

**TENDER FOR PROVIDING LAUNDRY SERVICES  
AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS**



**TENDER No: IMU/2017/0007  
Issue Date: 27<sup>th</sup> November, 2017**

Issued To,

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<b>Cost of Tender Form /Document</b>	Rs.500/- (Rupees Two Thousand Five Hundred only) plus GST @ 18% per tender should be drawn in the form of Demand Draft / Pay Order in favour of "IMU, Mumbai Campus" payable at Mumbai or Navi Mumbai
<b>Issue of Tender Document</b>	1000 Hrs on <b>27<sup>th</sup> November, 2017 till</b> 1530 Hrs on <b>15<sup>th</sup> December, 2017</b>
<b>Last Date and Time of submission of the Tender</b>	1530 hrs on <b>15<sup>th</sup> December, 2017</b>
<b>Date and Time of opening of the Technical Bids</b>	1600 Hrs on <b>15<sup>th</sup> December, 2017, IMU</b> Mumbai Campus
<b>Tentative Date and Time of opening of the Financial Bids</b>	1630 Hrs on <b>15<sup>th</sup> December, 2017, IMU</b> Mumbai Campus

All bidders are requested to visit IMU Mumbai Campus website: [www.imunavimumbai.com](http://www.imunavimumbai.com) for regular updates.

## TERMS AND CONDITIONS OF TENDER

1. Sealed Tenders are invited by the Deputy Registrar (Admin.) Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai – 400 706 for and on behalf of Indian Maritime University for **PROVIDING LAUNDRY SERVICES** at Indian Maritime University, Navi Mumbai Campus.
  
2. **PRE-QUALIFICATION CRITERIA:**
  - a) The bidder should not have been blacklisted by the Deptt./Ministries of the Govt. of India/PSUs/Corporate Sectors/Educational Institutions/any other reputed organizations. (Notary Affidavit in the format as given in the Annexure – C, has to be submitted by the bidder).
  
  - b) The Bidder should have been in the business of running the Laundry Estt./Laundry services provider in Central/State Government department/ organization/ PSUs or in the reputed establishments/educational institutions.
  
  - c) The bidder should have satisfactorily completed similar laundry service works of values as listed as listed below during the last 3 years.
    - i) Three laundry service works each costing not less than 80% of the present estimated cost to the strength not less than 300 persons in Universities/Institutes/Colleges/PSU/Corporate Sector.  
(or)
    - ii) Two laundry service works each costing not less than 60% of the present estimated cost to the strength not less than 400 persons in Universities/Institutes/Colleges/PSU/Corporate Sector;  
(or)
    - iii) One Laundry service work each costing not less than 40% of the present estimated cost to the strength not less than 500 persons in Universities/Institutes/Colleges/PSU/Corporate Sector.

(Mode of proof: copy of purchase order/contract agreement proving “Award of Work”/Copy of completion certificate/Final Invoice. Letter indicating return of Security Deposit for proving satisfactory “Completion of Work”). The bidders to fill the details regarding similar orders as per Annexure – V.
  
  - d) Turnover should not be less than Rs.20 lacs during the preceding three financial years. (Mode of proof : copy of Profit and loss account of the company for each of the 3 years authenticated by a Chartered Accountant (or) copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant.
  
  - e) Self declaration on letter head having facilities. (as per Annexure – VI)

- f) EMD of Rs.1.00 lac by way of DD in favour of IMU., Mumbai Campus for the validity of 3 months.
  - g) Annex – I
  - h) Annex – II
  - i) Proof of IT return for last 3 years authenticated by a Chartered Accountant (or) copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant).
3. Bids should be forwarded by Bidders under their original memo/letter pad inter-alia furnishing details like GST Number, Bank address with EFT Account if applicable, etc. and complete postal and e-mail address of their office.
  4. The sealed tender should be dropped in the Tender Box at First floor, Administrative Building, Indian Maritime University, Navi Mumbai Campus, Nerul, Navi Mumbai or sent by Registered post in the address mentioned for communication below and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
  5. The technical bids of the tender shall be opened by a Committee nominated by the Director (in-charge), Indian Maritime University, Navi Mumbai Campus in the presence of the Authorised Representatives of the bidders, if present at 1400 hrs. on 15<sup>th</sup> December, 2017 in the office of the Deputy Registrar (Admin.), Indian Maritime University, Navi Mumbai Campus.
  6. The technical bids which do not contain full information and documents called for, shall be rejected. The financial bids of only those bidders shall be opened, whose technical bids pass scrutiny.
  7. The Price bids of the technically qualified tenders shall be opened by a Committee nominated by the Director (in-charge), Indian Maritime University, Navi Mumbai Campus in the presence of the Authorised Representatives of the bidders, if present at 1630 hrs. on 15<sup>th</sup> December 2017 in the office of the Deputy Registrar (Admin.), Indian Maritime University, Navi Mumbai Campus.
  8. **Security Deposit** : The successful bidder shall within 07 days from the date of receipt of award letter, deposit with Indian Maritime University, Navi Mumbai Campus a sum equal to 5% of the value of the accepted tender, in the form of Demand Draft from any Nationalized bank/Scheduled bank, failing which Indian Maritime University – Navi Mumbai Campus may at its discretion cancel the award letter and forfeit the earnest money deposit furnished along-with the tender.

The security deposit amount of 5% of the contract value so deposited, will be refunded within 30 days from the date of completion of contract as per tender document.

In case, security deposit amount fall short on subsequent order, the bidder must deposit the differential amount of Security deposit within 10 days of subsequent order. Security Money will not carry any interest.

9. **Double Cover Bid Tender:** Tenderers are required to submit their offers in sealed cover giving reference of this Tender Notice in two parts in two separate envelopes and will contain following details:

**Envelope – I : “Technical Bid”** Please submit the self attested Xerox copies of all supporting papers mentioned in item 08 above.

**Envelope – II :** should contain only the **“PRICE BID”** as per schedule attached in

**Annexure–IV.** You should quote your price bid duly filled on attached **Annexure – IV** only. There should not be any conditions in **Price Bid**. The rates quoted should be only the unit price (i.e. inclusive of basic price, packing, transportation and any other charges) and exclusive of GST and any cess on GST.

Decision regarding opening of **Envelope - II** i.e. the **“PRICE BID”** shall be taken after proper scrutiny of contents of **Envelope - I**.

10. **Service Experience Certificate :** The tenderer should submit the certificate that there have not been any complaints against the quality of rendering Laundry services to Government Departments and/or Public Sector Undertakings and/or other organizations on their Letter Head (**Annexure – III**).
11. Sub-letting of the work shall not be permitted.
12. **Mode of quoting rate :** Rate should be quoted in Indian Rupees only by Tenderers for the items given in the enclosed **PRICE BID (Annexure IV)** in words and figures both.
13. Tenders in sealed envelope should be dropped in the prescribed Tender Box kept in the Office of The Director, IMU – Navi Mumbai Campus, T.S. Chanakya, Palm Beach Road, Karave, Nerul, Navi Mumbai by **15.12.2017** upto **1530 hours**. Each page of the tender document and the papers submitted by the Tenderer/Bidder should bear the signature with seal of the Tenderer.
14. **Collection and Delivery Time:** 100% of dirty/washed & ironed clothes to be collected/supplied twice a week i.e. on every **Tuesday** and **Friday (on Thursday in case of Friday being holiday)** between 1830 hours to 2000 hours from/to the Cadets / Staff on hand to hand basis.

15. **Payment Terms :** The amount of the bill shall be paid by the IMU – Navi Mumbai Campus T.S. Chanakya, as soon as possible after its presentation to the IMU – Navi Mumbai Campus, T.S. Chanakya.
16. **Submission of bills :** The Laundry Contractor should submit the following documents at the time of submission of bill/s to the office of IMU – Navi Mumbai Campus, T.S. Chanakya:
  - i) Bill/s in duplicate on monthly basis.
  - ii) Acquaintance signed by each cadet/staff duly certified by designated officer.
17. Washed & ironed clothes are subject to inspection by the authority at the time of delivery at our site.
18. **Liquidated Damages Clause :** Any damage or loss of clothes/uniform during Laundry Services, the fresh purchase will be made by IMU – Navi Mumbai Campus, T.S. Chanakya and the cost of the same will be charged and debited from the due payment of Contractor’s bill.

Furthermore, any delay occur to provide the Laundry Services at the scheduled time and place, T.S. Chanakya may get the Laundry Services done from the open market and the difference between contract rates and prevailing market rate shall be recovered from the due payment of Contractor’s bill.
19. IMU, Navi Mumbai Campus, T.S. Chanakya reserves the right of accepting the whole or any part of the tender or the portion of the quantity offered and the tenderer shall supply the same at the quoted price without assigning any reason whatsoever.
20. Offer must be submitted in accordance with the instructions as per Terms and Conditions of the Tender.
21. **Validity :** The Offer must remain valid and open for acceptance for one (01) year from the date of opening of “**Price Bid**”. Tender with a validity of less than the specified period are liable for rejection without any further reference to the tenderer. However, Rate contract can be extended on mutual agreement for another year/s on same rate, terms & conditions
22. **Jurisdiction:-** The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this tender.
23. **Settlement of Disputes/Arbitration :** It is incumbent upon the contractor/transporter to avoid litigation and disputes during the course of execution. However, if such disputes take place between the contractor and the department, effort shall be made first to settle the disputes at IMU, Navi Mumbai Campus T.S. Chanakya level. The contractor shall

make request in writing to the Director, IMU, Navi Mumbai Campus T.S. Chanakya, for settlement of such disputes/claim within 30 (thirty) days of arising of the cause of dispute/claim, failing which no disputes/claims of the contractor shall be entertained by the IMU, Mumbai Campus. If differences still persist, the settlement of the dispute may be sought in the Court of Law in Mumbai.

24. In case offer is sent by post, it should preferably be sent by Registered post/Speed post only. Telegraphic offers, Telex offers, Fax offers & Courier offers will normally not be accepted and are liable for rejection without assigning any reason. Incomplete offers shall be rejected without any reference to the vendor.
23. Bidder who does not comply with the terms and conditions of this schedule are liable for rejection without any further reference.
24. Estimated value of the work is Rs.19,75,000/-
25. The premises of the bidders can be inspected anytime by the designated Indian Maritime University, Navi Mumbai Campus officials.

**Director  
Indian Maritime University  
Navi Mumbai Campus,**

**ANNEXURE - I**

**TENDER FORM**

1. NAME OF WORK : **LAUNDRY SERVICES**
2. PERIOD : From JANUARY 2018 TO DECEMBER 2018
3. NAME OF CONTRACTOR : .....
4. CONTACT NOS. OFFICE : .....
- Mobile : .....
5. ADDRESS FOR : .....
- CORRESPONDENCE : .....
- e-mail : .....
6. PERMANENT ADDRESS : .....
7. EARNEST MONEY : .....
8. Demand Draft : .....
- NAME OF BANK : .....

NOTE : The Tenderer shall put his signature with official seal on all the pages from 1 to 10 of this tender.

**Signature of Contractor  
(with Seal)**

**ANNEXURE – II**

**PROFORMA OF AFFIDAVIT TO BE SUBMITTED WITH PART-I  
(ON NON-JUDICIAL STAMP PAPER OF Rs.10/- DULY NOTORISED)**

I,.....partner/legal attorney/ proprietary/  
accredited Representative of M/s ..... Solemnly declare  
that:-

1. I/We are submitting tender for the work..... against  
tender Notice No.....dated:.....
2. My self or our partners/ Directors do not have any relative working in Indian Maritime  
University.
3. All information furnished by me/ us in respect of fulfillment of eligibility criteria and  
information given in this Bid is complete, correct and true.
4. All documents/ credential submitted along with this Bid are genuine, authentic, true and  
valid.
5. I/We have not been banned or de-listed by Government or Quasi Government or PSU's.
6. We hereby declare that there is no condition in the Price Bid.
7. We hereby authorize Indian Maritime University, Navi Mumbai Campus, T.S. Chanakya  
to seek references from our banker .....
8. If any information or document submitted is found to be false/ incorrect, Indian  
Maritime University, Navi Mumbai Campus T.S. Chanakya. may cancel my Bid and  
action as deemed fit may be taken against me/us including termination of the  
contract, forfeiture of all dues including Earnest Money and blacklisting of our Firm and  
all partners of the firm etc.
9. I/We accept the tender document as received by me/us from office of Indian Maritime  
University, Navi Mumbai Campus, T.S. Chanakya. My/our tender may be rejected, if any  
tampering is found in original tender. I/we also undertake that I/We cannot raise any  
dispute in this regard.
10. Our GST Number is \_\_\_\_\_
11. Our Pan Number is \_\_\_\_\_

.....  
**Signature of the Tenderer**  
**(with seal)**



**ANNEXURE - III**

**SERVICE EXPERIENCE CERTIFICATE**  
**(On Letter Head only)**

This is to certify that M/s. \_\_\_\_\_  
is the authorized Laundry Services provider to our organization from \_\_\_\_\_ to  
\_\_\_\_\_. There is no complaint against the quality of their LAUNDRY SERVICES  
rendered to this Office/Organization (Name & Address) \_\_\_\_\_  
\_\_\_\_\_

**Signature with Seal of  
the Issuing Authority**

**Place :**

**Date :**

**ANNEXURE - IV**

**PRICE BID**

Serial No. \_\_\_\_\_

Schedule to Tender No.7/G-LAU. 2017 -2018 for **LAUNDRY SERVICES** to IMU, Navi Mumbai Campus, T.S. Chanakya, Karave, Nerul, Navi Mumbai - 400 706, during the period January 2018 to December 2018.

Sl.No.	Items	Approx. monthly requirements	Rate per piece (Rs.)	Total amount (Rs.)
1.	Terry-cot shirts	6,000 pcs.		
2.	Terry-cot shorts	2,500 pcs.		
3.	Terry-cot trousers	2,500 pcs.		
4.	Bed sheet	2,000 pcs.		
5.	Boiler suits	1,500 pcs.		
6.	Door Curtain	20 pcs		
7.	Window Curtain	60 pcs.		
8.	Gym – Rig (T-Shirts)	4,000 pcs		
9.	Gym – Rig (Shorts)	4,000 pcs		

The rates quoted above should be only the unit price (i.e. inclusive of basic price, packing, transportation and any other charges) and exclusive of GST and any cess on GST.

We/I have read the terms & conditions, specifications & quantities of the work and agreed to abide by them. We/I agree to carry out the above work at the rate mentioned against the item.

Place :

Date :

**Signature of the Contractor  
(with Seal)**

**ANNEXURE - V**

**Declaration regarding Blacklisting/Debarring**  
(On company letter head)

Ref. No.

Date:

To  
The Director (In-charge),  
Indian Maritime University,  
Navi Mumbai Campus

**Sub.: Declaration regarding Blacklisting/Debarring for taking part in tender.**

Dear Sir,

I/We \_\_\_\_\_ Firm/Contractor/Manufacturer / Partner(s)/Authorized Distributor/agent of M/s. \_\_\_\_\_ hereby declare that the firm/company namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

*Or*

I/We \_\_\_\_\_ Firm/Contractor/Manufacture / Partner(s)/ Authorized Distributor/Agent of M/s. \_\_\_\_\_ hereby declare that the Firm/company namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union/State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/we are fully aware that the tender/ contract will be rejected/cancelled by the Indian Maritime University, Navi Mumbai Campus, and EMD/ Performance Security shall be forfeited.

In addition to the above, Indian Maritime University, Navi Mumbai Campus shall not be responsible to pay the bills for any completed / partially completed work.

[Name ,Signature & Seal] for and on behalf of M/s. \_\_\_\_\_

**Note:** This letter of shall be on the letterhead of the company and shall be signed by a person competent and having the power of attorney to bind the company/firm.

## **ANNEXURE – VI**

I, hereby declare that the following facilities are available in my premises for the laundry services.

- i) Automatic Washing Machine/s capable to take required load and quality chemical/detergent for washing.
- ii) Dry Cleaning Machine/s,
- iii) Dryer/s,
- iv) Calender Machine/s,
- v) Steam Iron/s,
- vi) Boiler/s,
- vii) Electric Generator for back up
- viii) Adequate running fresh water storage,
- ix) Experience to Deliver the Laundry clothes to student/Customer hand to hand basis.
- x) Adequate manpower
- xi) Delivery Vehicles

[Name ,Signature & Seal] for and on behalf of M/s. \_\_\_\_\_