

F.No.28-25/2024-Tender
National Institute for the Empowerment of
Persons with Visual Disabilities (Divyangjan), NIEPVD
116 Rajpur Road, Dehardun-248 001

Dated: 21 /11/2024

E-Tender Notice

Subject: Notice Inviting Tenders (NIT) for Washing and ironing of School Uniforms towels, bed sheet, pillow cover, curtains, table cloths etc. in the O/o National Institute for the Empowerment of Persons with Visual Disabilities(Divyangjan), NIEPVD.

Online bids are invited under two bid systems for Washing and ironing of School Uniforms, Towels, bed sheet, pillow cover curtains, table cloths etc. in O/o NIEPVD. Detailed terms and conditions of the NIT are in Tender Document. Tender Document may be downloaded from NIEPVD web site niepvd.nic.in and Central Public Procurement Portal (CPP) <https://eprocure.gov.in>. The Critical Date Sheet pertaining to NIT is as under:

Published Date	21.11.2024
Bid Document Download/Sale Start Date	21.11.2024
Bid Submission Start Date	21.11.2024
Pre-Bid Meeting Date and Time	28.11.2024
Bid Submission End Date	10.12.2024
Bid Opening Date	11.12.2024

2. The interested bidders may submit the tender online at <http://eprocure.gov.in>, in a two bid system in the prescribed Performa. The tender is to be submitted only in online mode through e-Procurement Portal <http://eprocure.gov.in>. All the documents in support of eligibility criteria etc., are to be scanned and uploaded along with the tender documents. Tender sent by any other mode **other than online mode** will not be accepted. No tender documents will be accepted under any circumstances whatsoever after the expiry of stipulated date and time. Any clarification in respect of the bid may be obtained at telephone number 0135-2744578/0135-2736680 in the office hours between 3.00 PM to 5.00PM.

3. Tenderer/Contractors are advised to follow the instructions provided in the Instruction to the Tenderer/ Contractor for the e-submission of the bids online through CPP Portal <https://eprocure.gov.in/eprocure.gov.in> .

4. The original Earnest Money Deposit (EMD) of Rs. 40,000/- (Rupees Forty Thousand only) in the form of account payee Demand Draft/Bankers cheque drawn in favour of Director, NIVH, Dehradun physically must be dropped in a sealed cover duly super scribed “**NIT for washing of towels, bed sheet, school dress, pillow cover, curtains, table cloths etc.**” addressed to the Director, National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan), 116 Rajpur Road, Dehradun-248001 only in Tender Box placed at the reception at Hellen Keller Building of NIEPVD, Dehradun within a period of **21.11.2024 to 11.12.2024 (till 3:00 PM)**. In case original EMD has not been submitted during the above date and time, the bids will be rejected summarily. However, a scanned copy of the Bank Draft (EMD) must be uploaded electronically on <http://eprocure.gov.in>. The EMD of successful bidder will be refunded only after completion of all contractual obligations. Bids not accompanied by requisite amount of Earnest Money Deposit in prescribed form as indicated above will summarily be rejected.

5. The bids will be opened online on **11.12.2024 at 3:30 PM**. The Tender Evaluation Committee, after evaluation of the bids, will give its specific recommendation(s) which will be uploaded and can be viewed by the bidders.

6. The Competent Authority in NIEPVD reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason there for.

Sd/-
Offg. Director
NIEPVD, Dehradun

F.No.28-25/2024-Tender

National Institute for the Empowerment of
Persons with Visual Disabilities (Divyangjan), NIEPVD.

116 Rajpur Road, Dehradun-248 001

Subject: Request for proposal (RFP) for Washing and ironing of School Uniforms ,towels, bed sheet, pillow cover, curtains, table cloths etc. in the O/o NIEPVD, Dehradun.

The office of NIEPVD intends to invite online bids (**Two bids system**) for Washing and ironing of Towels, bed sheet, school dress, pillow cover, curtains, table cloths etc for one year. The prospective bidders are requested to quote the rate/amount of different type of washing articles on **per month basis**.

Two Bid System:

2. The bids should be submitted in two parts viz., Technical Bid and Financial Bid. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of contents of the documents before uploading.
3. The bidder should have their registered office/branch in Dehradun. In case of outside agencies they must have registered branch office in Dehradun (Document proof required).

Part –I – Technical Bid

4. Technical Bid: The bidder will upload the Technical Bid in **Annexure-I (check list), Annexure II** and **Annexure III** duly filled in and complete in all respects, which comprises of
 - (a) Scanned copy of EMD of Rs. 40,000/- (Rupees forty thousand only) in the form of Account Payee Demand Draft/Banker's cheque drawn in favour of Director, NIEPVD, Dehradun.
 - (b) The requisite information duly filled in prescribed Performa (**Annexure –II**)
 - (c) Certificate of blacklisting as per prescribed Performa (**Annexure-III**)
 - (d) A copy of registration Certificate of the Firm/Company
 - (e) A copy of PAN Number of the Firm/Company
 - (f) A copy of GST Number of the Firm/Company (If applicable)
 - (g) Each bidder has to certify that all the terms and conditions of NIT are acceptable to him.

IMPORTANT NOTE- Bidders may please note that all the documents (except original EMD) are to be submitted online. Bids submitted offline will not be considered. In addition to the scanned copy of EMD; the original EMD is to be deposited physically in the Tender Box placed at the reception at Hellen Keller Building of NIEPVD, Dehradun within a period of 21.11.2024 to 11.12.2024 (till 3.00 PM).

Part –II – Financial Bid

5. Rates are to be quoted online only in the prescribed format devised for submission of Financial Bid i.e. **BoQ (Annexure IV)**. The unit rate (Inclusive of GST) should be quoted in the prescribed format i.e. **Rate per wash including/per piece /per set./per panel of items wise**. No request for change in mode/schedule of payment will be entertained in any case.

6. Price should be submitted only in financial bid devised for this purpose i.e. in BoQ online mode only. Financial/Price bid having any discrepancy vis-a- vis the details submitted in the technical bid such as pertaining to name of the firm and name of proprietor, BOQ etc. will be summarily rejected. Further, conditional price bids shall be summarily rejected.

7. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If the purchaser does not accept the correction of the errors, his bid shall be rejected.

8. Evaluation of Bid

i) Technical bids will be evaluated by Tender evaluation Committee (TEC). The financial bids of only technically qualified firm will be opened.

ii) Financial Bids will be evaluated on overall basis. The bidder who quotes the lowest overall rates is treated as L-I firm.

9. Award of Contract :

The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

10 Pre-Bid Meeting: In order to provide fair opportunity to firms seeking any clarification regarding contents of the RFP, a pre-bid meeting will be at the Conference Hall, Hellen Keller Building of NIEPVD, Dehradun.

11. Opening of Tender:-

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

12. Validity of the bids:-

The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be specified by the tenderer in the financial bid.

13. **Contract Period:** The rate contract for laundry services initially for a period of one year and can be continued / renewed for further one year at a time maximum upto three years subject to satisfaction of the NIEPVD, Dehradun and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.

14. **Performance Security:-**

The successful bidder will have to furnish 5% of the Contract Value as Performance Security within ten days from the date of the letter of intent either in the form of Account Payee Bank Draft from any nationalized bank drawn in favour of Director, NIVH or in the form of Bank Guarantee from a Nationalized/Commercial Bank, having the validity of fourteen month i.e. 60 days beyond the full contract period, will be retained by this office till the satisfactory completion of the contract. However, EMD of the successful bidder will be refunded immediately after the receipt of Performance Security.

15. **Right of acceptance:-**

NIEPVD, Dehradun reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The NIEPVD, Dehradun reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

16. **Payment Clause:-**

The bill in triplicate may be sent to this office for settlement after satisfactorily completion of work. The bill should have full particulars of the items(s). No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work. The contractor shall submit the bill only after successfully completion of work to the satisfaction of the NIEPVD, Dehradun on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for poor quality of work.

17. FORCE MAJEURE –

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

18. Insolvency etc:-

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified NIEPVD, Dehradun shall have the power to terminate the contract without any prior notice.

19. Breach of Terms and Conditions:-

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by NIEPVD, Dehradun in that event the security deposit shall also stands forfeited.

20. Subletting of work:-

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of NIEPVD, Dehradun which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

21. Right to call upon information status of work:-

NIEPVD, Dehradun will have the right to call upon information regarding status of work / job at any point of time. To assist in the analysis, evaluation and computation of the bids, the Institute, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

22. Arbitration:-

If any conflict or difference arises concerning this agreement, its interpretation on payment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

22. Other Conditions:-

The successful firm will be required to do the work / job for a period of one year from the date of award the contract. NIEPVD, Dehradun shall, however, reserve the right to terminate the contract at any time without assigning any reason.

The job will be entrusted on the basis of all inclusive rate contract on as is where is and competitive rates basis.

23. The firm must be located in Dehradun only.

24. The linen/clothes/Uniform etc has to be collected, washed / cleaned properly and stains of any type have to be removed without any blot and any loss to the material of the cloth. The linen/clothes/Uniform etc must be washed and ironed properly to the satisfaction of the authorities. The Tenderer shall use washing material of branded / standard quality. If the washed clothes received are not found satisfactory the same will be returned for washing without any additional expenditure.

25. The contractor will use its own washing machine and other laundry equipment for general wash. The contractor shall use only ISI marked detergent/washing material as specified in the contract agreement. In case it becomes necessary use any material other than the approved, prior permission shall be obtained from the controlling authority.

26. Dirty / soiled linen/clothes/Uniform etc and used clothes will have to be collected and handed over to the various Departments after proper washing and ironing strictly on daily basis, failing which the penalty as decided by competent authority will be levied on each occasion continuous default may lead to cancellation of contract.

27. The Clothes/Linen/clothes/Uniform etc for washing shall be collected by the contractor at the prescribed time from the concerned departments under proper acknowledgment in duplicate (One copy for the concerned department and the other copy for the contractor). The washed & pressed linen/clothes/Uniform etc as detailed above shall be delivered by the personnel of contractor to the concerned department at the prescribed time under proper acknowledgment. NIEPVD, Dehradun will not provide any space or personnel or transportation or material or any other support or infrastructure to the Contractor to execute his work.

- 28.** The Contractor is solely responsible for any loss, damage, discoloration, bleeding of colour, fading of prints, wear & tear, etc., to the linen/clothes/Uniform etc and the cost of the same will be recovered from the payment due to him in the first instance and may also be adjusted against the security deposit.
- 29.** Stained linen/clothes/Uniform etc will have to be washed separately from other normally stained linen/clothes/Uniform etc and should not be mixed with each other.
- 30.** The Tenderer will be wholly responsible for providing laundry services to this Institute. The Tenderer will ensure timely supply of washed and ironed linen/clothes/Uniform etc to hostels, guest house, different departments within 02 days. If the contractor fails to wash and clean the clothes in time the same will be arranged from outside and all expenses on this account will be recovered from the dues payable to the contractor.
- 31.** The timing of collection of linen/clothes/Uniform etc will be regularly in the morning and evening hours of the day and distribution of the cleaned and ironed linen/clothes/Uniform etc will be in the evening and / or in the next morning depending upon the quantum of linen/clothes/Uniform etc as per the need of the NIEPVD Dehradun.
- 32.** The laundry services for the NIEPVD Dehradun shall be provided on all days (including Sundays & Holidays) during the contract period. Failure to provide service shall attract penalty. The amount of penalty would be decided by competent authority on each occasion and shall be final.
- 33.** Wear & tear if noted during the collection of cloths must be pointed out to concern department. Defect if any found later on will be the responsibility of the Contractor, and Contractor is liable to provide the new cloth in place of such defective piece. Daily record during collection of dirty linen/clothes/Uniform etc items/distribution of Cleaned washed and ironed linen/clothes/Uniform etc items should be maintained in the department wise registers duly signed by the representative of Contractor and Department official, who is looking after the day to day transaction of such linen/clothes/Uniform etc items. The bills in the end of the each month with department wise details must submitted and in support the register mentioned above if desired to place before any time to administration during scrutiny of Bill of the Contractor for necessary verification.
- 34.** No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
- 35.** No advance shall be paid. Bills of laundry services may be raised in triplicate by the contractor on monthly basis duly supported by daily transaction statement of issue and receipt.

36. Applicable taxes will be deducted at source at the time of settlement of bills. TDS certificate will be issued.
37. In case of breach of any terms and conditions attached to the contract, the performance security deposit of the contractor will be liable to be forfeited by NIEPVD Dehradun besides annulment of the contract.
38. The contractor will comply with all legal requirements and for obtaining license under contract labour if required. Institute shall not be responsible in any way for any breach by the contractor of the rules and regulations governing the running of such establishment.
39. The contractor will at all times duly observe the provisions of Employment of Children Act. XXVI, 1938.
40. The agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
41. Performance Security Deposit of the firm shall be forfeited in case firm stops the work for any reason.
42. For finalization of contract, the technically qualified tenderer, whose rate as given in the Financial Bid in the format given at Annexure "III" are the lowest in comparison to other tenderers will be considered as the lowest tenderer.
43. No transportation/ cartage charges will be provided for the same.
44. The Tenderer shall be bound by the details furnished by him/her to the National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan) (NIEPVD), Dehradun while submitting the tender or at subsequent stage. Upon selection of the Tenderer, if at any stage, the documents furnished by him/her are found to be false, it would be deemed to be a breach of terms of contract, the contract shall be cancelled at the discretion of competent authority and performance security shall be stand forfeited.
45. The Successful Tenderer shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. If service of the vendor requires on Saturday/Sunday or Holiday, they will provide the service .The Successful Tenderer should be capable of making arrangement for washing of the desired items even on short notice to NIEPVD, Dehradun.
46. Before collecting the cloths from this office, vendor must check the clothes. During delivery of the cloths, these cloths may be cross checked by the vendor to ensure that only NIEPVD cloths are brought back.
47. Payment would be released on monthly basis after the washing work is done satisfactorily and on receipt of washed material in good condition.
48. In case unsatisfactory performance is noticed for any particular day in a month, this office will **deduct 2%** of the bill amount in that particular month.

49. If unsatisfactory performance is noticed for more than one day and upto five days during a particular month, then 10% of the total bill amount will be deducted from the bill of that particular month.

50. If a tenderer decides to withdraw from the bidding at any stage after submitting the bid, Institute shall forfeit the EMD deposited with their technical bid.

51. The rate quoted by firm should be final and written in ink or typed against each item and should not be overwritten.

52. Each page of the Tender Notice should be signed and stamped by the bidder in token of having accepted the same.

53. The NIEPVD, Dehradun reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation.

54. **Legal Jurisdiction**:- The agreement shall be deemed to have been concluded in Dehradun, Uttarakhand and all obligations hereunder shall be deemed to be located at Dehradun, Uttarakhand and Court within Dehradun, Uttarakhand will have Jurisdiction to the exclusion of other courts.

55. **Special Conditions**-

- a) Freight, insurance charges, if any will be borne by the supplier, Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 10 days without additional freight / transport charge.
- b) VAT and other Govt. levies will be paid extra as applicable by the supplier.
- c) Delivery of linen/clothes/Uniform etc will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from any mode of transport.
- d) No revision in rate (on higher side) will be accepted during contract period.
- e) The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
- f) The Institute reserves the right to conclude more than one rate contract for the same item.
- g) The purchaser has the option to renegotiate the price with the rate contract holder.

56. **Inspection**:- The Director, NIEPVD Dehradun shall be the final authority to reject in full or any part of the supply which is not confirming to the specification and other terms and conditions.

Sd/-
Offg. Director
NIEPVD, Dehradun
Tel. 0135-2744578

e-Tender

Subject: Notice Inviting Tenders (NIT) for Washing and Ironing of School Uniforms ,towels, bed sheet, pillow cover, curtains, table cloths etc in the O/o NIEPVD.

Check List
(Forming part of Technical Bid)

Sr.No.	Details of the documents to be uploaded in e-Tender	Yes/No	Page No
1	Scanned copy of Earnest Money Deposit (EMD) of Rs. 40,000/-		
2	Details of Firm & declaration – Annexure II		
3	The firm has not been blacklisted by any Government Department/Undertaking/PSU anywhere in the country – Annexure III		
4	Scanned copy of Registration of the Firm		
5	Scanned copy of PAN no. of the firm		
6	Scanned copy of GST registration no.		
7	All the pages of the bid being submitted by the firm have been signed and sequentially numbered		

Signature :

Name :

Seal :

e-Tender E No. 28-25/2024-Tender

Format for furnishing bids for washing and ironing of school uniforms , towels, bed sheet, pillow cover, curtains, table cloths etc in the O/NIEPVD.

(TO BE FURNISHED WITH TECHNICAL BID)

1. Name and address of the firm :

2. Telephone Nos. :
1. Office:-
2. Residence:-

3. Names, Address, Tele. Nos. of some responsible persons who can be contacted in case of need :

4. Details of EMD deposited : (a) Amount: -Rs. _____
(b) DD/Pay Order No.
(c) Bank on which drawn:-

5. Name, Signature and Seal of the Proprietor of the firm. :

SIGNATURE :

NAME :

SEAL :

Declaration

I _____ certified that all the terms & Conditions mentioned in the NIT is acceptable to me.

(Signature with Name & Stamp)

e-Tender F No. 28-25/2024-Tender

CERTIFICATE

We the (firm name) _____,

Address _____

hereby certify that we have not been blacklisted at any time in the past by any of the Govt. Organization/Undertakings/PSU anywhere in the Country

Signature of proprietor _____

Name _____

Date _____

e-Tender F No. 28-25/2024-Tender**Price bid****To be filled online only**

Sl. No	Items	Tentative quantity in Nos. (monthly wash)	Unit	Rate per wash including ironing /per piece /per set./perpanel	Amount (C x E)
A	B	C	D	E	F
1.	Towels large	500	Per Piece		
2.	Table Cloths	5	Per Piece		
3.	Curtains	50	Per Piece		
4.	Bed Sheet (single bed)	1300	Per Piece		
5.	Bed Covers	1300	Per Piece		
6.	Pillow Covers	1300	Per Piece		
7.	Car Curtains	10	Per Set		
8.	Car Seat Covers (loose)	6	Per Set		
9.	Shirt Uniform	1360	Per Piece		
10.	Napkins/Hand Towels	25	Per Piece		
11.	Pant Uniform	1360	Per Piece		
12.	Quilt cover (Nov, to March)	900	Per Piece		
13	Blanket (Dry-cleaning) (once in year)	400	Per Piece		
14	Track lower boys (Nov, to March)	680	Per Piece		
15	Track upper boys (Nov, to March)	680	Per Piece		
16	Track T-Shirt boys (Nov, to March)	680	Per Piece		
17	Sweeter (Nov, to March)	1200	Per Piece		
18	Waist Coat (Dry-cleaning) (once in a year)	40	Per Piece		
19	Coat (once in a year)	300	Per Piece		
20	Tunic girls (age 5 to 12 years)	200	Per Piece		

21	Pant (age 5 to 12 years)	200	Per Piece		
22	Shirt (age 5 to 12 years)	200	Per Piece		
23	Uniform pant girls	800	Per Piece		
24	Uniform shirt girls	800	Per Piece		
25	Uniform salwar suit	800	Per Piece		
26	Track lower girls	800	Per Piece		
27	Track upper girls	800	Per Piece		
28	Track T-Shirt girls	800	Per Piece		
	Total				
	GST%				
	Total amount inclusive GST				

Note: Rate of GST/any other Govt. levies, if any, should be quoted separately, otherwise it will be presumed that the rate quoted is inclusive of VAT/ST/Service Tax/other Govt. levies.

Name & Signature of the Proprietor:

Declaration

Signature with date _____

I _____ certified that all the terms & conditions mentioned in the NIT are acceptable to me

(Signature with name date)

