

No.Admn-D-43/6/2017-ADMIN  
GOVERNMENT OF INDIA  
MINISTRY OF COAL

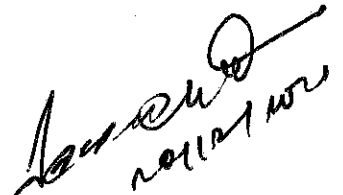
104-C Wing, Shastri Bhawan,  
New Delhi, the 20<sup>th</sup> December, 2021

**Subject: Washing of Towels, Sofa Cover, Car Seat Cover etc. for use in the Ministry of Coal – reg.**

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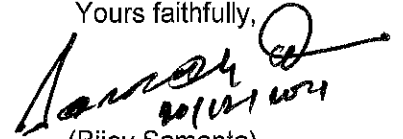
Sealed quotations are invited for washing of Towels, Sofa Cover and Car Seat Cover etc. as per list of items appended in respect of the Ministry of Coal for a period of one year. The rates should be quoted as per format of the list titled as **Name of Washable Items** provided hereunder.

2. The quotations may be dropped in sealed cover superscribed *Quotations for the washing of Towels, Sofa Cover and Car Seat Cover in the Ministry of Coal* in the Tender Box mounted on the wall of Garage No. 21, 'A' Wing, Shastri Bhawan, New Delhi by **2.00 PM on or before 03.01.2022** positively. Quotations received after stipulated date and time shall not be entertained at all without assigning any reason whatsoever.
3. The services will be governed by the following terms and conditions:
  - a. The terms and rates quoted in response to the quotations will remain in force from the date of quotation till date of finalization of quotations without any change whatsoever.
  - b. The washable items must be washed neat and clean. These items are to be washed in hygienic conditions.
  - c. The rate should be inclusive of collection and delivery charges of the above items from the Ministry of Coal.
  - d. The successful supplier shall meet all the requirements of Ministry immediately after receipt of the supply of the washing materials and in any case within a maximum period of 3 days from the date of receipt of the supply order. However, the services of urgent nature shall met on the same day.
  - e. The contract will be awarded for a period of one year from the date of issue of the contract which can be extended on mutual consent.
  - f. Damages loss or theft if any caused to any of the washing material due to negligence or otherwise shall be made good by the selected vendor.
  - g. The vendor will have to wash the items in hygienic conditions. Payment would be made as per actual work done. Bill will be required to be submitted on monthly basis at the end of the every month.
4. This Ministry reserves the right to terminate the contract to be entered into any time before its expiry, without assigning any reason. The decision of this Ministry shall be final and binding upon the vendor.
5. The quotation received will be opened on the same day i.e. 03.01.2022 at 3.30 p.m. in the chamber of Under Secretary (Admn) Room No. 104-C Wing, Ministry of Coal, Shastri Bhawan, New Delhi. The quotationers or their authorized representatives may, if so desired, be present at the time of opening of quotations.

  
20/12/2021

6. The Ministry of Coal reserves the right to accept or reject any quotation in full or part thereof without assigning any reason. The decision of this Ministry in this regard shall be final and binding on the vendor.

Yours faithfully,



(Bijoy Samanta)

Under Secretary to the Govt. of India  
Tel. No.23385724

Copy to :

- (i) CPP Portal
- (ii) NIC Cell for uploading the tender on the official website of Ministry of Coal.

Name of Washable Items

S.No.	Name of item for washing	Rate in Indian Rupees per items.
1	Towel (Big Size)	
2	Towel (Small Size)	
3	Car Seat Cover	
4	Curtain (Window)	
4	Curtain (Door)	
6	Sofa Cover	

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*Handwritten signature and date*  
20/12/2011