



**Guru Gobind Singh Indraprastha University**  
**Sector 16C, Dwarka, New Delhi -110078**  
**Phone No.-011-25302138, 139**  
**Gmail- [gabbranch@ipu.ac.in](mailto:gabbranch@ipu.ac.in), Website: <http://ipu.ac.in>**

Dated: 23<sup>rd</sup> April, 2025

**NOTICE INVITING TENDER**  
**Tender No. GGSIPU/GA/DRY-CLEANING/2025**

On behalf of the Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, sealed quotations are invited under **two bid system (Technical & Financial)** from prospective bidders for engagement of agency to provide dry-cleaning services for cushioned chairs, sofa & curtains at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078 **on as and when requirement basis**, as per details given in Notice Inviting Tender (NIT). The NIT document can be downloaded from University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

1.	Name of Work	Engagement of agency to provide dry-cleaning services for Cushioned Chairs, Sofa & Curtains at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078
2.	Estimated Cost of Work	Rs.1,80,000/- (Rupees One Lakh Eighty Thousand) Approx. for two (02) years
3.	Period of the Contract	Initially for a period of 02 (Two) years extendable for another one (01) year on the basis of satisfactory performance and mutual consent.
4.	Last Date & time for Submission of Bid	<b>On 08/05/2025 up to 03:00 PM</b>
5.	Opening of Technical Bid and Financial Bid of Technically Qualified Bidders	<b>On 08/05/2025 at 03:30 PM onwards</b>
6.	Address for Communication	<b>Asstt. Registrar (General Administration)</b> <b>Room No. 36, Ground Floor, Administrative Block,</b> <b>GGSIPU, Sector 16C, Dwarka, New Delhi 110078</b> <b>Contact Nos. 011-25302137-45</b> <b>Email: <a href="mailto:gabbranch@ipu.ac.in">gabbranch@ipu.ac.in</a></b>

**Eligibility Criteria for Technical Evaluation:-**

- Submit valid copy of registration of GST.
- Submit valid copy of PAN Card.
- Submit valid copy of Aadhar Card.
- The registered office of the bidder must be located in Delhi.



### **Financial Bid:-**

- a) Financial Bid of only those bidders will be opened who will qualify eligibility criteria for technical evaluation.
- b) Bidders are required to quote their item wise rate in the prescribed format, as given in Annexure 'A', on their Letter Head.
- c) **L1 bidder will be considered on the basis of 'Total Quoted Rates of all the items'.**
- d) If the quoted rates are observed too much high as compare to prevailing market rate, The University reserves the right to cancel the tender.

### **Terms & Conditions:-**

1. Sealed Quotations/Bids must be submitted/sent in the office of Assistant Registrar (GA), Room No. 36, Ground Floor, Admin Block, GGSIP University, New Delhi – 110078 latest by 08<sup>th</sup> May, 2025 at 03:00 PM.
2. University reserves the right to reject any or all the bids or accept them in part without assigning any reason.
3. The successful bidder will have to provide dry-cleaning services, as per the L1 approved rates, irrespective of the quantity of items.
4. **The work will be awarded to L1 bidder for two (02) years from the date of work award letter. The contract can be extended for another one (01) year on the basis of satisfactory performance with mutual consent, on the same rates, terms and conditions.**
5. The successful L1 bidder to which contract will be awarded shall be required to deposit an amount of **Rs.5,400/- (i.e. 3% of estimated cost of works)** as “**Performance Security**” in the form of FDR or Bank Guarantee (BG) of any scheduled bank in favour of “**Registrar, Guru Gobind Singh Indraprastha University**”, payable at New Delhi (Validity of FDR or BG should be 26 months) after award of work alongwith acceptance letter, which is refundable on satisfactory completion of contract period. In case of extension, bidder would be required either to extend the earlier Performance Security or to submit a fresh performance security for equal amount. No interest will be payable on this performance security deposit money.
6. **If the L1 bidder fails to submit Performance Security within 10 days of issue of work award letter, the contract will be awarded to L2 bidder at the rates quoted by L1 bidder, if agreed.**
7. The Company shall use good quality washing material for dry-cleaning of cushion chairs, sofa and curtains etc.
8. The Contract is not transferable.
9. The agency shall fix the items at appropriate place after dry-cleaning.
10. If the work is done outside the University Campus, the cost of transportation etc. shall be borne by the agency.
11. The agency/vendor shall attend the work within 72 hours of receipt of written or telephonically order/complaints otherwise the work will be done from open market and the amount will be deducted from the agency/vendor bill.





12. University will issue/allocate separate work/work orders, as and when required, to fulfill the requirement of the University during the contract period.
13. The rates of item should be quoted excluding GST. All taxes shall be paid by the University at the time of billing as per approved Govt. norms.
14. In normal due course, payment will be released within 30 days after producing bill by the vendor alongwith satisfactory work completion report duly signed by the user department.
15. In case of any dispute relating to dry-cleaning work or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation. The decision of Competent Authority of the University will be binding to both the parties in such case.



(Prabhat Mishra)  
Asstt. Registrar (GA)

**FINANCIAL BID**

Financial Bid in respect of quoting rates for dry-cleaning of Cushioned Chairs, Sofa & Curtains at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078 **on as and when requirement basis**, as per details given below:

1. Name of Contractor :-

2. Address :-

S. No.	Items	Unit	Quoted Rate	
			In Figures	In Words
1.	Cushioned Chair (Seat & Back complete)	Per Chair		
2.	Sofa (Seat & Back complete)	Per Seat		
3.	Curtain (Size 4' x 7')	Per Piece		
4.	Curtain (Size 4' x 9')	Per Piece		
	<b>Total Quoted Rate</b>			

**Note:**

1. The bidder, who will quote the lowest rate for all items **(in total)**, will be selected as **L1 bidder**.
2. The rates of item should be quoted excluding GST and same shall be paid by University at the time of billing.
3. No extra payment for cartage & installation/fixing will be provided by the University.

Date : \_\_\_\_\_

Place: \_\_\_\_\_



\_\_\_\_\_  
Signature of Authorized Signatory & Stamp