

## **INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH**

An Autonomous Institution, Ministry of Human Resource Development, Govt. of India.

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Indian Institute of Science Education and Research (IISER), Pune, is an autonomous Institute established under Ministry of HRD, Government of India. IISER is devoted to both teaching and research of the highest caliber in a totally integrated way. IISER, Pune would like to invite sealed tenders for Laundry Services . The details are appended below

- **Description** : **LAUNDRY SERVICES AT IISER PUNE CAMPUS**
- **Tender Enquiry No** : **IISER-PUR- 0733 -16**
- **Pre-bid Conference Date & Time** : **6.10.2016 –2.00 PM to 3.00 PM**
- **Due Date & Time (For submission of tender)** : **26.10.2016 up to 3.00 PM**
- **Opening of technical bid** : **26.10.2016 at 03.30 PM**

Prospective Bidders may download the Tender Documents from IISER's website [www.iiserpune.ac.in](http://www.iiserpune.ac.in) and submit their offers to The Director, Indian Institute of Science Education and Research Pune, Dr. Homi Bhabha Road, Pashan, Pune – 411008, India

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## Chapter - 1 LAUNDRY SERVICES AT IISER PUNE CAMPUS

Sealed tenders are hereby invited for LAUNDRY SERVICES at IISER Pune Campus. The Terms & Conditions in respect of tenders are as under:

1. The tender shall be in a two bid system.
  - (a) One - Technical Bid: Containing information regarding experience, business turn over, and other details of the firm, to evaluate the suitability of the tenderer. (Annexure I)
  - (b) Second - Financial Bid: Containing of rates & amount. (Annexure II)
2. The Technical Bids will be opened on 26-10-16 at 03:30 p.m. in presence of tenderer or their authorized representative. Authorized representatives of IISER Pune may conduct the visit of the ESTABLISHMENT & WORK PLACE of the tenderer to assess their suitability, as part of the Technical Bid. The Commercial/ Financial bids of only those tenderer, who are found suitable by the committee appointed for the purpose, will be opened on a date/ time to be decided and communicated to such eligible bidders.
3. Sealed tenders in prescribed form (ANNEXURE - I, & II) dully filled must be submitted along with the demand draft which will be in favor of "DIRECTOR IISER PUNE".
4. Director IISER Pune reserves the right to reject the tenders not conforming to the prescribed requirements and non-submission of required documents/copies. No correspondence thereof shall be entertained whatsoever.
5. The bidder should submit the Technical Bid & Financial/Commercial Bid as per the attached (Annexure I & II) along with EMD of Rs.10,000/- only along with the technical Bid (Annexure I). SEPARATE sealed envelopes super-scribing "Technical Bid/" and "Commercial Bid" respectively. These two envelopes should be then put in an envelope and sealed properly and Super- Scribed "LAUNDRY SERVICES at IISER Pune Campus".
6. Tenders should be addressed to the Registrar IISER Pune -411008.

The following information to be indicated on the Envelope cover.

  - a) Tender for LAUNDRY SERVICES at IISER Pune Campus.
  - b) Name of Firm - \_\_\_\_\_
  - c) No. of NIT - \_\_\_\_\_
  - d) Clearly indicate on the envelope "TECHNICAL BID" OR FINANCIAL BID.
  - e) All enclosures shall be numbered and indicate the number of attached document in technical bid form for reference.

CONTRACTOR'S NAME & SIGNATURE

## Chapter - 2 Brief Details & Description of Work, Terms & Conditions for Laundry Services

1. There are 2 boys and 2 girls hostels and approx. students are 1280 numbers. We have 103 rooms Guest House. Over & above, the residents of the campus can also avail the laundry services.
2. The IISER Pune shall only provide the space for installing at his own the Heavy Duty Commercial Washing Machines, Electrical Heated Dryer, Hydro Extractor Electric Iron, Pressing Table with boiler and Steel Racks and other equipment/ accessories as may be necessary for running the laundry services and shall bear the expenses for running the in-house laundry services.
3. The tenderer should quote the rates & amount tendered by him/them in figure & as well as in words. Alterations will not be allowed, unless legibly attested by tenderer. Every page of the tender form should be signed by the tenderer himself. ***Attested copies of the Registration Number of the firm, license no. under Contract Labours Act, Provident Fund Account no., ESI No. and copies of the Income Tax Clearance Certificate, Satisfactory Performance Certificate issued by the concerned agency/ Organizations, Memorandum of firm and partnership deed if firm is in partnership shall be enclosed.***
4. The rate should be inclusive of all and in accordance with the provisions of minimum wages act, labours laws and other standard provisions like P.F., ESI, Bonus, Gratuity, Leave, Uniform allowance etc. to his eligible staff deployed at laundry. Additionally it is reiterated that any increment thereof will be borne by the contractor. IISER Pune will not be liable to pay any amount whatsoever during contract period.
5. The tenderer with seal of agency/firm should sign every paper of the tender as a confirmation of acceptance of the terms & conditions mentioned on each paper as this will be a part of agreement.
6. Preference can be given to those contractors who have minimum 01 year experience of providing laundry services in Government Institution, Hospitals, University, five/three star Hotels, and Hostels and also who use the latest machines for the work.

7. The earnest money is liable to be forfeited, if the tenderer withdraws or amends & derogates from the tender in any respect within the period of validity of the tender.
8. Every amount paid to the contractor shall be subject to the deduction of tax at source and other taxes as applicable from time to time by Govt. of India.
9. The tenderer/contractor shall deposit security in favor of IISER Pune for an amount of Rs.1.00 Lakh only minimum or as decided by the competent authority of IISER Pune in the form of Bank guarantee for the due performance of the contract, within 15 days from the date of contract. In the event of breach/violation or contravention of any terms and conditions herein by the contractor, the security deposit shall be forfeited by IISER Pune, in addition to any amount of penalty as decided by the Director, IISER Pune shall be recoverable from security amount if not paid by the tenderer.
10. The earnest money can be adjusted against security money. No interest shall be paid on earnest and security money deposit.
11. The Director IISER Pune reserves the right to accept & reject any tender without assigning any reason, bifurcate the whole tender in two bidders (without effecting the existing terms & conditions of the contract) or cancel any part of the tender.
12. The tenderers may visit to see the campus/hostel with the prior permission to assess the quantum of work, deployment of required man power, machines, tools & plants etc. before quoting their rates and amount in tender.
13. Tenderer while submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
14. **The contractor must declare that how many latest machines he will use. The machines will remain in the Hostel in working condition and would be replaced/ repaired within three days if got faulty during the work, failing which a suitable penalty as decided by the competent authority shall be charged from contractor's bill.**
15. The contractor shall be responsible for all such taxes, as may be levied on the laundry services and shall also be responsible to obtain any License/permission

from the concerned Govt. department. IISER Pune will not be responsible/ liable for any penalty or charges levied by the Govt. of India.

16. The contractor shall have to produce documentary proof i.e. Aadhar Card/Voter Card/Smart Card/Telephone Bill/ Electricity Bill/IncomeTax Certificate in support of identity of the person deputed at IISER Pune
17. That the contractor shall deploy trained workers who are totally capable of how to execute the job. The work should be executed very carefully, if damage occurs, the contractor shall be liable for any liability, loss, claim in respect of personal injury to or any misshaping/casualty of any person whomsoever arising out during the course of carrying out the laundry works. That the contractor shall not engage or depute any worker below the age of 18 years in the laundry premises.
18. The agency staff shall work under supervision, direction and overall administration of the contractor. The contractor shall keep close liaising with the Hostel Manager and take feedback on quarterly basis in order to ensure smooth functioning.
19. The contractor will deploy workers for collection & delivery of the clothes to the students. The workers deployed at laundry shall be employees of the contractor and the contractor shall be liable to pay them their wages and other dues etc. for which they are legally entitled. The laundry shall run all seven days of the week and timings for collection and delivery of clothes shall be approved by the Hostel Manager. The agency shall be wholly responsible to provide all the benefits viz. P.F., E. S. I, Bonus, Gratuity & Leave, etc. to eligible personnel engaged and deployed for the work by the contractor. IISER Pune shall not be responsible in any manner.
20. The competent authority of IISER Pune shall have the right to ask the contractor/agency to remove any such person, who is not found to be competent and orderly not competent in the discharge of the satisfactory laundry services.
21. The water & electricity shall be provided by IISER Pune. The electricity charges shall be recovered through meter. The contractor will be fully responsible for the safety of their stocks, furniture, fixtures, machines, apparatus, equipment etc. IISER Pune will not be responsible/ liable for any damages caused to the contractor by any way including theft & fire etc. and no such claim to

compensate any such damages will be entertained by IISER Pune

22. The agency shall not engage any sub-contractor or transfer the contract to any other person in any manner, if found subletting in any manner the contract will stand cancelled without prior notice.
23. A list of workers engaged by the contractor/agency shall be submitted to Hostel Manager.
24. The contractor shall maintain neat and clean the surroundings. If contractor fails to do so the work may be executed from other agency on the risk & cost of the contractor and the expenditure incurred shall be recovered from the contractor's monthly bill along with penalty as decided by the competent authority of IISER Pune
25. IISER Pune shall only provide the electricity & water etc. connections up to the laundry, the extension board & lead wire etc. if needed shall be arranged by the contractor at his own cost.
26. The contractor at his own cost will provide machines and appliances/instruments used in laundry process, the detergent used in washing shall be of approved quality i.e. Surf Excel & Aerial and will not keep any other detergent in laundry. The authorized person of IISER Pune has the right to check the quality of material and ask to change any brand and item at anytime.
27. The laundry shall run seven days a week with full strength of workers for which the contractor shall make a schedule for receiving & delivery of clothes. The contractor will be fully responsible for any loss, burn, etc. and shall compensate the charges against above such damages.
28. IISER Pune and the agency shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either IISER Pune or the agency may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. In case of Dispute or difference arising between IISER Pune and agency relating to any matter arising out of or connected with this

agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director IISER Pune, if he is unable/unwilling to act, to the sole arbitration of some other person appointed by his willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

The venue of the arbitration shall be the place from where the contract is issued.

**CONTRACTORS SIGN AND SEAL**



Chapter - 3 - PERFORMA FOR TECHNICAL BID

1.	Detail of Earnest Money	No.-----Date----- Bank.....
2.	Registration certificate (enclose the attested copy of registration Certificate)	No.-----Date----- From-----Date-----
3.	EPF Registration Certificate (Enclose Attested copy of EPF Registration Certificate )	No.-----Date----- From-----Date-----
4.	ESI Registration Certificate (Enclose attested copy of ESI Registration Certificate )	No. -----Date----- From-----To -----
5.	Permanent Account Number (Enclose attested copy)	No. -----Date-----
6.	Service Tax Registration Certificate (Enclose attested copy of Service Tax Registration Certificate)	No. -----Date----- From-----To-----
7.	List of clients with address & telephone no. where the said services provided or providing by the agency in last three years.	Enclosed the list
8.	Performance Certificates issued by the authorities against the laundry services.	Enclosed the list
9.	Declaration of Latest Machine to be installed in IISER Pune	Enclosed the list
10.	Proof of providing service	Name of organization From..... up to .....

11.	Address of Registered office / corporate office with name of authorized person.	Registered Office Address ..... ..... .....
12.	Any other declaration	

CONTRACTORS SIGNAND SEAL

**Chapter - 3 - FINANCIAL BID**

I..... Proprietor/Partner/authorized person of M/s..... understand the work and terms & conditions as entered in the tender document and bound himself/ themselves to abide the rule & regulation of IISER Pune. The charges for the laundry services shall be as under.

**B. For staff & others**

Washing & press charges (per item)	Only press charges (per item)
1. Saree -	1.
2. Bedsheet -	2.
3. Towel -	3.
4. Blanket	4.
5. Bed Spread -	5.
6. Pillow Cover	6.
7. Other Item i.e Trouser, Shirt etc	7.

The above rates are all inclusive of payment of workers on minimum wages with E.S.I., P.F., weekly off, uniform, all taxes, other obligations under the law. I will use the detergent in laundry as approved by IISER Pune and also keep our machines in working condition all the time. I will keep the laundry and its surrounding neat & clean all the time and disposal of garbage of laundry disposed off outside the campus on our own cost.

I will pay the License Fee and pay the electricity charges as per meter on the rates approved by IISER Pune.

I hereby indemnifying IISER Pune for all liability in respect of workers payment, E.S.I. P.F., Bonus & compensation and other liabilities, that arise during contract period & in future as our rates are all inclusive (**that include workers, material, tools & plants, all equipments required to carrying out proper services in all 07 days and all other liabilities etc.**) and I also understand that no enhancement in our rates shall be made in any manner during contract period.

**Package Rates for Students (optional)**

1. Package washing	60 cloths/student per month	@ Rs.....
2. Package washing	80 cloths/student per month	@ Rs. ....

CONTRACTOR SIGN AND SEAL

**IMPORTANT NOTICE**

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer