

TENDER DOCUMENT

Name of Work:

**WASHING AND DRY-CLEANING OF
TOWELS/CURTAINS/BLINDS/CUSHIONS ETC**



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SEC-16 C, DWARKA, NEW DELHI- 110078

To,

THIS TENDER DOCUMENT CONTAINS 13 Nos. OF PAGES

COST OF TENDER: RS. 100/-

INFORMATION & INSTRUCTIONS FOR BIDDERS

Name of Work	Washing and Dry-Cleaning of Towels/Curtains/Blinds/Cushions/Sofa/Car/Bags Etc.
Earnest Money Deposit	Rs. 10,000/- (Rs. Ten Thousand Only) In the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
Cost of Tender Form (Non-Refundable)	Rs. 100/- (Rs. One Thousand Only) through DD in favour of Registrar, GGSIPU, Payable at Delhi
Issue of Tender Document	upto 3.00 PM on all working days from 10.00 AM to 03.00 PM. Tender Document may be purchased from Office of Dy. Registrar (General Administration), Room No 36, Ground Floor, A-Wing, Guru Gobind Singh Indrapratha University, Sector 16 C, Dwarka, New Delhi – 110 078. OR Tender Document may be down loaded from the University Website. www.ipu.ac.in
Date and time of submission of Tender	Latest by upto 03:00 PM on 05-02-2013
Validity of Tender	120 days from the last date of submission of tender
Opening of Technical bid in presence of the authorized representatives of bidders, if any.	at 04.00 PM on 05-02-2013.

1.0 Introduction

1.1 The sealed item rate tenders are invited in two Bid System – (Technical & Financial Bid) on behalf of the Guru Gobind Singh Indraprastha University from reputed & eligible agencies

2.0 Scope of work

The work consists of: Washing and Dry-Cleaning of the following items:
Sofa, Chairs, High Back Chairs, Carpets, Vertical Blinds, Ventilator Blinds, Curtains, Dry Cleaning of seats and roof of Tata Indica/Gypsy/Ambassador/Esteem/SX4/Bolero/Innova/Eeco, Curtain of Cars, Blanket, Pillow Covers (Printed), Bed Spread (Silk Double), Bed spread (Silk Single), Examination Bags, Towels (Big/Small), Bed Sheets (Cotton) etc

3.0 Definitions:

- 3.1 GGSIPU means Guru Gobind Singh Indraprastha University, Delhi
- 3.2 University means Guru Gobind Singh Indraprastha University, Delhi
- 3.3 Bidder / Supplier means the individual, proprietary firm, partnership firm, limited company private or public or corporation
- 3.4 “Year” means “Financial year” unless stated otherwise.

4.0 Eligibility Criteria:

- 4.1 The Bidder should have Shop and Establishment Certificate issued by Competent Authority and should have business in Delhi region mentioning the type of business as **washing & dry cleaning work/laundry services**

4.2 The bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the Competent Authority, of having satisfactorily completed similar works washing and Dry-Cleaning of Towels/Curtains/Blinds/Cushions Etc. of magnitude in Central Govt/State Govt/PSU/Autonomous bodies/Local Bodies/Govt. Establishment. Agency should have satisfactorily completed three similar works each costing not less than Rs.1,00,000 or two similar work costing not less than Rs. 1,50,000 or one similar work costing not less than Rs 2,00,000 during the last five years ending December 2012. Similar work shall mean work of washing and Dry-Cleaning of Towels/Curtains/Blinds/Cushions

List of works completed and actual date of completion of the requisite magnitude along with attested copies of certificate, testimonials of their satisfactory completion from the department concerned obtained from an officer not below the rank of Asst. Director/Asst. Registrar/Admn officer

4.3 Should have minimum average annual financial turn over of Rs. 5 lacs during the last three years ending March 2012 duly certified by Chartered Accountant.

4.4 Undertaking from the Agency that

- a. it should not have been bared or blacklisted by any of the Central Government/Departments/Organizations/Central PSU
- b. it will ensure fair trade practice

4.5 Should not have incurred loss in preceding two years ending March 2012.

4.6 Joint ventures shall not be accepted.

4.7 Following documents are to be enclosed with **Annexure –B & C :-**

- i) Self attested copy of PAN No.
- ii) Self attested copy of Service Tax Registration Number;
- iii) Self attested copy of Valid Registration No. of the Agency/Firm;
- iv) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- v) Proof of Average Annual turnover as stated in **Clause 4.3** supported by audited Balance Sheet by chartered accountant (**Annexure-A**);
- vi) Proof of experience as stated in **Clause 4.2** supported by documents from the concerned organizations
- vii) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
- viii) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

4.8 **a)** Application fee of Rs.100/- (non-refundable) in form of DD, in case the tender document is downloaded from the website
b) Bid Security of Rs. 10,000/- in the form of DD to be kept with technical bid in separate envelop.;

5.0 Who can apply?

5.1 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.

5.2 If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

5.3 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of

attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

5.4 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

5.5 Joint Venture/ Consortiums are not accepted.

6.0 Sealing and Marking of Bids

6.1 The bidder shall place the three separate envelopes (called inner envelopes) marked "Technical Bid", "Financial Bid" and "Earnest Money Deposit" in one outer envelope. The inner envelopes will have marking as follows:-

- A) Earnest Money Deposit (EMD)
- B) Technical Bid
- C) Financial Bid

6.2 The sealed inner and outer envelopes containing the technical and financial bid shall be addressed to Registrar, Guru Gobind Singh Indraprastha Sector 16 C, Dwarka, New Delhi-110078

6.3 The sealed tender shall bear the name and identification number of the Tender on the cover of the Envelope.

6.4 In addition to the identification required as above, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.

7.0 Bid Submission:

7.1 The envelope named "Technical Bid" shall comprise of enclosure required in the **Para 4.7 & Para 4.8** separately

7.2 The envelope named Financial Bid and shall comprise of the price bids of the items

7.3 Each page of the Technical Bid & Financial Bid must be sealed and signed by the authorized signatory of the bidder.

7.4 Duly signed tender document along with all corrigenda, addendum issued, if any, should also be sealed as part of technical bid.

8.0 Opening of Financial bid and evaluation:

The financial bids of only those bidders which qualify the initial eligibility criteria will be opened in the presence of intending bidders. The date and time of opening of financial bids shall be intimated separately to the bidders who satisfy the initial eligibility criteria. The lowest financial bidder shall only be considered for award of work.

9.0 Earnest Money Deposit (Bid Security):

9.1 The Earnest Money Deposit (EMD) of Rs. 10,000 only must be attached. The Earnest money shall be accepted with a minimum validity of 3 months in the following forms and shall be in favour of "Registrar, GGSIPU", payable at Delhi:-

- i. Demand draft / Bankers cheque
- ii. Fixed deposit receipt (FDR)

9.2 Tenders with no earnest money deposit will be summarily rejected. In case of successful bidder of the financial bids, the earnest money may be retained and adjusted towards a part of the Performance Guarantee.

9.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest.

10.0 Financial Bid:

10.1 The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in the Schedule quantities only **Annexure-D**. No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed.

10.2 The Work Contract Tax/Turnover Tax/Income Tax shall be deducted at source at the rate that will be in force from time to time.

11.0 General:

11.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.

11.2 The bid document should be legibly written. The bidder should sign each page of the bid.

11.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. .

11.4 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization.

11.5 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.

11.6 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU.

The contractor shall indemnify the University against all other damages/charges for which the University may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The University shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.

11.7.1 University will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the University recognizes no employer-employee relationship between the University and the personnel deployed by the contractor.

- 11.7.2 Person who is in Government service or an employee of this University should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
- 11.9 The successful bidder shall furnish a list of University employees related to him, if any. If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the successful bidder.
- 11.10 Without prejudice to any of the rights or remedies under this contract if the successful bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the successful bidder

12.0 Agreement & Validity of Rates:

The bidder will have to enter into regular agreement on the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein. The rates of successful bidder will be valid for 24 months from the date of award of work.

During the period of contract, the rates will not be revised on any pretext. The prospective contractor may quote the rates accordingly taking into consideration of this aspect.

The successful bidder will have to sign an agreement on a Rs 100/- non judicial Stamp Paper alongwith the Performance Security at the rate of 5% of the tendered /contract value within 10 days of the award of Contract. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.

Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.

13.0 Performance Security:

- 13.1 The Performance Security of 10% of the total tendered value will be deposited by the tenderers within the 10 days of the award of Contract. The Performance Guarantee shall be accepted in the following form and shall be in favour of "Registrar, GGSIPU", payable at Delhi with a validity of months as under:-
- i. Fixed deposit receipt (FDR) of a nationalized bank (3months beyond the time period of contract),
 - ii. Bank Guarantee (As per Annexure-E) (3months beyond the term of contract),
- 13.2 In case of non submission of Performance Guarantee alongwith the Agreement within specified time, the earnest money will be forfeited and the University may consider to debar/black list the successful bidder.
- 13.3 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the successful bidder to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument. The loss caused thereby shall fall on the successful bidder and the successful bidder shall forthwith on demand furnish additional security to the University to make good the deficit.
- 13.4 Validity of Rates: The rates of successful bidder will be valid for 24 months from the date of award of work.

14.0 Terms & Condition

1. Supply/work execution completion time will be 48 hours after receipt of the work (linen etc.).
2. University at its discretion may empanel one or more agencies for the job.
3. Damage to any material/items shall be recoverable from the Vendor.

4. The vendor shall use good quality washing powder/detergent/chemicals and will not use banned chemicals for Washing/Dry Cleaning.
5. No other terms & conditions will be accepted.
6. 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.

Annexure A

FINANCIAL INFORMATION

- 1) Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)

Item	2007-2008	2008-09	2009-2010	2010-11	2011-12
Gross Annual turn over on works					
Profit/Loss					

- 2) Proposed Financial arrangements for carrying out the proposed work

Signature of Chartered Accountant with seal

Signature of Bidder(s) with seal

BIDDER'S DETAILS

- 1. NAME & ADDRESS of CONTRACTOR: _____

- 2. OWNERS NAME: _____

- 3. INCOME TAX/(PAN) NO.: _____

- 4. TELEPHONE NO.: _____

- 5. RESIDENTIAL ADDRESS: _____

- 6. BANKER'S NAME & ADD: _____

- 7. EXPERIENCE (In YEARS): _____

- 8. LIST OF MAJOR CLIENTS: (1) _____
Enclose COPY OF CONTRACT (2) _____
ALONGWITH DETAILS
(3) _____

- 9. PERFORMANCE REPORTS, IF ANY: _____

- 10. REFERENCES: _____

- 11. ANY OTHER INFORMATIONS/ DOCUMENTS, WHICH MAY HELP IN ASSESSING TENDERS CAPABILITIES FOR AWARD OF CONTRACT _____

BIDDERS SIGNATURE/ OFFICIAL SEAL/ STAMP

NOTE: DETAILS IN BRIEF BUT NOT IN MORE THAN ONE PAGE MAY BE ENCLOSED

Format for TECHNIACL BID for WASHING & DRY CLEANING in GGSIP University

1) Name of Firm/Person/Organization: _____

2) Details of Registration with:

Labour Department (Central/State) _____

3) Full Address with Phone No. & FAX No _____

4) Name of the Proprietor/Partners/Directors

Together with Technical Qualification &
Experience in the Field: _____

5) Past Experience: The Tenderer should have sufficient experience of providing washing and dry cleaning services in 5 years (2007-08,2008-09,2009-10,2010-11,2011-12) in reputed organizations like Multi National Company/PSUs/Government (Central or State/Semi Govt. etc.) Full details to be given as under. Please enclose certified copies of experience.

Period of Contract		Name of the Firm/Organization with whom worked	Details of SERVICES Undertaken	Value of Contract & Other Details	Remark
From	To				

6) Copy of latest Balance Sheet, P& L A/C (Audited) of the firm:

7) Whether an Income Tax assessee,
If so, indicate PAN No.

8) Details of license issued to him under the provision of Contract labour (Regulation & Abolition) Act, 1970:
(copy to be attached)

9) Infrastructure, which is available with the Tenderer for the purpose of agreement:

a) Total strength Employed as on _____:

b) Qualification and Experience of your to _____
Managerial/Supervisory Personnel. (attach a list pl)

c) Experience of the managerial and supervisory staff available for deployment at University

- 10) Is the firm registered with Labour Authorities
Under relevant Labour Laws, if so, give:
(i) Registration No. :
(Copy to be attached)
(ii) P.F. Code No.
(Copy to be attached)
- 11) Have you ever been penalized by any legal authority
concerning the job as required under this contract?
If so give details State Reasons, if your answer is
affirmative:
- 12) Please confirm that wages paid to your employees
shall under no circumstances be less than that
provided under the relevant laws of the Country
- 13) Indicate any other benefit provided to your employees,
like Bonus, HRA, Leave, Medical reimbursement,
Provident fund, etc.
- 14) Can the services be started within a week time. If not,
state the time required.
- 15) Name and address of Bankers and Type of facility enjoyed:
- 16) References (from two respectable persons) 1.
2.
- 17) Details of Bank Draft DD No..... Dated
- Amount..... Bank
- Branch

Signature of Tenderer
(Name & Address with date)
Office Seal

**Guru Gobind Singh Indraprastha University**

Sector 16-C, Dwarka New Delhi-110078

Financial Bid**Quote of rates for Washing Items**

S.No.	Items	Unit	App. Quantity (Annual)	Rates (Per Items) (Rs.)
1.	Towel Big (60cm x 120cm)	Each	1100	
2.	Towel Small (30cm x 60cm)	Each	1100	
3.	Curtain (3ft x 7 ft)	Each	250	
4.	Bed Sheet (7ft x 4 ft)	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	
12.	Bed Sheet (single print)	Each		
13.	Bed Sheet (double print)	Each		
14.	Bed Sheet (white)	Each		

Quote of rates for Dry Cleaning Items

S.No.	Items	Unit	App. Quantity (Annual)	Rates (Per Items) (Rs.)
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	Per Sq. Ft.	25	
8.	Dry Cleaning of seats and roof ofTataIndica/Gypsy/Ambassador/ Esteem/SX4/Bolero/Innova/Eeco	Per Car	12	
9.	Curtain of Cars	Each	30	
10.	Blanket	Each		
11.	Pillow Covers (Printed)	Each		
12.	Bed Spread (Silk Double)	Each		
13.	Bed spread (Silk Single)	Each		

Date: _____

Place: _____

(Signature of authorized signatory
with Stamp)

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(Refer Clause 6 of the NIT)

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the "Bank") of the one part and _____ (Guru Gobind Singh Indraprastha University, Delhi) (hereinafter called the "Department") of the other part.

2. WHEREAS _____ (Guru Gobind Singh Indraprastha University, Delhi) has awarded the contract for providing vehicles on hire basis for Rs. _____ (Rupees in figures and words) (hereinafter called the "contract") to M/s _____ (Name of the contractor) (hereinafter called the "contractor").

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).

4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Guru Gobind Singh Indraprastha University the full amount of Rs. _____ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the Guru Gobind Singh Indraprastha University, the Bank is engaged to pay the Guru Gobind Singh Indraprastha University, any amount up to and inclusive of the aforementioned full amount upon written order from the Guru Gobind Singh Indraprastha University to indemnify the Guru Gobind Singh Indraprastha University for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Guru Gobind Singh Indraprastha University immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Guru Gobind Singh Indraprastha University any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Guru Gobind Singh Indraprastha University agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Guru Gobind Singh Indraprastha University and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the Guru Gobind Singh Indraprastha University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time

by the Guru Gobind Singh Indraprastha University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (year) being herewith duly authorized.

For and on behalf of
the _____ Bank.

Signature of authorized Bank official
Name _____
Designation _____
I.D. No. _____
Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named
_____ in the presence of:

Witness-1.
Signature _____
Name _____
Address _____

Witness-2.
Signature _____
Name _____
Address _____