



Guru Gobind Singh Indraprastha University

Sector-16 C, Dwarka, New Delhi-75

F. No. GGSIPU/JR (GA)/CD/2011-12/

Dated: / /

To,

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NOTICE INVITING QUOTATIONS

- 1) Quotations are hereby invited for Washing/ Dry-cleaning of items as per the list attached.
- 2) Please quote on the top of the envelope our reference No., date and super scribe “ Quotation for Washing/ Dry cleaning of linen etc”, to avoid misplacement of Quotation with routine letters.
- 3) The envelope containing the Quotation letter should be addressed to the “Joint Registrar (GA), Room No. 036, Admin. Block, Sec-16 C, Dwarka, New Delhi-110075 ”.
- 4) Necessary literature, if any, may please be enclosed.
- 5) Quotation against this enquiry must be sent in a separate envelope and should not be mixed with any other Quotation invited by this University.
- 6) Quote the rates at F.O.R. GGSIP University, Sector 16 C, Dwarka, New Delhi-110075 and GGSIP University, Kashmere Gate, Delhi-110403 (i.e. quoted rates will be applicable to both the campus of the University).
- 7) Service Tax/ VAT and other charges, if any may be shown separately and photocopy of the valid registration number of Service Tax and VAT etc. must be attached.
- 8) Attach the photocopy of valid PAN Number for deducting the Income Tax at source as per rules.
- 9) Payment will be made by cheque within 30 days subject to receipt of material in good conditions to the satisfaction of the University.
- 10) Quotation should be signed & stamp by the authorized person of the firm.
- 11) Supply/ work execution completion time will be 48 hours after receipt of the work (linen etc).
- 12) University reserves the right of accepting or rejecting any Quotation without assigning any reason.
- 13) University at its discretion may empanel one or more agencies for the job.
- 14) Damage to any material/items shall be recoverable from the Vendor.
- 15) The vendor shall use good quality washing powder/ detergent/chemicals and will not use banned chemicals for Washing/Dry Cleaning.
- 16) The Quotations shall be received in the office of Joint Registrar (GA) by **2:30 p.m. of 27-09-2011** and shall be opened same day at 3:00 p.m. in the office of “Joint Registrar (GA), Room No. 036, Admin. Block, Sec-16 C, Dwarka, New Delhi-110075 ”.
- 17) No other terms & conditions will be accepted.
- 18) In event of any dispute related to above, the decision of Hon’ble Vice Chancellor shall be final and will be binding on all Vendors.

(Authorized Signature of Vendor)

Sd/-
(A.K. Verma)
Joint Registrar, (GA)



Guru Gobind Singh Indraprastha University

Sector-16 C, Dwarka, New Delhi-75

Quote of rates for Washing Items

S.No.	Items	Unit	App. Quantity (Annual)	Rates (Per Items) (Rs. P.)
1.	Towel Big (60 cm x 120cm)	Each	1100	
2.	Towel Small (30cm x 60cm)	Each	1100	
3.	Curtain (3ft x 7ft)	Each	250	
4.	Bed Sheet (7ft x 4ft)	Each	150	
5.	Car Seat Cover Big (03 seats with back)	Each	400	
6.	Car Seat Cover Small (01 seats with back)	Each	20	
7.	Sofa Cover (Per seat)	Each	1700	
8.	Examination Gunny Bag	Each	3600	
9.	Chair Seat Cover	Each	850	
10.	Chair Back Cover	Each	20	
11.	Lab Coat / Appren	Each	150	

Quote of rates for Dry- Cleaning Items

S.No.	Items	Unit	App. Quantity (Annual)	Rates (Per Items) (Rs. P.)
1.	Sofa	Per Seat	50	
2.	Chairs	Each	100	
3.	High back Chairs	Each	50	
4.	Carpets	Per Sq. Ft	200	
5.	Vertical Blinds	Per Sq. Ft	1000	
6.	Ventilator Blinds	Per Sq. Ft	500	
7.	Curtains	Each	25	
8.	Dry Cleaning of seats Of Tata Indica/Gypsy/Ambassador/Maruti Van/Esteem/SX4	Per Car	12	
9.	Curtain of Cars	Each	30	

Date: _____

Place: _____

Stamp: _____

(Signature of authorized signatory)
(See clause 10 of Notice Inviting Quotations)