



## SAINIK SCHOOL GHORAKHAL

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**Total Pages: 05**

No: SSGK /QM /LAUNDRY /2021-22

Date \_\_\_\_\_

Cost of the form Rs. 500 /- paid vide SSGK MR No. / DD No. \_\_\_\_\_ dated \_\_\_\_\_

Earnest Money Rs 40,000 /- paid vide DD No. \_\_\_\_\_ dated \_\_\_\_\_

**TENDER FORM FOR PROVISIONING OF LAUNDRY (DHOBI) SERVICES**  
**FROM 01 MAY 2021 TO 30 APR 2022**

(Any alteration / addition made in the tender form will make it null and void)

1. Sealed tenders are invited from agencies of good repute having sound financial background and experience, by 12:00 hrs on 16 Feb 2021 for provisioning of mechanised laundry services purely on contractual basis from 01 May 2021 to 30 Apr 2022.

2. Tender forms would be available at school office on payment of **Rs 500/-** (non-refundable) by **SBI DEMAND DRAFT** in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (CODE NO. 1352), up to 12:00 hrs on 16 Feb 2021. Earnest money of **Rs 40,000/-** is to be paid by SBI Demand Draft, refundable on finalisation of tender, in favour of Principal Sainik School Ghorakhal, as mentioned above, is to be submitted along with filled-in tender form. In case the tender form is down loaded from the Internet, received by post, or by any other means, it shall accompany two separate demand drafts for **Rs 500/-** (non-refundable amount towards the cost of the form) and **Rs 40,000 /-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **1230 hrs on 16 Feb 2021** in presence of the bidders / authorised agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders without assigning reasons there of.**

### **Part I – General Information**

- Manner of Depositing the bids:** Sealed Bids should be either dropped in the Tender Box (Para IV) or send by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non- receipt of Bid documents. Bids sent by FAX or E-mail will not be considered (unless they have been specifically called for by these modes due to urgency) Bidders are requested to quote their e-mail ID on their letter head for expeditious communication post opening for tender/RFP documents. The bid should be packed in envelope before putting in tender Box.
- Time and date for opening of Bids:** 16 Feb 2021 (1230 hrs) (If due to any exigency, the due date for opening of the bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
- Location of the Tender Box:** Guard Room, Main Gate No 02 ,Sainik School Ghorakhal only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
- Place of opening of the Bids:** Reception of Sainik School Ghorakhal .Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders . This event will not be postponed due to non-presence of your representative.

5. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing the following details:-
    - (a) Complete postal and e-mail address and Fax/ Telephone No.
    - (b) GST number
    - (c) Bank Branch and address
    - (d) Name as it appears in the Bank Account
    - (e) Detail of Account number, Account Type IFSC, MICR code
  6. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the buyer in writing about the clarifications sought not later than seven (07) days prior to the date of opening of the bids.. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
  7. **Modifications and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the Witten notice of modifications or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail but it should be followed by a signed confirmation and should reach the purchaser not later than the deadline for submission of bids . No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
  8. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post- tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
  9. **Validity fo Bids:** The Bids should remain valid till 90 days.
  10. **Inspection Authority:** Principal /Administrative officer , Sainik school Ghorakhal, Nainital is the inspecting agency.
3. **TERMS AND CONDITIONS FOR PROVISIONING OF LAUNDRY SERVICES.**
- (a) The rates quoted should be for high quality mechanised laundry services inclusive of all charges, including GST, for service at the school premises on stipulated dates & timing. Separate rates shall be quoted for all categories as given in paragraph 4 below.
  - (b) The contract shall be for the period from 01 May 2021 to 30 Apr 2022. However, it will come in to effect from the date of actual issue of orders. The firm must enclose a copy pan card/ GST registration numbers/service registration as applicable and attach along with the tender for documentary proof. If the contractor does not enclose the copies of the documents alongwith the tender. The tender will be rejected at the time of opening of tender.
  - (c) The tenderer is to note that once contract is finalised, if necessary, after due negotiations of rates, has to deposit security amount @ Rs. 5% of the total cost in the form of DD, before the indent for services is placed.

(d) **Mechanised Laundry services will be provided as per the roster regulated by the school from time to time, on all the week days. White clothes if any, have to be served with ultramarine blue, before drying. Ironing services will be provided on all days between 1600 to 1800 hrs at school premises and as per direction of the school authority.**

(e) Alternatively, washer men employed by the contractor will be required to visit the staff quarters to collect orders from the staff members on Sundays only.

(f) The washer men employed by the contractor will be qualified and experienced one who shall meticulously follow the schedule and standards drawn by the school towards collection of cloths for washing and services befitting the standards of Sainik School. The washer men, in addition to routine service, will also undertake the responsibility of giving special/additional services to as and when required by the authorities. Replacement of any such washer man, during the approved period of contract shall be meticulously ensured by the contractor.

(g) Monthly Rent and Electrically charges will be levied as per the State Govt. rates / actual consumption and shop rent at the rate of Rs. 5500/-pm. However, water will be provided free of cost, towards which the service provider is expected to consider while fixing charges for washing services to the school. Any alteration /deletion in what ever form to the allotted accommodation for running the shop is not allowed. Cooking or lighting of fire in the shop premises is strictly prohibited.

(h) Request for enhancement of contract rates under any circumstances, will not be considered, once the rates are finalised. Hence, the bidder is to quote rates accordingly, keeping the market forces factor in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school, etc. shall be verified before award of the contract.

(i) Payment will be made by crossed cheque only, once in a month on submission of the corrected and verified bill through the staff in charge, for total number of washes, laundry services actually given to the students. Payment will be made with in a month from the date of the receipt of the corrected bill. Alternatively, the school would prefer to directly credit the amount to the agency's business account with State Bank of India, through core banking solutions. **1.5%** of TDS deduction from each payment will be made, as per rules of Income Tax. **No advance payment is permissible.-**

(j) In the event of irregular or failure of adherence to service schedule on the stipulated date and time , or rejection of the serviced items, and if no satisfactory remedial action is accomplished with in seven (07) days of demand, the school is at liberty to get the required services from the local market without prejudice. The excess cost paid over and above the contract rate of such services locally availed, inclusive of charges and departmental charges will be recoverable from amount due to be paid to the service provider by way of redemption of monthly bill or from the security deposit. In addition, a penalty to the extent of Rs.100/- will be imposed for any day during the month if the Principal, Sainik School, Ghorakhal is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the service provider.

(k) Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security amount deposited with the school, without any notice and the contract shall be awarded to the next agency, with out any prejudice

(l) At least 5 years' experience of washing services in a residential public school of repute with strength of 500 to 550 cadets and a copy of bill of heavy duty drier/washing machine are to be enclosed in the tender. Non submission of these certificates the tender will not be considered.

(l) In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed off with in the Nainital court jurisdiction only.

(m). In case the contractor desirous to change their employees during the contract, he will inform to the school in writing. Before employment of the person, he will submit their ID proof with Police verification

(n) The sealed envelope of the tender paper of items will be stipulated with the category for which the tender is submitted i.e. **TENDER FOR PROVISIONING OF LAUNDRY (DHOBI) SERVICES for 2021-2022.**

(o) Cloth will be washed with standard washing power like Tied/Excel.

(p) Fading/damage and missing of cloth charges minimum Rs. 100/- per item will be recovered will be recovered from contractor as a penalty.

(q) List of employees, employed by the vender will be provided after finalization/before commencement of the tender for issue of Security Passes. ID issued by Firm/Agency Aadhar card of all the staff is to be submitted to 'Q' section on 1<sup>st</sup> day of services.

(r) The contractor will provide weekly wash to the cadets. Each wash comprises of 08 cloths± 1 cloth.

(s) Payment will be made to the contractor as per no of wash in a month.

(t) Rate should be written in figure as well as in words also.

(u) After the tendering procedure if any contractor would like to withdraw his tender, shown his inability to take up the contract after negotiation or in any reason not able to sign the agreement bond, the EMD deposited by the contractor will stand forfeited and he will have no further claim for the contract and forfeited amount.

(v) An agreement bond is to be executed on a non-judicial paper of Rs.100/- value by the approved supplier/ contractor before placement of order.

#### 4. **SPECIFICATIONS OF LAUNDRY (DHOBI) SERVICES TO BE PROVIDED**

(Rates to be quoted by the tenderer)

(a) **COMPREHENSIVE LAUNDRY (DHOBI) SERVICE CHARGES PER CADET,PER MONTH, (WASHING AND WHERE APPLICABLE, IRONING FOR STUDENTS CLOTHING ITEMS OF ALL TYPES LIKE COTTON, TERRICOT, WOOLEN, SYNTHETIC AND WORSTED FABRIC. BETWEEN 25 TO 30 NUMBERS PER CADET )**

Rs. \_\_\_\_\_ Each wash comprises of 08  
cloth± 1

#### (b) **IRONING CHARGES FOR BOTH UNIFORM AND CIVVIES**

- |                     |           |       |
|---------------------|-----------|-------|
| (i) Trousers        | Rs. _____ | each. |
| (ii) Shirt          | Rs. _____ | each. |
| (iii) Blazer, coat  | Rs. _____ | each. |
| (iv) Kurta          | Rs. _____ | each. |
| (v) Pyjama          | Rs. _____ | each. |
| (vi) Woolen Sweater | Rs. _____ | each. |

(c) **WASHING INCLUDING IRONING CHARGES (WHERE APPLICABLE)  
FOR OTHER ITEMS**

(i)	Bed sheet	Rs_____	each.
(ii)	Bed cover	Rs_____	each.
(iii)	Table cloth	Rs_____	each.
(iv)	Quilt cover	Rs_____	each.
(v)	Pillow cover	Rs_____	each.
(vi)	Towel	Rs_____	each.
(vii)	Curtain door/window	Rs_____	each.
(viii)	Blanket	Rs_____	each.
(ix)	Apron	Rs_____	each.
(x)	White coat	Rs_____	each.
(xi)	White trouser	Rs_____	each.
(xii)	White cap	Rs_____	each.
(xiii)	Dhoti	Rs_____	each.
(xiv)	Saree	Rs_____	each.
(xv)	Chair cover	Rs_____	each.
(xvi)	Napkin	Rs_____	each.
(xvi)	Private trouser	RS_____	each.
(xvi)	Private shirt	Rs_____	each.

(d) **DRY CLEANING CHARGES FOR BOTH UNIFORM AND CIVVIES**

(i)	Trouser-Winter	Rs_____	each.
(ii)	Blazer, coat	Rs_____	each.
(iii)	Woolen Sweater	Rs_____	each.
(iv)	Blanket	Rs_____	each.

5. The above mentioned details with terms and conditions from Sl. No 1 to 3 (v) have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel : \_\_\_\_\_

E-mail (if any) : \_\_\_\_\_

Name of Account Holder \_\_\_\_\_

Branch of Bank & Place \_\_\_\_\_

A/c Number: \_\_\_\_\_

IFSC CODE No \_\_\_\_\_

MICR NO. \_\_\_\_\_

Enclosed cancel cheque/Photocopy of Pass book

**Enclosed Demand Draft for  
(a)Rs.500/- towards cost , and / or**

**(b) for Rs. 40,000/- as EMD along with this  
Tender Form .**

**(Tick / Strike out as applicable)**

**ADM OFFICER  
SAINIK SCHOOL GHORAKHAL**

**Note: All pages are to be signed before dropping in tender box.**