

	<p>भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036 INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 भंडार एवं क्रय अनुभाग STORES & PURCHASE SECTION Email: adstores@iitm.ac.in दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288 फ़ैक्स: (044) 2257 8292 Telephone : (044) 2257 8285/8286/8287/8288 FAX: (044) 2257 8292 GSTIN : 33AAAAI3615G1Z6</p>	
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Ref. No. SPG/TGH/18-19/Laundry Services/SPL

Date: 23.10.2018

Due date: 08.11.2018

Before 5.00PM

Tender for Laundry Services for Taramani Guest House and Bose Einstein Guest House at IIT Madras

- 1) Quotations are invited in two bid system to provide laundry services (washing, drying and pressing) for Taramani Guest House and Bose Einstein Guest House at IIT Madras and offers / bids should be submitted as Technical bid and Financial bid.
- 2) The Technical bid should consist of relevant documentary evidence for eligibility criteria, details and other documents to be submitted as per Annexure B.
- 3) The Financial bid should indicate item-wise price for each item and it should contain all commercial terms and conditions including taxes, payment terms, pricing terms etc. The financial bid should be submitted in the Annexure B. The Technical bid and Financial bid should be put in separate covers and sealed. **Both the sealed covers should be put in a single cover with superscription** "Laundry Services for Taramani Guest House and Bose Einstein Guest House at IIT Madras" on the left side and sealed.
- 4) The quotations should be valid for ninety days from the due date and should be clearly indicated.
- 5) The rate of GST and the percentage of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quoted.
- 6) The work should not be initiated without an official work order.
- 7) Payment will be made on monthly basis after submission of bill.
- 8) Any damage or loss of items will be computed at 1% of the bill amount relating to the work and will be automatically deducted from monthly bill.
- 9) Service should be prompt and within prescribed time limit.
- 10) In case the laundry remains closed, alternative arrangements should be made for pickup and drop service.
- 11) The clothes should be collected from the Guest House premises on all week days and should be dropped back at the Guest House
- 12) Each Lot should be returned within 48 hours after Laundry service.
- 13) Appropriate detergents (eco-friendly), washing powder, fragrance, softener etc only to be used.
- 14) The bidder should give assurance for hygiene and cleanliness of clothes.

- 15) Washing and Ironing should be clean & neat. The clothes not washed properly viz. stains and wrinkles noticed will be sent back for re-washing without any additional charges.
- 16) Tenure of Contract: The period of contract will be for one year and the contractual period may be extended for another one year subject to the services are found satisfactory and the written consent from the successful bidder. In case of unsatisfactory services offered by the successful bidder, IIT Madras reserves the right to cancel the contract period with a one month prior notice.
- 17) The contract can be terminated by either party by giving one month's notice in advance.
- 18) All disputes or differences whatsoever arising between parties out of or relating to means and operation of this contract or the breach thereof shall be settled by the Committee constituted for this purpose.
- 19) The courts of Chennai will have exclusive Jurisdiction for any issue/dispute arising out of or in connection with the contract.
- 20) Late bids will be rejected. In addition to the above terms & conditions, Laundry services may be provided to Room Guests on demand.
- 21) The bidders shall visit the Taramani Guest House on 30.10.18 between 9.00 AM and to 4.00 PM.
- 22) The contact person for the visit: Shri K.B.Swaminathan, Officer I/C, Taramani Guest House.
- 23) Delivery: Free delivery at IIT Madras.
- 24) The sealed quotation may be sent to:

**The Deputy Registrar
Stores & Purchase Section
3rd Floor, Admin. Bldg,
IIT Madras, Chennai 600 036
Contact number: 2257 8287/88**

-sd/-
Deputy Registrar (S&P)

Annexure A
TECHNICAL BID

ELIGIBILITY CRITERIA:

1. The Bidder should have an established firm for a minimum period of 5 years located within Chennai city limits. Copies of Certificate of Incorporation/Registration Certificate of the firms to be enclosed.
2. Attested copy of deed of partnership, if the firm is a partnership concern and memorandum and Articles of Association duly certified in case of Company to be enclosed.
3. Photocopy of Shop & Establishment License /Permission of Fire Brigade Certificate to be enclosed..
4. Copy of registration under Contract Labour Act as well as certificate of registration of firm if so, with Registrar of Firms to be enclosed.
5. Copy of the PAN CARD of the firm to be enclosed.
6. The Bidder must **not be blacklisted/Suspended** for any service related dispute with any Organisation /Govt. Organisations/Semi Govt org/ Banks in India or outside India. **(Form A to be completed and enclosed)**
7. The bidder must have adequate experience in the execution of similar work in Govt. offices/ /PSUs / Autonomous Bodies and other reputed private organisations and Hotel Establishment. Necessary supporting documents like purchase orders, work completion certificate, payment certificate etc. for Laundry services in the range of Rs.8 to 10 lakhs per annum during last three years to this effect must be submitted along with the offer – **(work completion certificate and bill to be enclosed and details in Form B)**
8. The Bidder should have Annual Business Turnover of minimum 8 lakhs per annum for the last two Financial years i.e. 2016-17&2017-18. **Form C** (Copy of Audited Annual Accounts for the last two years to be submitted).
9. Brochure, original technical catalogue with detailed specification and picture of laundry services offered, if relevant to be submitted.
10. The Bidder should have submitted / filed Income Tax Return for last two years. **Form C.** (Copy of filed Acknowledgments to be submitted.)
11. Bidder's profile to be submitted in **Form D**
Late collection of clothing items from the Guest House premises and late delivery will entail penalty of 1% of the cost of the lot to be picked up/ to be delivered as the case may be.
12. Valid GST Registration certificate. **(copy to be enclosed)**
13. List of material (Detergents, fragrance, softener, stain remover etc. used) to be furnished.
14. The Tender Selection Committee will visit the Laundry and will make a technical evaluation of the facility available in the Laundry. This technical evaluation will also be taken into consideration for finalizing the vendor.
15. Bidder's should have valid Industrial water permission letter from the BMC office (copy to be Enclosed)
16. NOC Copy of Chennai Pollution Control Board to be enclosed
17. Trade License from Municipal Authority to be enclosed.
18. Brief description of procedure for disposal of waste management to be furnished.

LIST OF ITEMS FOR WASHING/DRYING/PRESSING

- Single Bed sheet
- Pillow cover
- Towel
- Face towel
- Kitchen towel
- Door mat
- Blanket
- Table mat
- Table Cloth(Big)
- Table cloth
- Window curtain
- Bath Mat
- Sofa cover(back & seat)
- Chair cover(back & seat)
- Side table cover
- LAUNDRY SERVICE for Room Guest on demand

FORM A
DECLARATION REGARDING CLEAN TRACK
(On Company / firm's Letterhead)

To,
The Deputy Registrar
Stores and Purchase
IIT Madras
Chennai 36

Date:

Sir,

Re: Tender No. SPG/TGH/18-19/Laundry Services/SPL for “Laundry Services for Taramani Guest House and Bose Einstein Guest House at IIT Madras”.

I/we carefully gone through the Terms & Conditions contained in the above referred tender. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

Sl. No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason(s) for the same)

Yours faithfully

(Signature of the bidder)
Name
Designation

FORM B

To be duly filled, signed and submitted along with the Annexure B by the tenderer

Details of all works of similar nature completed during the last three years.

S.No.	Name of work & location	Name of the Organization	Scope of Work	Cost of work in lakhs	Period of Work.	Name & Address of References

**SIGNATURE OF TENDERER ALONG WITH SEAL
OF THE COMPANY WITH DATE**

Form C
DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On Company / firm's Letterhead)

To
The Deputy Registrar
Stores and Purchase
IIT Madras
Chennai 36

Date:

Sir,

Re: Tender No. SPG/TGH/18-19/Laundry Services/SPL for “Laundry Services for Taramani Guest House and Bose Einstein Guest House at IIT Madras”

1) I/we hereby declare that, our firm's Annual Turnover is as follows, and I/we have also supported an Audited Accounts for your reference :

F. Y. 2016-17	F. Y. 2017-18

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for the following years i.e. A.Y. 2016-17 & A.Y. 2017-18. Copy of Income Tax Return is enclosed.

Yours faithfully,

(Signature of the bidder)
Name
Designation

Encl : As above

Form D

PROFILE

1. General Particulars of the Bidder:

- a) Name of the Bidder :
- b) Full Address :
- c) Phone / Fax :
- d) Email :
- e) Contact Person :
- (i) Name :
- (ii) Mobile No., Official Email ID :
- f) Registered office with
 Reg. No: (Address with URL) :
- g) List of major cities where the bidder
 has offices in India :
- h) Headed by :
- (i) Name :
- (ii) Designation :
- (iii) Phone No. :
- (iv) Official Email ID :
- i) No. of years of experience in the
 field of laundry service :
- j) List of clients, including Govt./Semi Govt.
 organizations/PSUs (enclose clients
 satisfaction certificates from atleast 5) :

2. Details of statutory compliance (enclose copy of certificates):

- a) License / Regn. No.: (issued by appropriate authority) :
- b) Regn. No (under Shops and Establishment Act.):
- c) EPF Reg. No :
- d) ESI Regn. No :
- e) GSTIN Reg. No :

3. Details of Financial Status:

- a) PAN / TAN No. (enclose copy) :
- b) Annual turnover of last 2 years. Proof of IT Return
 and Audited Statement of Accounts to be attached.
 (Turn Over should be in the range of Rs.8-10 lakhs
 per annum) :
- c) Banker's details (Name, Branch, Account No. etc.,) :

Date:

(Authorized Signature with seal)

Name & Designation :

ANNEXURE – B**TECHNICAL BID SUBMISSION FORMAT**

S. No.	Documents to be submitted	Compliance Yes/ No.	Page No. of the document	Remarks
1	Proof for certificate of incorporation/registration certificate of the firm.			
2	Proof for shop and establishment license/permission of fire brigade certificate.			
3	Copy of registration under Labour Contract Act.			
4	Copy of PAN card of the firm.			
5	Declaration regarding clean track (Form A)			
6	Proof for Similar contract – Purchase Order, work completion certificates, performance certificate, payment certificate (Form B).			
7	Proof for Annual Business Turnover, IT Return for the last two financial years i.e, 2016-17 & 2017-18 (Form C).			
8	Bidder's profile (Form D).			
9	GST Registration Certificate.			
10	Valid industrial water permission letter from BMC office			
11	NOC copy of Chennai Pollution Control Board.			
12	Trade license from municipal authority.			

Annexure - C

Financial Bid Submission Format

Please specify the laundry charges for washing/drying/ironing for each of the following Item.

S.No.	Description of Item	Estimated quantity per month	Unit Rate (in Rs.)	Taxes	Total Amount (in Rs.)
1	Bed sheet	1500			
2	Pillow cover	1000			
3	Towel	1000			
4	Face towel	130			
5	Kitchen towel	40			
6	Door mat	120			
7	Blanket	25			
8	Table mat	100			
9	Table cloth(big)	10			
10	Table cloth	50			
11	Window curtain	10			
12	Bath mat	50			
13	Sofa cover(back & seat)	20			
14	Chair cover(back & seat)	30			
15	Side table cover	20			
Transportation and other charges if any					
Total Cost (in Rs.)					

Note : The price bid be submitted in a format as per illustration given above. GST and other leviable taxes should also be included. All price bids should be submitted in a separate sealed envelope marked as “Financial Bid”

- 1) **It is mandatory to quote for all items otherwise the quote will be liable for rejection**
- 2) Estimated quantity may increase or decrease.

**SIGNATURE OF TENDERER ALONG WITH SEAL
OF THE COMPANY WITH DATE**