

Notice Inviting Tender

Tenders for Laundry Services for Mata Sahib Kaur Hostel, Sri Guru Gobind Singh College of Commerce are invited from reputed contractors who have satisfactorily experience of similar work

Eligibility Criteria

- I) Submission of Completion Certificate of similar works of Laundry Services for 50 person.
- 2) Submission of Turnover Certificate of Rupees one (1) Lac or more during the last three years.

Tender documents can be downloaded from the College Website www.sggsc.ac.in & DU Website www.du.ac.in (for reference only) as per the schedule given below:

Publishing Date	28.06.2019
EMO	Rs. 20,000/- (Vide DD in favor of "Principal Sri Guru Gobind Singh College of Commerce
Tender Fee	Rs. 500/- (Vide DD in favor of "Principal Sri Guru Gobind Singh College of Commerce
Bid Submission Start Date	28.06.2019
Bid Submission End Date	09.07.2019 (3:00 PM)
Technical Bid Opening Date	09.07.2019 (3:15 PM)
Price Bid Opening Date	15.07.2019 (3 PM)

- Bids shall be submitted offline at Principal's Office, Sri Guru Gobind Singh College of Commerce

Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

• Bidder who has downloaded the tender from the site shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with Sri Guru Gobind Singh College of Commerce. University of Delhi.

• Intending Bidders are advised to visit College website www.sggsc.ac.in , DU Website www.du.ac.in at least 1 day prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

- Mode of payment for tender fee: - The bidder shall furnish the tender fee of Rs.500/- in the following manner:-

The tender fee should be paid in the form of Crossed Demand Draft I Bankers Cheque issued by any Nationalized Bank in favour of Principal, Sri Guru Gobind Singh College of Commerce, payable at Delhi.

- The tender fee is non-refundable & non-transferable.
- The above draft I banker's cheque should reach the Office of Principal, Sri Guru Gobind Singh College of Commerce by post or in person on or before 09.07.2019 up to 3:00 P.M.
- EMD: The bidder shall furnish the EMO of Rs.20,000/- in the following manner:-

Demand Draft I Banker's Cheque/FDR/BG issued by any Nationalized/Scheduled Bank drawn in favour of Principal, Sri Guru Gobind Singh College of Commerce, payable at Delhi.

The above draft I banker's cheque/FDR/BG should reach the Office of Principal, Sri Guru Gobind Singh College of Commerce by post or in person on or before 09.07.2019 up to 3 :00 P.M.

- EMD is refundable to unsuccessful Bidder without any interest.
- Bids will be opened as per date/time as mentioned above. After opening of the Bids, the results of their Bid will be intimated later.

DOCUMENTS TO BE PLACED IN THE BID:

1. Complete company/Vendor/Contractor profile
2. Valid GSTN copy, if any
3. PAN Card Copy
4. EMO of Rs. 20,000/-
5. DD of Rs.500/-
6. Experience proof documents (Running of laundry Services)

Principal
Sri Guru Gobind Singh College of Commerce (University of Delhi),
Opposite T.V. Tower
Pitam Pura, Delhi-110034

Sri Guru Gobind Singh College of
Commerce
Mata Sahib Kaur Girls' Hostel
Delhi-110034

To.

M/S

**SUB: QUOTATIONS FOR PROVIDING LAUNDRY SERVICES IN SRI GURU GOBIND
SINGH COLLEGE OF COMMERCE. MATA SAHIB KAUR GIRLS HOSTEL**

Sir,

Sealed Quotations are hereby invited by Principal Sri Guru Gobind Singh College of Commerce, for award of contract for providing Laundry Services in the Mata Sahib Kaur Girls Hostel for the period of July/August 2019-July 2021 extendable for another term of one academic year (July to June) subject to satisfactory performance of the tenderer. Laundry Services will be availed in Full (125 residents) or less capacity from July/August 2019-July 2021, however, June & July of every year will be lean period. You are accordingly requested to submit your quotation in attached proforma in a sealed cover marked as 'Quotation for washing of Linen' so as to reach the undersigned latest by 3.00 p.m. on 09.07.2019. The quotation may also be submitted in the Principal Office, for this purpose. The quotations will be opened on the same day 3:15 PM in the presence of those tenderers, who may like to remain present at the time of opening of the tenders. The quotation (s) received after stipulated time and date will not be entertained.

The award of the contract will be governed by the following terms and conditions:-

Documents required for pre-qualification Bid

1. Valid TIN/GST No. In case not registered in GST Kindly give undertaking stating that firm will be registered with 90 days from award of Tender.
2. PAN Number.
3. PF Registration Number, if any.
4. ESI Number, if any.
5. License Number under Contract Labour Act, if any.
6. Firm should not be Black Listed by any Delhi Govt. /State Govt/Central Govt.
7. Firm should have adequate infrastructure for washing of Linen.
8. EMD of Rs. 20000/- in the shape of DD/Banker's Cheque in favour of Principal Sri Guru Gobind Singh College of Commerce,
9. Tender form of Rs. 500/- in the shape of DD/Banker's Cheque in favour of Principal Sri Guru Gobind Singh College of Commerce,
10. The vendor shall collect clothes, Bed sheets, Linen from Hostel and return the same within two days after cleaning/washing & Pressing/ironing of the clothes washing shall be done at Dhobi Ghat.
11. The Vendor should have sufficient arrangement for cleaning/ washing & pressing of clothes
12. Duly filled application form.

1. The tender must be submitted with following documents:-

1. A. Pre- Qualification Bid - Consisting of all required documents mentioned above
- B. Price Bid-As per performa at Annexure -I
2. The above said two bids must be submitted in two separate sealed envelopes, clearly marked as Pre-Qualification Bid and price Bid respectively.
3. The bid will be opened on 09/ 07/2019 in the Principal Office at 3.15 pm by the Principal Sri Guru Gobind Singh College of Commerce in the presence of tenderers or their authorized representatives. Financial Bids of the technically qualified bidders will be opened on 15.07.2019
4. Assessment of washing of Laundry I Linen infrastructure I site will be done by committee duly constituted by Principal and only if found satisfactory, bidder will be considered eligible for opening of price Bid
5. Bidder must assess the work/ business before submission of his bids.
6. The rates to be quoted should be inclusive of collection, delivery and other incidental charges etc. taxes levies extra if any, should be specifically indicated separately in the quotations.
7. The tenderer should abide by the College rules and regulations.
8. The contractor should submit the address, ID, Medical & police verification report of the employees engaged by him.
9. The contractor should not assign the present contract to any person or allow any person interfere in the management of Laundry Services.
10. In case, the contractor fails to render services to the satisfaction of the Hostel authority, the later shall be at liberty to get the work done by any other party or to enter a fresh contract for the remaining period on contractors risk and expenses.
11. All the expenses with regard to the execution of the agreement on stamp paper of Rs. 100/ shall be borne by the contractor, which shall be executed in Delhi.
12. In the event of committing any breach of terms & conditions contained herein by the contractor, the Hostel authority shall be at liberty to terminate the agreement forthwith and without prejudice to other right and shall be entitled to forfeit earnest money/ security deposit, as the case may be.
13. The provision of appropriate manpower, material supplies required for performing the tasks I processes of the laundry services shall be borne by the contractor and other necessary appliance require for completing the job, shall also be arranged by the contractor, Store facilities like almirahs, racks etc. shall be ensured by the contractor.
14. The complete job of collection of dirty linen and supply of cleaned linen to the Hostel In charge shall be carried out by the contractor, from time to time, that includes sluicing, washing hydro. Extraction (if required) drying repairing of the linens (if required) and ironing.
15. The contractor should ensure disinfection of the linen before washing.
16. The timing of collection of linen should be regular, in the morning and evening or in the next morning depending on the quantum of linen as per the need of the Hostel.
17. The contractor shall engage the laundry staff above the age of 18 years. For any complaint of misbehaviour and misconduct of the employee, the responsibility for the same shall be on the contractor. Any loss owing to negligence for mishandling by the laundry staff, at any stage in the laundering process, the contractor is liable for replacement of the damaged linen with new one of same quality and quantity.
18. The contractor should ensure that no pollution of the environment occurs as a result of the activities of his employees.
19. TDS will be deducted as per rules. The firm should also submit the information as sought in the Performa enclosed as Annexure-II

20. The tenderer will be required to deposit a sum of Rs.20,000/-(Rs. Twenty thousand only) as EMD in the form of DD/Banker's Cheque in favour of Principal Sri Guru Gobind Singh College of Commerce, from any Nationalized/Scheduled bank, failing which the quotation will not be entertained. EMD deposited by the firms will be refundable without any interest after the contract is awarded to the successful bidder. The bid security will be liable to be forfeited in case the successful bidder denies the offer.
21. The EMD of the successful bidder will be refunded without any interest 30 (Thirty) days after expiry/completion/ termination of the contract.
22. The successful bidder is also required to deposit the performance Security of Rs. 25000 (Rupees Twenty Five Thousand Only) in the form of DD/Banker's Cheque/FDR in favour of Principal Sri Guru Gobind Singh College of Commerce, payable at Delhi within 10 days of issue of letter of award towards successful execution of Laundry Service Contract . The performance Security will be liable to be forfeited in part or in full in the event of any loss suffered by the Hostel/College or if the work assigned to the firm/bidder is not found to be satisfactory. This performance security will be refunded without any interest 30 (Thirty) days after expiry/completion/ termination of the contract and on issue of "No Dues Certificate" from Hostel authorities subject to fulfillment of all contractual obligations by the bidder.
23. The successful firm shall have to undertake the job of washing of linen only after getting written orders from the Hostel/College. Firm, vendor will wash/dry-clean, press, etc warden personal cloths and Hostel curtains/Table cloths without any cost.
24. The contractor shall have to return the washed linen within three days from receipt of the linen to the hostel failing which Rs. 200/- on first instance and Rs. 500/- on subsequent instances, shall be levied as penalty. 25. For damage of Linen, penalty shall be charged as present value of Linen+ INR 200/- first instance and present value of Linen+ INR. 500/-on subsequent instances
25. Bidder will be fully responsible for any loss/damage to himself, any worker engaged him during collection/transportation/ washing handling the machine. He shall also fully responsible for disbursing the wages to the workers and their good conduct as per Labour Rule.
26. Erasing & overwriting in the quotation in any form will render the same invalid
28. The lowest acceptable tender shall be considered further for placement of the contract after complete clarification and price negotiation as applicable.
- 29 Principal Sri Guru Gobind Singh College of Commerce reserves the right to reject any or all the quotations without assigning any reason thereof.
30. The contract may be terminated or revoked at the discretion of the Principal Sri Guru Gobind Singh College of Commerce without assigning any reason within 30 days of written notice.
31. The contract with the firm shall be interpreted under Indian Laws and in the case of any dispute the contractor and the College, the sole authority for settlement of such dispute will rest with the arbitrator appointed by the Principal, Sri Guru Gobind Singh College of Commerce

Principal,
Sri Guru Gobind Singh College of Commerce,
Pitam Pura, delhi-110034

Name
Address
Ph.No.
Email:

UNDERTAKING

1. I, the undersigned hereby bind myself to hold laundry services contract of the Mata Sahib Kaur Girls Hostel, Sri Guru Gobind Singh College of Commerce as a hold for a period of two years on the terms and conditions as enclosed with this form.
2. I shall deposit a sum of INR 20000/- (Rs twenty thousand) as Earnest money deposited in the form of DD/Banker's Cheque/FDR/BG from a nationalized bank/Scheduled Bank in favour of Principal Sri Guru Gobind Singh College of Commerce, , New Delhi Payable at Delhi.
3. I shall abide by the College rules and regulations.
4. I shall not engage any staff below the age of 18 years
5. I shall submit the Address Proof, Medical & Police verification report of the employees engaged by me.
6. I shall not assign the present contract to any person or allow any person to interfere in the management of the laundry Services without the written permission of the Principal, Sri Guru Gobind Singh College of Commerce
7. In case, I fail to render the services to the satisfaction of the hostel authorities, they shall be at liberty to get the work done by the other party to enter in to a fresh contract of the remaining period on my risk and expenses.
8. All the expenses with regard to the execution of the agreement on stamp paper of Rs. 100/- shall be borne by me.
9. In the event of my committing any breach of terms and conditions contained herein, the Hostel Authority shall be at liberty to terminate the agreement forthwith and without prejudice to other rights and shall be entitled to forfeit earnest money.
10. The provision of appropriate manpower, material supplies and transportation required for performing the tasks /process of the laundry service shall be borne by contractor, Store facility like almirahs, racks, etc shall be ensured by me.
11. The complete job of collection of dirty linen and supply of cleaned linen to the Hostel shall be carried out by me , from time to time That includes sluicing, washing hydro extraction (if required), ironing , issue or distribution of cleaned linen. Disinfection before washing will have to be ensured by me.
12. The time of collection of linen will be regular in the morning and evening and I or in the next morning depending on the quantum of linen as per the need of the hostel.
13. I shall engage the Laundry staff above the age of 18 years and if there is any complaint of misbehaviour and misconduct, responsibility shall be of the contractor and any loss owing to negligence or mishandling by the laundry staff shall be borne by me.
14. I or my authorized person shall collect dirty linen from Hostel premises, process them at a place authorized for the purpose by NCT of Delhi I MCD and deliver back the clean Linen to the hostel premises at allotted place.

Date.....

Time.....

• **Signature of Tenderer Name of Tenderer**

Sri Guru Gobind Singh College of Commerce (University of Delhi),
Mata Sahib Kaur Girls Hostel
Delhi-110034

Annexure-1

APPLICATION FORM CUM CHECK LIST FOR PRE- QUALIFICATION OF WASHING OF LINEN OF
MATA SAHIB KAUR GIRLS HOSTEL, SGGSCC

1.	Name and address of the Firm
2.	Phone No./Fax Number
3.	PF Registration No., if any
4.	Copy of Labour License, if any
5.	Copy of GST Registration Certificate, if any
6.	Experience/ Performance certificate of washing Linen in Govt. [institute/reputed private institution]
7.	PAN of the firm/Proprietor
8.	Undertaking
9.	Details of DD for Form of Rs. 500/-
10.	Details of DD for EMD of Rs. 20,000/-

Certified that I have read and understood all the terms and conditions of the contract and I shall abide by them.

1. I will be abiding by all the instruction issued by hostel authorities from time to time and will maintain good conduct.
2. I certify that I have not been black listed by any Govt. Institution.
3. No criminal case / recovery process is pending against me /my firm
4. Information furnished by me is correct to the best of my knowledge and belief if found wrong at any point of time, my bid may be cancelled and my EMD may be forfeited

Signature of Tenderer

Name of the Tenderer

Sri Guru Gobind Singh College of Commerce (University of Delhi),
Mata Sahib Kaur Girls Hostel
Delhi-110034

ANNEUXER-1

PRICE BID

S.no..	Linen/clothes	No. of clothes including woolen Per Month	Rates per students per month (In Rs. in figure)	Rates per students per month (In Rs.in words)
I	Per Student/Per Month (Total Number of Student - 125 or less)*	Unlimited		

* Bills will be paid on actual no. of students residing in Hostel

I have read all the terms and conditions of the Tender Document and I fully agree with them. I will abide by the terms and conditions, Penalty clause and liability clause of the tender document.

Date

Signature of the bidder

Place

Name of bidder

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