

**F.No.D-15020(1)/ 08-GA**  
**Government of India**  
**Ministry of Micro, Small and Medium Enterprises**

**Udyog Bhawan, New Delhi**  
**10<sup>th</sup> October, 2008**

**Subject : - Award of Annual contract for washing of Towels, Dusters, Curtains and sofa covers in the Ministry of MSME for the year 2008-09.**

Sir,

I am directed to say that this Ministry intends to invite quotations for award the annual contract for washing of Towels, Dusters, Curtains and sofa covers in the Ministry of MSME for the year 2008-09. The items covered in the contract will be as under :-

<b>Sl. No.</b>	<b>Name of Item</b>	<b>Rate</b>
1.	Towels	
2.	Dusters	
3.	Curtains	
4.	Sofa/Car Seat Covers	
5	Transportation charges for whole year	

The terms and conditions of the contract will be as under :-:

- (i) The contract will be valid for one year. However, this Ministry has right to terminate it without assigning any reason thereof.
- (ii) One of your representatives will visit this Ministry twice a week i.e. on Monday and Thursday. However, in case of emergent work, the Contractor will be required to attend the job within stipulated time at a place indicated to him.
- (iii) No payment will be made if the work assigned is not done satisfactorily.
- (iv) In case of any dispute, the decision of the undersigned will be final and binding.

Interested parties may please send their quotations in sealed covers to the undersigned on or before 3.00 P.M on 20<sup>th</sup> October, 2008. The Quotations will be opened on the same day at 3.30 P.M in Room No. 356A, Udyog Bhavan in the presence of such tenderers who may wish to be present.

Yours faithfully

S/d-

(P.S.Verma)

Under Secretary to the Govt. of India

Tel No. 23061636