI-400 019. INDIA

PH: 91-(022) 24127273 / 76, 24184274 / 75: FAX91-(022) 4130835 E-mail:circot@vsnl.com



Note: All the communications must be addressed to the Administrative Officer by designation, CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY, ADENWALA ROAD, MATUNGA, MUMBAI-400 019.* (The tender document is also being uploaded on the CIRCOT website www.circot.res.in and the other prospective bidders can make use of the document down loaded from the website)

File No. 2-62/Laundry Services/G.H. /2017-18/1271
To,

Date: 07 NOV 2017

Sub.: Limited tender for ARC of Laundry Service for CIRCOT Guest House

Sir,

Please send your lowest quotation as per terms and conditions mentioned below ARC for Laundry Service for CIRCOT Guest House supplying the following:

Sr. No.	Name of item	Qty.	Delivery Place
01.	ARC for Laundry Service for CIRCOT Guest House (Specification Annexure -I attached herewith)	-	CIRCOT, Matunga Mumbai – 19.

Quotation should be in sealed cover superscribed quotation for “ARC for Laundry Service for CIRCOT Guest House” and may be send by registered post or hand delivery so as to reach this Institute on or before 22.11.2017, at 3.00 PM. The quotation without above superscription on the cover will not be considered. The quotation received after due date and time will not be accepted.

The ARC of Laundry Service shall be governed by the following terms and conditions:

1. Bill in triplicate should be submitted on monthly basis.
2. Payment will be made monthly basis after submission of bill.
3. Any damage or loss will be deducted from monthly bill.
4. Services should be prompt and within prescribed time limit.
5. In case the laundry remains closed alternative arrangement may be made for pickup and drop service.
6. The clothes should be collected from office premises weekly and should be dropped back.
7. **Telex or facsimile tender will not be acceptable.**
8. **Only local parties should quotes as cloths cannot be taken out of Mumbai.**
9. TDS and statutory taxes will be deducted as applicable.
10. Quotation should remain valid for 90 days for acceptance and validity less than 90 days shall not be accepted and treated as non-responsive.
11. Conditional quotation shall not be accepted. Cutting and over-writing if any should be attested with signature and seal of the company.
12. The letter inviting quotation issued to the vendor's along with enclosures and each page duly signed under the seal of company should be returned back with their quotation.
13. The Director reserves the right to reject or accept any or all quotation without assigning any reason thereof.
14. The Contract shall be awarded for one year and during the period of contract the rates will not be increased.
15. If services are found satisfactory, it can be extended for one more year on the same rates and terms & conditions.

Yours faithfully,


Sr. Administrative Officer

Encl: Annexure I, II, & III

CC: To, ✓ 1 In-charge (ARIS) Cell CIRCOT Mumbai for Web based Publication.



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ANNEXURE- I

SPECIFICATION

Name of Item : ARC for Limited tender for Laundry Service for CIRCOT Guest House

Sr. No.	Specification / Particulars
1	Big Bed Sheet (Double)
2	Small Bed Sheet (Single)
3	Pillow Cover
4	Napkin
5	Towel
6	Blanket
7	Door Mat
8	Curtains (Big)
9	Curtains (Small)
10	Sofa Cover (Single)
11	Sofa Cover (Double)


(Sunil Kumar)
Sr. Administrative Officer



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ANNEXURE- II

COMPLIANCE STATEMENT

Name of Item :- ARC for Limited tender for Laundry Service for CIRCOT Guest House

Sr. No.	Specification	Specification offered
1	Big Bed Sheet (Double)	
2	Small Bed Sheet (Single)	
3	Pillow Cover	
4	Napkin	
5	Towel	
6	Blanket	
7	Door Mat	
8	Curtains (Big)	
9	Curtains (Small)	
10	Sofa Cover (Single)	
11	Sofa Cover (Double)	

Mark (YES) if specification offered is as per tender or better, if not, specify the specification offered. An item-by item commentary on the purchaser's Technical Specification demonstrating substantial responsiveness of the goods and services of those specification or a statement of deviations and exceptions to the provision of the Technical Specifications.

Please Note:

Compliance/Deviation statement comparing the specification of the quoted model to the required specifications. This statement should also give the last page of the technical literature where the relevant specification is mentioned. Bid must have supporting documents (technical) literature of copies of relevant pages from the service manual or factory test (data) for the points noted above, failure regarding which may result in rejection of bid.

SIGNATURE WITH STAMP OF THE BIDDERS



ANNEXURE- III

FORMAT FOR QUOTATION

NAME OF ITEM :- ARC for Limited tender for Laundry Service for CIRCOT Guest House

Sr. No	Description	Unit Rate	Total	Taxes	Gross Total
1	Big Bed Sheet (Double)				
2	Small Bed Sheet (Single)				
3	Pillow Cover				
4	Napkin				
5	Towel				
6	Blanket				
7	Door Mat				
8	Curtains (Big)				
9	Curtains (Small)				
10	Sofa Cover (Single)				
11	Sofa Cover (Double)				
	Total Rs.				

Gross total cost Rs. (In figures)
Rupeesin words)

We agree to supply the above goods in accordance with the Technical specification for a total contract price of Rs..... (In figure) Rupees. (In words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty/guarantee ofmonth shall apply to the offered goods.

We have read, understood and accepted all the terms and conditions mentioned in the letter inviting quotation.

(Bidder)

Name:

E-mail:

Signature:

Phone No.:

Date:

Cell No.



ANNEXURE- IV

Details of Taxes Documents

NAME OF ITEM:- ARC for Limited tender for Laundry Service for CIRCOT Guest House

Sr. No.	Particulars	Yes or No
01	EMD Enclosed (Details as follow) a) DD. No. :- b) Dated. :- c) Bank Name :- d) Branch :-	
02	Copy of GST certificate Enclosed	
03	Venders GST No.	

Please Note:

Yes or No may be mentioned as per the documents enclosed. The firm submitting quotation must have valid **GST Registration certificate** and copy of the same may be enclosed with their tender **failing which their bid will be treated as non-responsive and rejected.**

SIGNATURE WITH STAMP OF THE BIDDERS