



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Kandi, Sangareddy (Dist)- 502 284, Telangana (State)

Tender Notice No. IITH/MS/Tender/Laundry/2022

Date: 29.07.2022

Sealed quotations are invited for providing **Laundry Services at IIT Hyderabad, Kandi**. The contract will be initially for a period of one year, extendable for another two years on satisfactory performance. Interested parties may send their quotations in a sealed envelope in **Single bid format** so as to reach the following address on or before by 12:00 Noon, 11/08/2022. Bids should be sent by Hand/Post/Courier to the following address-

The Registrar
Management Services Section,
Room No.222B, Academic Block A,
IIT Hyderabad, Kandi, Sangareddy (Dist)
Telangana (State)- 502 284

The Institute will not be responsible for any loss or postal delays of the document in transit.

The bids will be opened at 3.00 p.m. on 11/08/2022 in the MS Section of IITH. The bidders or their authorized representatives may be present at the time of opening of bids, however, the bids shall be opened on the scheduled date and time even if the bidders or their representatives are not present.

The bidder shall quote the rent he intends to pay to IITH (as per the format attached as Annexure-I). Whoever offers the highest rent to the Institute and fulfills all the terms and conditions, will be selected for the contract, provided all the documents are furnished and all the below-mentioned conditions are met.

Earnest Money of Rs.2,000/- (Rupees Two Thousand only) by way of a Demand Draft/Banker's cheque (in favor of the Director, IIT Hyderabad and payable at Hyderabad), should be deposited by every firm participating in the bidding process, which will be refunded after the bidding to the unsuccessful bidders. Bids without EMD will be summarily rejected.

IITH reserves the right to accept or reject any or all the bids without assigning any reason thereof.

A. Scope of work

IIT Hyderabad has total residents of about 4000 students and 500 Faculty and Staff. The Service provider is expected to provide laundry services (washing, dry cleaning, and ironing) service to all the residents and a Guest House with 60 room capacity and a 15-beds Hospital.

IITH will provide space for ironing within the Campus. However, the service provider has to arrange washing and dry cleaning facility outside the campus. No Separate transport charges will be provided.

A small room in Faculty Towers (near Sampurna Super Market) will also be provided to collect clothes from the residents.

The rates for various services shall be as per the attached table.

The service personnel shall always be available during the service hours in the main premises provided in Hostel Area.

B. Eligibility Criteria

1. The bidder should submit Registration Details, registration with Company's act/Shops and establishment act or proof of business.
2. The Bidder should have an experience of at least two years in providing Laundry Services (Certificate should be on the client's letter head with period for which services were provided).
3. The Bidder has to submit PAN Number of firm/owner of firm.
4. The Bidder should have GST Registration, if applicable.
5. Bidder should have Labour License and ESI/EPF registration, if applicable.
6. The Bidders should provide the details of equipment (Washing machines, Drier capacity, availability of Steam iron machine, No. of workers employed, etc.) available along with the pictures of the same.

C. Instructions to the Bidder

1. Firms intending to participate in the tender should first ensure that they fulfill all the eligibility criteria.
2. Bids are to be submitted only if the terms and conditions as mentioned in the tender are acceptable in its entirety.

3. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory.
4. The rates (given in the attached table) shall remain fixed during the period of the contract. Rates are all inclusive of cost of manpower, material, machinery, transportation, tools etc. No escalation of cost of any kind shall be permitted within the validity of the contract.
5. The bidder must visit the site and gather a clear idea about the allotted space before submitting the quotation. The bidder shall not make any additions or alterations in the allotted premises during the period of contract. Bidders may contact on 040-23016773 for clarifications on site related issue.
6. The Bidder will not transfer or assign any part of his interest in this License and that the (Period of this) License shall also be liable to be terminated by death or insolvency of the bidder before the expiry of the period of this License.
7. The EMD shall be forfeited if:
 - a) If at any stage of tender processing, any information given by the bidder is found to be false.
 - b) Successful Bidder fails to undertake the work after award of contract.
8. The work shall be started by the Successful Bidder within seven (7) days of acceptance of tender otherwise the contract may be cancelled and EMD will be forfeited
9. IITH will not provide any equipment and infrastructure.
10. Except students, staff and faculty of IITH, outsiders are strictly not allowed to take laundry facilities.
11. The successful bidder shall pay a sum of Rs. 20,000/- (Rupees Twenty Thousand only) as Security Deposit, which will be refunded, without any interest thereof, based on satisfactory completion of the contract, after adjusting the amount of any damage caused to the premises by any omission or discrepancy on the part of the Bidder or his employee. However, if the bidder fails to serve in the tenure the entire amount of security deposit will be forfeited.
12. The license fee (Rent) along with 18% GST for the laundry premises is payable on or before 7th of every calendar month.

13. The bidder shall not be an employee or a close relative (including son, daughter, and siblings of self or spouse) of any employee of IIT Hyderabad.

D. General Terms & Conditions

1. The Contract shall initially be valid for a period of one year from the date of commencement of Agreement. Contract may be extended for further period of two years based on satisfactory performance and with mutual consent, on the same rates, terms and conditions depending on performance of the contractor.
2. The service hours in the Laundry shall be from 8.00 am to 8.00 pm. daily which may be modified by IITH if and when considered necessary.
3. The successful bidder will enter into an agreement on a Non-judicial stamp paper worth Rs. 200/- for providing laundry services as per the requirement on these terms & conditions.
4. The contractor has to pay GST & other statutory levies (if applicable) on license fee & electricity charges.
5. The Contractor shall collect clothes, bed sheets etc. from Hostels, Quarters, Guesthouse and Hospital and return the same within two days after cleaning/washing or pressing/ironing failing which a penalty of Rs.200/- will be charged on each instance.
6. Any loss owing to negligence/mishandling by the laundry staff at any stage in the laundering process, the bidder is liable for the placement of the damaged item with new a one of the same quality and quantity in addition to a penalty of Rs.200/-.
7. The IITH shall have the right to review the working of this License from time to time and if at any time it is found that the bidder has failed to fulfill any of the conditions of this License or that his working is unsatisfactory, IITH may terminate this License after giving the one-month notice, but no such notice will be necessary if the License is terminated on the grounds of serious misconduct or any other act as the IITH may deem fit.
8. The contractor and his staff will make their own residential arrangement outside the premises of the IITH. No one will be granted permission to stay in the laundry premises during night or during non-functional hours.
9. If in the opinion of the IITH authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced immediately.

10. The staff of laundry should be able to speak English/Hindi.
11. The Contractor and his staff will remain polite and well-behaved with the students, staff and the guests of IIT Hyderabad. If it is found contrary, the contract can be terminated without any notice.
12. The contractor will have to register all his employees who will be working in the Laundry along with a copy of their photographs, residential details for clearance by the IITH security & Hostel office.
13. The contractor will be responsible for the cleaning of dustbins for maintaining proper hygiene of premises allotted to him/her.
14. Water charges, Electricity charges and telephone charges levied upon scheduled premises shall be borne exclusively by the bidder and the proof of payment of charges and taxes shall be submitted to the IITH Admin office.
15. The contractor shall carry the Identity Card/Gate Pass issued by IITH at all time while they are in the IITH premises and shall maintain proper dress codes, approved by the IITH.
16. The contractor will have to ensure that the employees are in clean uniform and maintain personal hygiene and discipline in the campus.
17. Proper monitoring and safe keeping of items will be done by the bidder, IITH will not be responsible for any theft in the laundry premises.
18. The contractor shall not employ any child worker.
19. The contractor should always maintain a feedback book. The monitoring committee of the institute will frequently go through the book. Failure to produce the same will be taken seriously and a fine will be imposed.
20. The contractor must provide exact change to the service users and must not use toffee, chocolate or any other item to avoid giving exact change.
21. The contractor must intimate to the Hostel office and MS Section if there is any emergency to close the services.
22. The contractor should sign daily in the attendance register (which is maintained by the security, IITH)
23. Any deviation from the above terms and conditions even after initial warnings will attract cancellation of agreement without any reference.

24. Rates of services to be provided to the Hospital, Guest House, Faculty, Staff, and Students at IITH:

Items	Washing (Rate per item in rupees)	Ironing (Rate per item in rupees)	Dry cleaning (Rate per item in rupees)
Shirt/Kameez/Kurta	10	10	-
Pant/Salwar/Pyjama	10	10	-
Single bed sheet	10	10	-
Jackets/sweaters	10	10	-
Towel	12	8	-
Napkins/hand towels	8	2	-
Underwear	20	-	-
Top/Bottom (Girls)	10	10	-
Scarf/Dupatta	8	6	-
Blouse	8	8	-
Saree	30	20	80
Blazer	-	-	80
Apron	10	10	-
Double bed sheet	20	10	-
Pillow cover	8	-	-
Quilt Cover- Single	8	8	-
Quilt Cover- Double	10	10	-
Curtains-small	10	10	-
Curtains- Big	20	20	-
Doormat	15	-	-
Blankets single	50	-	-
Blankets Double	60	-	-

Sd/-
Registrar

Check list

S.No.	Particulars	Mark (✓)(N.A) or (X) whichever is applicable
1	Earnest Money Deposit	
2	Shop licence/ Registration certificate	
3	Copy of PAN card	
4	Copy of GST Registration	
5	Experience certificate for 2 years	
6	Complete Tender Document duly signed and stamped by the bidder	
7	Details of Equipment along with images	
8	Annexure-I	
9	Annexure-II	

ANNEXURE I

Price Offer

Tender for providing Laundry Services at IIT Hyderabad, Kandi

Tender Notice No. IITH/MS/Tender/Laundry/2022

Date:

To

The Director
IIT Hyderabad
Kandi, Sangareddy- 502 284
Telanagana (State)

I hereby submit my tender for providing Laundry Services at IIT Hyderabad Kandi Campus. I have read the Tender document and agree to the Terms and condition including the rates of Contract as mentioned in the tender.

The license fee/rent I offer to pay to IIT Hyderabad for the premises allotted to _____ Laundry _____ services _____ is _____ Rs. _____ (Rupees.....only) per month excluding GST as applicable (Present rate of GST is 18%).

Note: Please mention the amount in figures and in words.

Yours faithfully,

(_____)

Name and Signature of Tenderer

Address:

Seal:

Annexure-II

ACCEPTANCE BY THE TENDERER

(To be submitted along with the Bid)

To
The Director
IIT Hyderabad
Kandi, Sangareddy- 502 284

I/We have read, understood and agree to abide by the Notice Inviting Tenders and SCOPE OF WORK AND GENERAL TERMS & CONDITIONS or such portions thereof as you may specify in the Acceptance of Tender at the prices given in the said schedule in accordance with the above condition and the General and special conditions governing the Contract enclosed hereto on receipt of order for the same.

I/We agree to pay all Electricity, Water Charges, License Fee etc. as per consumption in running of the Laundry Shop at IITH Kandi Campus.

I/We agree to hold this offer open until 90 days from the date of opening of this Price Bid and shall be bound by a communication of acceptance dispatched within the period specified above.

I/We hereby declare that I/We is/are not an employee or a close relative (including son, daughter, and siblings of self or spouse) of any employee of IIT Hyderabad or any other central/state government organization.

I/We agree to all the terms and conditions of the Tender. I agree that all the information given above are true to my knowledge any false information given therein shall render me disqualified and my contract may be terminated on account of that.

Yours faithfully,

Name and Signature of Tenderer

Address:

Seal: