

**JAMIA HAMDARD
(Hamdard University)
Hamdard Nagar, New Delhi 110062.**

**Tel: 26059688 (12 lines)
Ref. no. JH/ES/AMHR/2017/2**

TENDER NOTICE

Sealed tenders are invited from the reputed Laundry Agencies for providing Laundry Services at AHMR Girls' Hostel, Jamia Hamdard.

Cost of tender form. Rs. 1500/- (Non refundable)

EMD Rs. 2,50,000/-

Last date of Submission of Tender: 10-05-17 (1.00p.m.)

For Further detail of/tender document, please visit University Web Site: www.jamiahamdard.edu

REGISTRAR

Ph. No. 011-26059688(12 lines) Extn.5373, Fax-26059663

TENDER DOCUMENT

LAUNDRY SERVICES
AT
ABDUL MUEED HALL OF RESIDENCE GIRL'S HOSTEL



JAMIA HAMDARD
HAMDARD, NAGAR
NEW DELHI –11006

LAUNDRY SERVICES AT ABDUL MUEED HALL OF RESIDENCE GIRL'S HOSTEL

Sealed tenders are hereby invited for LAUNDRY SERVICES at **Abdul Mueed Hall of Residence Girls' Hostel** at Jamia Hamdard Campus. The Terms & Conditions in respect of tenders are as under.

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 tenderer. **(Annexure I)**

(b) Second Financial Bid: Containing of rates & amount. **(Annexure II)**

The tenders may drop in tender box placed in purchase section on or before 10-05-17 up to 1.00 p.m. The earnest money is Rs. 2,50,000/- only & tender fee is Rs. 1500.00 (non refundable). Both D.Ds shall be in the form of demand draft in favor of Registrar Jamia Hamdard to be submitted along with the Technical Bid.

The Technical Bids will be opened on **10-05-17 at 03:30 p.m.** in presence of available tenderer or their authorized representative. The authorized representatives of Jamia Hamdard may conduct the visit of the ESTABLISHMENT & WORK PLACE of the tenderers 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.

Sealed tenders in prescribed form (ANNEXURE – I, & II) dully filled must be submitted along with the demand drafts which will be in favor of "Registrar Jamia Hamdard".

Jamia Hamdard 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.

The bidder should submit the Technical Bid & Financial/Commercial Bid as per the attached (Annexure I & II) along with EMD of Rs. 2,50,000/- only and tender cost i.e. Rs. 1500/ only (non refundable) 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 ABDUL MUEED HALL OF RESIDENCE GIRLS' HOSTEL at Jamia Hamdard Campus".

Tenders should be addressed to the Registrar Jamia Hamdard New Delhi -62.

The following information will be indicated on the Envelope cover.

- a) Tender for LAUNDRY SERVICES AT ABDUL MUEED HALL OF RESIDENCE GIRLS'HOSTEL at Jamia Hamdard Campus.
- b) Name of Firm. _____
- c) No. of NIT. _____
- d) List of enclosures. _____
- e) Clearly indicate on the envelopes "**TECHNICAL BID**" OR **FINANCIAL BID**.
- f) All enclosures shall be numbered and indicate the number of attached document in technical bid form for reference.

CONTRACTOR'S NAME & SIGNATURE

Brief Detail & Description of Work, Terms & Conditions for Laundry Services

In **ABDUL MUEED HALL OF RESIDENCE GIRLS' HOSTEL** approx. students are 550 numbers to whom the package Laundry facility (washing & ironing) are require by establishing and running the in-house mechanize Laundry.

1. The Jamia Hamdard 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.
2. The tenderer should quote the rates & amount tendered by him/them in figure & as well as in words. The tenderer should take care that the rate and amount should be written in such a way that interpretation is not possible. Alterations 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.**
3. 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. The University will not be liable to pay any extra amount whatsoever during contract period.
4. 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.
5. Preference can be given to those contractors who have minimum 05 years experience of providing laundry services in University, Hostels & Hotels and also who use the latest machines for the work.
6. 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 that is 90 days from the last date of submission the tender.
7. 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.
8. The tenderer/contractor shall deposit a security in favor of Jamia Hamdard for an amount of Rs.3.50 Lakh only minimum or as decided by the competent authority of Jamia Hamdard either in cash or 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 deposited shall be forfeited by Jamia Hamdard, in addition of any amount of penalty as decided by the Registrar Jamia Hamdard shall be recoverable from security amount if not paid by the tenderer.
9. The earnest money can be adjusted against security money. No interest shall be paid on earnest and security money deposit.

10. **The competent authority of Jamia Hamdard reserves the right to accept & reject any tender without assigning any reason or cancel/add any part of the tender without effecting the existing terms & conditions of the contract.**
11. **The tenderers may visit to see the hostel with the prior permission of the hostel warden to assess the quantum of work, deployment of required man power, machines, tools & plants etc. before quoting their rates and amount in tender.**
12. 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.
13. **The contractor must declare that how many latest machines he will use. The machines will remain in the Hostel in working conditions 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.**
14. The contractor shall be responsible for all such taxes, as may be levied on the laundry services and shall also responsible to obtain any License/permission from the concerned Govt. department. The Jamia Hamdard will not be responsible/ liable for any penalty or charges levied by the Govt. of India.
15. The contractor shall have to produce documentary proof i.e. Voter Card/Smart Card/Telephone Bill/ Electricity Bill/Income Tax Certificate in support of identity of the person deputed at Jamia Hamdard.
16. That the contractor shall deploy the trained workers (preferably Girls) who totally capable to execute the job 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.
17. The agency staff shall work under supervision, direction and overall administration of the contractor. The contractor shall keep close liaison with the Provost, Warden and APRX Committee and take feedback on quarterly basis in order to ensure smooth functioning.
18. The contractor will deploy workers for collection & delivery of the cloths to 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 due liabilities etc. for which they are legally entitled. The laundry shall run all seven days of the week and timings for collection and delivery of cloths shall be approved by the Provost/Warden. 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. Jamia Hamdard shall not be responsible in any manner.
19. The competent authority of Jamia Hamdard 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 the satisfactory laundry services.

20. The water & electricity shall be provided by the Jamia Hamdard. The electricity & water charges shall be recovered through meter on approved rates of Jamia Hamdard. The contractor will be fully responsible for the safety of their stocks, furniture, fixtures, machines, apparatus, equipment etc. The Jamia Hamdard 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 the Jamia Hamdard.
21. 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.
22. A list of workers engaged by the contractor/agency shall be submitted to Provost/warden.
23. 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 Jamia Hamdard.
24. The Jamia Hamdard 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.
25. The contractor at his own cost will provide & fixed the 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 use or keep any other detergent in laundry. The authorize person of Jamia Hamdard has the right to check the quality of material and ask to change any brand and item at any time.
26. 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 cloths. The contractor will be fully responsible for any loss, burn, fade of cloth colour etc. and shall compensate the charges against above such damages.
27. If contractor fails to deposit the License fee, Electric charges & water charges then Jamia Hamdard may disconnect the electric or water connection, restoring the same after clearing the dues the penalty as decided shall be charged.
27. In case of any dispute or difference, if remains unresolved, the matter shall be referred to the Arbitrator appointed by the Vice Chancellor of Jamia Hamdard. The award of the arbitrator shall be final and binding on the parties. The jurisdiction shall be only at Delhi/New Delhi.

CONTRACTORS SIGNAND SEAL

PERFORMA FOR TECHNICAL BID

1.	Detail of tender cost	No.-----Date----- Bank.....	Attached at page no.
2.	Detail of Ernest Money	No.-----Date----- Bank.....	Attached at page no.
3.	Registration certificate (enclose the attested copy of registration Certificate)	No.-----Date----- From-----Date-----	Attached at page no.
4.	ISO 9001/2000 certification (Enclose attested copy of ISO Certificate)	No.----- Date----- From----- Date-----	Attached at page no.
5.	EPF Registration Certificate (Enclose Attested copy of EPF Registration Certificate)	No.-----Date----- From-----Date-----	Attached at page no.
6.	ESI Registration Certificate (Enclose attested copy of ESI Registration Certificate)	No. -----Date----- From-----To -----	Attached at page no.
7.	Permanent Account Number (Enclose attested copy)	No. -----Date-----	Attached at page no.
8.	Service Tax Registration Certificate (Enclose attested copy of Service Tax Registration Certificate)	No. -----Date----- From-----To-----	Attached at page no.
9.	Turnover of last 3 financial years (in Lakhs) (Enclosed attested copy of auditor's report with balance sheet per year)	Rs.Year..... Rs.Year..... Rs.Year.....	Attached at page no.
10.	List of clients with address & telephone no. where the said services provided or providing by the agency in last three years.	Enclosed the list	Attached at page no.
11.	Performance Certificates issued by the Managing Director/ authorities against the laundry services.	Enclosed the list	Attached at page no.
12.	Declaration of Latest Machine to be installed in Jamia Hamdard.	Enclosed the list	Attached at page no.
13.	Proof of providing services of last 03 Year's experience and proof of at least three Laundry Services works minimum amounting Rs. 10.00 lakh per year, each work at Hotels, Corporate Buildings & Hostels. (Enclosed copies of last three years)	Name of organization From..... up to 1..... 2..... 3.....	Attached at page no.

14.	Address of Registered office / corporate office with name of authorized person.	Registered Office Address	Attached at page no.
15.	Any other declaration		Attached at page no.

CONTRACTORS SIGNAND SEAL

PERFORMA FOR 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 Jamia Hamdard.

The charges for the laundry services shall be as under.

A. For Students.

1. Package washing & Ironing 80 cloths/student per month @ Rs.

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 the Jamia Hamdard and also keep our machines in working condition all the time. I 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 L. Fee including water charges Rs..... Per month and pay the electricity charges as per meter on the rates approved by the Jamia Hamdard latest by 7th day of each month. I also understand that if I fail to deposit the dues within due time, the penalty @ Rs. 50 /day shall be charged.

I hereby indemnifying the Jamia Hamdard 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, approved detergent and 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.

CONTRACTOR SIGN AND SEAL