



इंडियन रेलवे केटरिंग एवं टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम-मिनी रत्न)
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise-Mini Ratna)

"CIN-L74899DL1999GO1101707", E-mail : info@irctc.com, Website: www.irctc.com

No.2024/IRCTC/CO/Admin/HK MATERIAL/DIVERSEY

M/s. Office Stag Solutions Private Limited
1206, Netaji Shubash Palace
Pritampura, North west Delhi
Delhi- 110034
Mob: 9990497555
E-mail: info@officestag.com

Date: 06.03.2025

(Letter of Award)

Sub: Letter of Award for supply of Housekeeping Material (Diversey) to IRCTC Office at 4th floor Tower D, World Trade Centre, Nouroji Nagar, New Delhi- 110029.

Ref: GeM Bid No. GeM/2024/B/57696925, dt. 31.12.2024

In reference to above, GeM bid opened on 21.01.2025. IRCTC is pleased to accept your offer for supply of 41 items to IRCTC Corporate Office at the below mentioned rates:-

| Sn. | Item | Qty Type | Qty | Rate per Item | Total Cost |
|-----|---|----------|-----|---------------|------------|
| 1 | Floor Cleaner | Litre | 450 | 239 | 107550.00 |
| 2 | R2 | Litre | 350 | 292 | 102200.00 |
| 3 | R3 | Litre | 350 | 370 | 129500.00 |
| 4 | All Purpose cleaner | Litre | 350 | 102 | 35700.00 |
| 5 | TR101 | Litre | 100 | 382 | 38200.00 |
| 6 | TR103 | Litre | 100 | 446 | 44600.00 |
| 7 | Suma Drain | Litre | 200 | 238 | 47600.00 |
| 8 | Suma Inox | Litre | 150 | 497 | 74550.00 |
| 9 | R6 | Litre | 450 | 188 | 84600.00 |
| 10 | Urinal Screen | Pcs | 600 | 554 | 332400.00 |
| 11 | R9 | Litre | 30 | 298 | 8940.00 |
| 12 | R1 | Litre | 30 | 337 | 10110.00 |
| 13 | R5 (Room Freshner) | Litre | 400 | 363 | 145200.00 |
| 14 | R4 (Wooden polish) | Litre | 50 | 618 | 30900.00 |
| 15 | Taski Nobile Plus (Marble Crystaliser) | Litre | 5 | 3436 | 17180.00 |
| 16 | Taski Terranova (Floor Maintainer) | Litre | 20 | 806 | 16120.00 |
| 17 | Good Sense Odor Eliminator | Litre | 150 | 936 | 140400.00 |
| 18 | Smart Trolley with locable castor wheels, open for jonmaster 1pc (Pre-wetted) with mop box 40 cm & mop box Lid 40 cm | Pcs | 3 | 80359 | 241077.00 |
| 19 | Mop wringer & Bucket-30 litres with yellow Bucket, blue coloured down press wringer 2 drain plugs and moulded partition | Pcs | 6 | 11596 | 69576.00 |
| 20 | Fringe Mop 450gm Loop End for Wet Mopping | Pcs | 30 | 450 | 13500.00 |
| 21 | Aluminium handle for wet Mopping- red coloured | Pcs | 10 | 450 | 4500.00 |
| 22 | Kentucky Mop Clamp- Blue for wet Mopping | Pcs | 10 | 231 | 2310.00 |
| 23 | Standard microfiber pro Dry Mop green-40 cm (for dry Mopping) | Pcs | 60 | 612 | 36720.00 |
| 24 | Aluminium handle (For Dry Mops) | Pcs | 15 | 450 | 6750.00 |

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| | | | | | |
|--------------|--|-----|-----|--------|-------------------|
| 25 | Velcro frame for dry mop | Pcs | 15 | 824 | 12360.00 |
| 26 | STD microfiber Damp Mop blue-40 cm for damp mopping (color coded) | Pcs | 75 | 486 | 36450.00 |
| 27 | Aluminium Handle (For Damp Mops) - colour coded | Pcs | 15 | 450 | 6750.00 |
| 28 | Velcro frame for damp mop | Pcs | 15 | 824 | 12360.00 |
| 29 | Microquick Blue - 40x40 cm microfiber wipes (dusting) | Pcs | 300 | 224 | 67200.00 |
| 30 | Wet floor Sign- Yellow Colour | Pcs | 6 | 1172 | 7032.00 |
| 31 | Microfiber window washer 35 cm | Pcs | 5 | 604 | 3020.00 |
| 32 | Window squeegee 35 cm with Stainless steel frame | Pcs | 5 | 883 | 4415.00 |
| 33 | Foldable telescopic Pole 4+4+3 M | Pcs | 1 | 5895 | 5895.00 |
| 34 | Carry Basket with bottle holder | Pcs | 20 | 781 | 15620.00 |
| 35 | Transparent refillable spray bottle with pump | Pcs | 120 | 130 | 15600.00 |
| 36 | Dust pan with Broom | Pcs | 5 | 1805 | 9025.00 |
| 37 | Waist Belt for holding the microfibers dusters | Pcs | 24 | 2596 | 62304.00 |
| 38 | Scrubbing & Polishing Machine (Taski ERGODISC 165 with closed handle and high electrical safety due to double insulation. Nominal consumption to be 1100 watts and weight should be 42 kg and removable weight 5 kg for buffing) | Pcs | 3 | 328234 | 984702.00 |
| 39 | AutoScrubbing & drying machine (Taski swingo 455 E Euro, in order to have a sustainable cleaning operations machine should have intelligent water management system which ensures even amount of solution flow irrespective of the speed. Therotical performance-1290 m2/h. solutions tank-22 litres, recovery tank-25 litres, sound level-68dB(A)) | Pcs | 3 | 600531 | 1801593.00 |
| 40 | Carpet Shampooing machine for injection- extraction & encapsulation (Taski Procarpet 30 with extraction carpet & encapsulation brush, wand & Recovery hose, it should have therotical capacity of 420 m2/hr, chemical/recovery tank-30 litres, vacuum pressure-28kPa) | Pcs | 1 | 973434 | 973434.00 |
| 41 | Professional upright vacuum cleaner with modern 5-stage filtration system (Taski jet 50 Euro to be used in horizontal position to clean underneath beds and furniture. Its flexible hose, a telescopic tube and a crevice/dusting nozzle it can also be used in area above the floor. The brush height is easily adjustable for efficient vacuuming on diffrent types of carpet. Working width- 50cm, dust bag capacity -4 litres, nominal power consumption- 920w, cable lenth-10 Metres, brush speed-4500 rpm, filtration 5 stage, protection class-II) | Pcs | 1 | 166901 | 166901.00 |
| Total | | | | | 5924844.00 |


1. The above rates are Inclusive GST.
2. The terms conditions of the bid document shall form part of this LOA and the contract will be valid till full supply of aforesaid items.
3. Items mentioned at Sn. 38, 39, 40 & 41, all Machines should have 01 year warranty & 03 years AMC as per Terms & Conditions of the contract. Documents in this regard should be submitted with supply of aforesaid items.
4. The Custodian of all machines & chemicals shall be IRCTC.
5. Diversey should provide immediate training for at least 07 days to the housekeeping staff of IRCTC for use/maintenance of machines & chemicals after supply of materials. If required, IRCTC shall also call Diversey technician at later stage in case of requirement related to use of machines & chemicals during the contract period.

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6. The firm shall be required to submit GST Tax Invoice for payment.
7. **Security Deposit:-** The firm shall have to submit a security deposit equal to 5% of the total contract value.i.e.Rs.296242/-. The SD amount should be deposited with IRCTC within 15 days of issuance of LOA in the form of Demand Draft in favour of IRCTC payable at New Delhi or through NEFT Mode. The SD shall remain with IRCTC till end of warrantee period as performance guarantee and will be refunded without interest post expiry of warranty period of one year.
8. **Schedule of Delivery:-**
- (i) Once the material is ready the supplier may contact the coordinating officer for delivery schedule. **Supply will be taken in 2 separate parts i.e 01 quantity after the finalization of bid and remaining on Half yearly basis or as per requirement whichever is earlier.**
 - (ii) Every bill deposited for payment must enclosed the original receipted challans/invoice duly verified by an IRCTC official. The payment will be arranged after necessary check by IRCTC, by way the cheque/NEFT only.
9. **System of Payment:-**
- (i) Payment will be made at the accepted rates to the respective supplier/distributor.
 - (ii) Payment will be released by cheque/NEFT to the manufacturer/supplier or its Distributors directly subject recoveries if any by way of liquidated damages or any other charges as per terms & conditions of contract stated in the bid document.
 - (iii) The bills should reflect applicable GST separately. The supplier shall not claim any interest on payment under the contract.
 - (iv) No advance payment will be allowed under any circumstances.
10. All terms and conditions of the tender document shall form an integral part of this letter of award.
11. This letter of award is subject to the final outcome of any litigation, filed before any Court of Competent jurisdiction.

The supplies are to be made at our following Office:-

IRCTC Ltd. 4th floor, Tower D,
World Trade Centre, Nauroji Nagar
New Delhi - 110029


Sidhartha Singh
AGM/Admin

Copy to:- i) GGM/HRD for kind information please.
ii) JGM/Fin/CO for kind information please.