

भारतीय सूचना प्रौद्योगिकी,
अभिकल्पना एवं विनिर्माण संस्थान,
कांचीपुरम



INDIAN INSTITUTE OF
INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING,
KANCHEEPURAM

IITDM/GSS/Hostel/Laundry/24-25/01

Date: 19 June 2024

**CALL FOR BIDDERS FOR PROVIDING LAUNDRY SERVICE
AT INSTITUTE HOSTEL PREMISES**

Indian Institute of Information Technology Design and Manufacturing (IITDM), Kancheepuram invites bidders for providing Laundry services at IITDM Campus.

Interaction with the bidder: **02:00 pm on 02nd July 2024 at Seminar Hall, Administration Building.**

The Chief Warden
IITDM Kancheepuram
Melakkottaiyur
Chennai 600127

Calling for bidders

IITDM Kancheepuram invites bids for PROVIDING LAUNDRY SERVICES in the campus.

All interested bidders should be present with the necessary documents and the interaction will occur on the same day. The bidding agency /company/ cooperative must have good experience of running the relevant service, proven capability of providing similar services in the past for at least THREE years.

As part of the interaction, an interested bidder should submit the following items:

- (a) It shall contain details of SERVICES RATE CARD as per the **Annexure -1**
- (b) Also, all statutory documents required for running the facility.

The contract will be awarded initially for a period of ONE year to the successful bidder. This period may be extended on mutual consent on satisfactory performance after a review each year. The successful vendor shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/-.

Institute reserves the right to reject some or all the applications without assigning any reasons whatsoever. Further, only lower rates shall not be sole criteria for selection of the vendor.

GENERAL TERMS & CONDITIONS FOR THE AWARD OF CONTRACT

ELIGIBILITY CRITERIA

1. The Bidder should have an established firm for a minimum period of **THREE years** at Chennai (Certificate of Incorporation/ Shop & Establishment License/Deed of partnership/any Registration Certificate) (**Copy to be enclosed**).
2. Bidding firm should enclose the following:
 - (a) Copy of PAN CARD
 - (b) Copy of Valid GST certificate
 - (c) List of materials (Soap, Detergents, etc.) to be used.
 - (d) Brochure, technical catalogue with detailed specification and picture of laundry offered to be submitted
3. The Bidder must not be blacklisted/suspended or any service related dispute with any organization/Govt. Organisations/Semi Govt. org/ Banks in India or outside India. An undertaking to this effect is required to be submitted as per **Annexure-2**.
4. The bidder must have adequate experience for providing services of laundry in Govt. offices /PSUs/ Autonomous Bodies/ private organisation. At least one work completion certificate/purchase order or bills to be enclosed during last three years to this effect must be submitted along with the offer and details **in Annexure 3**

LAUNDRY SERVICES

1. Cleaning Services:

The service procedure should setup the facility in the campus equipped with modern, automatic laundry equipment to wash linen like bed sheets, pillow covers, towels, shirts, pants, kurtas, pajamas, etc, of various sizes. The supervisor & the staff are required to have a thorough knowledge of all the steps of washing, ironing, folding, and distribution of linen.

Daily Services:

- (a) Laundry services should be provided daily on all week days and there should be no delay on the part of laundry in processing the linen received and in returning it to the concerned individual / departments.
- (b) The soiled/washed linen shall be collected/delivered respectively, by the contractor at the prescribed time from all.
- (c) The linen items should be washed using good quality soaps/detergents, all stains removed using good quality stain removers, wherever applicable optical brightening agents are applied, wherever applicable starch is applied, dried properly, pressed without any wrinkles, folded neatly before delivery of the same.
- (d) The contractor is solely responsible for any loss, damage, discoloration, bleeding of colours, fading of prints, wear and tear, etc., caused due to use of inappropriate washing steps /cycles / chemicals / detergents, etc., OR poor quality chemicals & detergents OR inappropriate handling, mixing of coloured & white linen, etc., and the cost of the same will be recovered from the payment due to him in first instance and may also be adjusted against the security deposit.
- (e) If the quality of the washed linen items is not found to be complying with the stipulated standards, the same shall be rewashed and will also be treated as a violation of terms and conditions and the cost equal to the extent of rewashing will not be paid.

- (f) Linen wash SOP - Linen collected from hospital should be soaked in 0.1% Sodium Hypochloride for half an hour, then soaked in detergent and then should be washed.

B. Collection and Handling

- (a) Only pieces collected & laundered shall be considered for billing.
- (b) Staff needs to be aware of sharps when placing soiled laundry, linen and textiles in bags the complete job of collecting of dirty linen from earmarked places to supply of washed linen to earmarked places.
- (c) The Contractor's staff should possess Identity Card and produce on demand.
- (d) Spotting of stains on the Linen shall be taken care by the Contractor.
- (e) Torn linen to be kept separately for repairing /condemnation while delivery of washed linen and keeping record of condemned linen.
- (f) Washing and Ironing should be clean & neat uncleaned linen will be sent back for re-washing without any additional charges.
- (g) Except of IIITDMs the Outsiders are strictly not allowed to take the laundry services.
- (h) The contractor and their staff are not allowed to stay in the laundry premises/ IIITDM premises during the night/ non-functioning hours.

TERMS & CONDITIONS OF CONTRACT

A. AWARD OF CONTRACT

- (a) The vendors need to make presentation for the Hostel Administration / Selection Committee.
- (b) Institute reserves the right to reject some or all the applications without assigning any reasons whatsoever. Further, only lower rates shall not be sole criteria for selection of the vendor.
- (c) The Rate Contract will be valid for a period of **ONE year** from the date of signing the Contract. Contract may be extended further up to two years' subject to satisfactory performance
- (d) On every extended year, 10% increase on price of each item will be permitted.
- (e) The Company should have technically qualified manpower available and first response time for service should be within two working days (excluding Sunday / holiday).
- (f) If the quality of service provided is not found satisfactory, IIITDM Kancheepuram reserves the right to cancel the contract.
- (g) The contractor will abide by all the Terms & Conditions of the Tender Document.

B. EARNEST MONEY DEPOSIT:

- (a) Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) in the form of Demand Draft in the favour of 'The Registrar, IIITDM Kancheepuram payable at Chennai to be submitted with the Bid. Failing which, submitted bid will be rejected.
- (b) EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
- (c) EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

C. SECURITY DEPOSIT:

- (a) For successful bidder, EMD will be converted into security Deposit and will be retained with IITDM Kancheepuram till the expiry / termination of rate contract without interest.
- (b) Security deposit will be refunded after satisfactory performance of the work and on completion of all obligations by the bidder.
- (c) If the Contractors fail to provide Satisfactory Services during the contract period against 3 complaints, the Security Deposit will be forfeited and contract may be terminated.

D. RENT, WATER AND ELECTRICITY CHARGES

- (a) The contractor shall pay rent of Rs 2000/- and water charges Rs 200/- every month by 10th in advance.
- (b) Electricity charges on actual basis will also be paid by the caterer to IITDM Kancheepuram.

E. PENALTY:

- (a) The losses due to breakage/ theft /damage or loss of any due to poor and reckless handling shall be recovered from the contractor at full cost along with penalty charges at 50% cost will be recovered for New fabric of one-year-old and 25% for all other linen items.
- (b) In regard to natural wear and tear of linen, the decision of the IITDM Hostel Administration shall be final and binding on the service provider.
- (c) If quality of workmanship found unsatisfactory, the same will be sent for rewashing without any additional charges. If washing quality is repeatedly found unsatisfactory, penalty will be levied in each occasion as decided by Hostel Administration.

FORCE MAJEURE:

- (a) Force Majeure will be accepted on adequate proof thereof.

F. LEGAL MATTER:

- (a) Jurisdiction of Chengalpattu, Tamil Nadu Courts only.

In the event of any dispute over this contract, Director, IITDM Kancheepuram decision shall be final and binding.

S/d
Chief Warden
IITDM Kancheepuram

SERVICE RATE CARD FOR LAUNDRY CHARGES

Sl No	Item	Qty	Price in Rs
(1)	Wash only	1-7 Kg	
(2)	Wash and Dry	1-7 Kg	
(3)	Washing and Dry additional	Above 7 Kg each Kg	
(4)	Pressing	Per piece	
(5)	Pressing towel	Per piece	
(6)	Pressing bed sheet	Per piece	
GST payable extra as applicable			
Total			

Signature of the Bidder

Note:

- I. L1 will be selected on overall consolidated price quoted.
- II. L1 agency is liable to match the price of the individual item quoted by other agencies.

AFFIDAVIT

I/We(Name)_____Agency/ Partner/ Sole Proprietor (strike out which is not applicable) of (Firm) _____ do hereby solemnly affirm and declare that the individual/firm/companies are not black listed by any Government Department or an autonomous body.

DEPONENT

DATE, THE
ADDRESS _____

VERIFICATION

Verified that the content of the above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

DATE, THE DEPONENT

(NOTE: To be furnished on non-judicial stamp paper duly attested by a Magistrate/Notary Public)

EXPERIENCE IN SIMILAR WORK
(On Company / firm's Letterhead)

To,
The Registrar
IIITDM
Kancheepuram
Chennai 600127

Date:

Dear Sir,

Sub: Tender No. IIITDM/GSS/Hostel/Laundry/24-25/01 dated 18 June 2024 for “Tender for Laundry Services at IIITDM Kancheepuram”

Brief particulars of the similar work done during last three years: (Please attach copy of at least one work completion certificate/purchase order/ bill for our reference).

Sl. No.	Order Placed by (full add of client)	Order No. & date	Item & Description	Value of order	Date of completion of contract	Contact Person along with Telephone No., Fax No., E-mail and Address

Yours faithfully,
(Signature of the bidder)

Seal
Date: