

LAUNDRY SERVICES AT IIT JODHPUR CAMPUS

Laundry SERVICES AT IIT JODHPUR (KARWAR)

NIT No. - IITJ/SPS/ 21-22/48

<u>NIT Issue Date and Time</u>	: 17 - 01 - 2022
<u>Pre-bid Meeting</u>	: 24-01-2022 at 15:00 Hrs
<u>Tender Submission Date and Time</u>	: 07-02-2022 at 15:00 Hrs
<u>Tender Opening Date & Time</u> (Technical Bid)	: 08-02-2022 at 16:00 Hrs



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

Indian Institute of Technology Jodhpur

NH-62, Nagaur Road, Karwad, Jodhpur – 342 037, Rajasthan (India) Telefax: 0291-

.....e-Mail:

DISCLAIMER

The information contained in this bid or subsequently provided to Bidders, whether in document or verbal or any other form by or on behalf of Indian Institute of Technology Jodhpur (IIT-J) by any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this bid document.

The purpose of this bid document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this bid document. Bid document may not be appropriate for all persons, and it is not possible for the Institute, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this bid document.

This bid document includes statements, which reflect various assumptions and assessments made by the Institute in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.

The assumptions, assessments, statements and information contained in his bid document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this bid document and obtain independent advice from appropriate sources.

Information provided in this document to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Institute, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid document or arising in any way in this Bid Stage.

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Institute invites online tenders from reputed service providers for the said Laundry works at Indian Institute of Technology Jodhpur (IIT J) situated on NH 62, Nagaur Road at Karwar village, Jodhpur District. **Submission of Online Tender is must and considered valid, must reach the Institute by the last date of submission.** The tender document can be downloaded from the CPP Portal (<http://eprocure.gov.in/eprocure/app>) & Institute website <http://www.iitj.ac.in/tenders/index.php?id=services>.

1. Instructions for Online Bid Submission:

- 1.1 The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format. All quotations both Technical and Financial should be submitted in the E-procurement portal;
- 1.2 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <http://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”; and
- 1.3 The Institute will not be responsible for any type of technical issue regarding uploading of Tender on the website.

2. SEARCHING FOR TENDER DOCUMENTS

- 2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal;
- 2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document; and
- 2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. PREPARATION OF BIDS

- 3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids;
- 3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid;
- 3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option; and

Signature of the Tenderer with seal & date

- 3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4. SUBMISSION OF BIDS

- 4.1 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues;
- 4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document;
- a) Financial Bids can be submitted in BOQ format (As per xls);
 - b) The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable;
 - c) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission;
 - d) The uploaded tender documents become readable only after the tender opening by the authorized bid openers;
 - e) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details; and
 - f) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

5. ASSISTANCE TO BIDDERS

- 5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender; and
- 5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

6. **Amendment of Tender Document** At any time prior to the deadline for submission of proposals, Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer modify the Tender Document by issuing an addendum/corrigendum. Any Addendum/corrigendum thus issued shall become a part of the Tender Document and will also be posted on the website of the Institute. To provide reasonable time to the prospective Tenderers to

Seal and Signature of the Bidder

take an addendum into account while preparing their proposals, the deadline for submission of proposals may be extended, at the discretion of the competent authority, if required.

7. OTHER INSTRUCTIONS

The other instructions related to submitting the bid are as below:

- 7.1 The bid document shall be completed in all respects, and every page of the same along with all attachments shall be signed by the authorized person on the behalf of the bidder;
- 7.2 Striking off of any text shall be avoided. But, if the same is unavoidable, it shall be duly attested and re-signed;
- 7.3 The bid shall neither be ambiguous nor shall contain insufficient information. The bidder shall not be allowed to make any addition or alteration in the bid after submission. Also, conditional bids shall not be entertained;
- 7.4 If the space for any information to be provided in the bid against any column(s) is insufficient, the same may be provided in a separate sheet and duly attached with the bid; and
- 7.5 The successful bidder, to whom acceptance of its bid, has been finally communicated, shall furnish a non-judicial stamp paper of Rs.100 its name (at its own cost) for signing of the agreement; and these guidelines and letter of acceptance of the bid shall form the part of the agreement to be signed by the successful party.

Section-A

1. Scope:

Indian Institute of Technology (IIT) Jodhpur, Rajasthan (hereinafter referred to as the "Institute"), an Educational Institute of National Importance, invites sealed Bid (s) for appointment of Licensee for **lease of** Laundry Services for the Fraternity of IIT Jodhpur in Permanent Campus at Karwad (NH-62), Jodhpur as per the Bid document. The Bidder shall provide the required items to the Institute, and the items should be available all the time at a reasonable or fixed price, best quality and right quantity.

IIT Jodhpur would require laundry services on regular basis for various types of Linen items generally used by Faculty Members, Staff Members, Students and Visitors. This includes general purpose linen items, e.g., Curtains, Cushion Covers, Table Cloths, Seat Covers and Mosquito Nets.

The laundry services would encompass 'Scope' as under:

- a) Collecting, Washing and /or ironing and delivery of clothes in respect of individuals and Guests of IIT Jodhpur.
- b) Organizing billing in case of every individual.
- c) Timely clearing of Water, Electricity bills (as per sub meter) and allied charges as prescribed in the bills.
- d) Quality washing, drying and electric/steam ironing;
- e) Connecting on daily basis (pick and drop facility);
- f) Have experienced employees not below 18 years of age;
- g) Timely collection and delivery twice a week;
- h) Express delivery service available at door steps and emergency services when warranted;
- i) Track with the updated world, through online services;
- j) For safety and authenticity, Bidder will have a code generation process for every individual customer;
- k) Provisioning of Laundry bags and individual user IDs to be ensured;
- l) Payment through electronic mode such as Debit card and Mobile Apps like Paytm, Phonepe etc.;
- m) Following branded detergents only to be used: -
 - i. **For Cotton Clothes.** Surf Excel, Tide Plus, Henko, Ariel.
 - ii. **For Woolen Clothes.** Ezee, Lizol (Washing), Surf Excel "Matic".

Note: Future Requirement:

- (a) Mobil app-to trace order with a click.

Seal and Signature of the Bidder

- (b) Locker facility for laundry in hostels.

Procedures

There is a requirement to follow step by step procedure to nullify the chances of skipping any important action to be performed. Following steps define Bidder's actions clearly serving the Institute towards healthy clothing :-

- (a) **Pickup from various Locations:** All washable and untidy attires will be collected by Bidder's professional team and packed in safely marking with identification so as to ensure correct delivery without mismatch or confusions;
- (b) **Dropping Laundry Bags at Washing Locations:** Once collection of clothes is finished from the user, items will be dropped at washing point for further process;
- (c) **Washing, Drying & Ironing:** Bidder's advanced technologies and highly skilled labors must come into action to ensure that clothes are passed through phases of washing, drying & ironing achieving quality & time lines;
- (d) **Dispatch and drop back to Central location:** Once processed, the team dispatches all packages to a central location and hand over to responsible person/ authority;
- (e) **Updating of Information over Web:** Making use of the advanced technology, complete service information be uploaded into users account so as to update him with correct information about the service taken;
- (f) **Status Enquiry made by Customers:** At the final stage, the user can inquire about the status of the laundry service he/she opted for his/her clothing over company's e-Mail. This facilitates user to know about the delivery status after availing Bidder's services;
- (g) **Express Delivery:** In case of an emergency, the Bidder will be informed by e-Mail and **shall organize** immediate collection of clothes and

Seal and Signature of the Bidder

delivery of washed /pressed clothes within 24 hrs with 10% extra charges;

- (h) **Number of Machines:** Heavy Duty Commercial machines are required to be installed at the assigned place;
- (i) Users if not available to handover clothes in person then the student may put unwashed clothes in a properly identifiable bag at a specified place in the hostel which will be picked up by the Bidder and delivered/processed accordingly;
- (j) **Weekly Laundry:** Organize service cleaning as per pre agreed drop and pick up time which are as under: -
 - (i) **Pickup Time:** Between 1800-2000h on Wednesday and Saturday. Biweekly
 - (ii) **Delivery:** Between 1800-2000h next Saturday & Wednesday. Service
- (k) **Responsibility:** The Bidder shall be responsible to organize the pickup and drop of laundry twice a week. The service shall be at pre-specified central point for students and from the houses of Faculty and Staff;
- (l) **Marking & Identification:** The Bidder will provide the user with laundry bags and will mark them for easy identification.;
- (m) **Missed/Unattended Delivery or Pick up:** If the user misses a scheduled pickup in the hostel of washed clothes, the bidder will put up the clothes at a specified place in the respective hostel.
- (n) **Garment Care:** The Bidder shall be responsible and guard against laundry items bleaching, shrinking, fading or otherwise becoming altered or wearing out by unfair wash-and-dry laundry process;
- (o) **Loss, Damage and Storage:** In the instance that a garment is lost or damaged by the Bidder, the Bidder shall compensate the user as per rates attached as **Appendix 'E'**.

Seal and Signature of the Bidder

RATE OF COMPENSATION FOR DAMAGE BY BIDDER

S. No.	Items	Amount of Compensation (Rs)
1.	Shirt	100/-
2.	Trouser	200/-
3.	T Shirt	80/-
4.	Track Suit (Top)	100/-
5.	Track Suit (Lower)	100/-
6.	Bed Sheet (Single)	100/-
7.	Bed Sheet (Double)	200/-
8.	Pillow Cover	60/-
9.	Window Curtains	100/-
10.	Door Curtains	200/-

In case of loss the following penalty shall be imposed:

- a) Double the aforementioned compensation for **old items**;
- b) New items (Purchase within 06 Month), 50% of the cost (Subject to submission of the invoice) would be levied; and
- c) In case the invoice of delivery of clothes is not available, S.no. a) will be applicable.
- d) The No. of students is 3200 but the numbers may vary due to Covid guidelines, semester break, leave or unforeseen causes.**
- e) The bidder shall quote rate for per student per semester of 4 months.**
- f) During semester break, the bidder shall collect Charges directly from students as per use on the basis of number of clothes taken for washing or/and ironing.
- g) Bidder shall quote for the other items also but will not be counted for deciding L1 bidder

Financial Bid

Financial bid to be submitted in BoQ Format.

2. Eligibility Criteria:

All the Bidders/Agencies/Shopkeepers must fulfill the following eligibility criteria and submit the documents and the declarations (duly self-attested) in support of their claim along with the bid. The bids those are not meeting the Eligibility Criteria stated below and not accompanied with the requisite documents shall be treated as incomplete hence be rejected:

- a) The age of Applicant/Bidder should be in between 18 years to 60 years on the last date of submission of bid;
- b) Bidders should have valid EPF, ESIC, GST and Labor Licenses;
- c) Educational qualification should be minimum 12th standard;
- d) The Bidder shall submit details of experience in running a laundry shop and shop or related field at least for a period of minimum One year before the date of Bid

along with documentary proof;

- e) Bidder should not be black listed/debarred by the Institute or any other agency for a period of one year from the last date of submission of this bid. An affidavit to that effect on Non-Judicial stamp paper of **Rs.100/-** duly notarized must be enclosed with the technical bid in prescribed format. The proforma of the affidavit is attached with the Bid as Annexure - III;
- f) Copy of Registration of the Shop/Agency / Firm / Company issued by the **Nagar Nigam/ concerned authority of Shops** and Commercial Establishment Act is must wherever applicable; and
- g) The Agency/Firm/Bidder is required to submit a self-attested copy of PAN/TAN/TIN certificates wherever applicable will be preferred.

3. Amendment of Bid Document

At any time prior to the deadline for submission of proposals, Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder modify the Bid Document by issuing an addendum/corrigendum. Any Addendum/corrigendum thus issued shall become a part of the bid Document. To provide reasonable time to the prospective Bidders to take an addendum into account while preparing their proposals, the deadline for submission of proposals may be extended, at the discretion of the Committee, if required.

Section-B

4. Submission of bid

- a) Incompletely filled in Bid forms and unsigned Terms & Conditions will be rejected;
- b) Bids with any pre-conditions or additional conditions other than the conditions prescribed and supplied by the Institute/Licensor will summarily be rejected at the time of opening of bids;
- c) Bidder has to submit the Annexures I, II and III duly filled and complete in all sense;
- d) Institute reserves the right to reject any one or all bids received without assigning any reason. No correspondence in respect of the decisions arrived by the bid will be entertained.

Section-C

5. Allotment of Contract

The successful Bidder shall enter into an agreement for running the Laundry shop for which he/she emerged as successful Bidder within 15 days from the date of issue of allotment letter.

6. Term/Period of Contract

The period of contract of laundry shop will be initially for one year and extendable up to 02 (Two) years on annual basis depending upon the satisfactory service performance.

7. License Period/Minimum Period of Doing Business

- a) The License period of Laundry Services shall be for 01 (One) year initially and extendable up to 02 (Two) years on annual basis depending upon the satisfactory service performance
- b) The licensee shall have to run the business for a minimum period of one (01) year in respect of laundry shop services from the date of entering agreement. If the Licensee desires to vacate the premises for whatsoever reasons before completion of license period of (1) year, the licensee has to pay the balance amount which falls short of the amount equivalent to (1) One Year license fee;
- c) The license fee shall be increased by 5 percent (%) of the rent amount each year;
- d) The successful Bidder/ allottee shall enter into deed of license for 01(One) year or as the case may be within fifteen days of issue of contract order on non- judicial stamp paper worth Rs.500/-, which has to be produced by the allottee /Bidder along with the Security Deposit and three months advance license fee. If the allottee / Bidder fails to commence the business in next 10 days of signing of the Agreement / deed of license, the Security Deposit and three months advance license fee shall be forfeited.
- e) Payment of License Fee: The licensee shall have to pay monthly license fee on or before 07th of every month. In case of belated payment of monthly License Fee, appropriate penalty will be imposed as decided by the Institute;
- f) The Licensee shall abide by the conditions of license deed executed between the Licensee and the Licensor during the period of license; and
- g) **Non Exclusive Clauses:** The allotment shall be on "NON EXCLUSIVE BASIS" i.e. the Institute shall have right to grant license to more than One licensee to do same Business in the same Premises.

8. Security Deposit/Performance Guarantee

- a) For Commercial establishments, the security deposit to be deposited will be 03 (three) times of License Fee;
- b) The Security Deposit shall not carry any interest;
- c) The Security Deposit is refundable only after completion of license period;
- d) Security deposit will not be adjusted towards the license fee payable by the licensee during the license period; and
- e) The Security deposit is liable for forfeiture in the event of failure by the licensee to pay the license fee or termination of license or for breach of any condition/conditions of license.

9.Termination of Contract

- a) Termination of License duly forfeiting the Security Deposit in the event of:
 - i. The licensor is at liberty to terminate the license with one month's notice, without assigning any reasons;
 - ii. The licensee fails to give (3) three months advance notice to the Institute for termination of license, after completion of Nine (9) months period in case of Shops from the day of enter into an agreement;

- iii. The licensee defaults in payment of license fee for three months consecutively or three times in calendar year, the license can be terminated and the security deposit will be forfeited; and
- iv. The licensee fails to do the business with laundry shop for a period of Thirty (30) days (for which the license is granted) for what so ever reasons, non-payment of Security Deposit and enter into an agreement in the stipulated period.
- b) The licensor shall have the right to terminate the license (contract) if in his opinion the quality of goods/ services sold is not up to the standard/ satisfaction besides forfeiting the security deposit.

Section-D

10. General Terms and Conditions

- a) The Bidder shall have to submit the bid only for the business mentioned and for any multiple businesses, there should be separate Bid form and separate sealed cover to be submitted. No combined quotation for multiple business should be submitted and for any deviation, the Bid will be rejected;
- b) The successful Bidder will be allowed to commence the business upon the satisfaction of other formalities like payment of security deposit, execution of agreement (Deed of License) failing which Security Deposit paid will be forfeited besides canceling the license;
- c) Institute will provide a designated place for setting up the Laundry Services;
- d) The allocated space to the Laundry Services Bidder can be relocated as per the requirement of the Institute;
- e) *Change of Nature of Business:* The licensee has to do the same business which is mentioned in bid notification and for which license is issued. If the licensee is found doing business in the Laundry other than the stipulated in the deed of license, the license is liable for termination duly forfeiting the Security Deposit;
- f) In the event of death of licensee, the license shall come to an end. However, the licensor may permit the Legal Heir of the licensee to run the business on the same Terms & Conditions for the remaining period of license on execution of fresh deed of license by such Heir;
- i. The Institute is not responsible for any theft within the Laundry shop. It will be the liability of the Bidder to make necessary security arrangement within the Laundry shop;
- ii. A "Suggestions & Complaints" book at his establishment which shall be made available to the public on demand immediately. Any suggestions or complaints are made by the public; it is the responsibility of the licensee to bring it to the notice of the licensor. The said book shall be produced to inspecting officials. The "Suggestions & Complaints" recorded in the suggestions & complaints book be scrupulously followed and failure to follow will lead to levy of penalty or termination of agreement of forfeiture of security deposit at the discretion of the

Institute;

- iii. On the expiry of the period of the license or on its termination, as the case may be, the licensee shall wind-up their business at 17.00 hrs. on the last day of contract and shall handover the premises as was initially awarded to him;

g) **Manpower deployment:**

- i. No child laborer shall be employed for servicing as per law;
- ii. EPF and ESIC paid challans of the deployed staffs to be submitted along with monthly bills;
- iii. The licensee has to pay amounts, in case of any accident to the personnel employed by them during the business time. The licensee is alone for liable workmen's compensation and any other statutory dues and Institute is not liable for payment of any such amount; and
- iv. The Bidder must provide the name of the workers who will be working and visiting the Laundry shop inside IITJ Campus along with their police verification within a month's time after agreement. If new worker joins the Bidder who will work within the IITJ Campus, a prior intimation has to be given to the Institute and they also need to submit recent police verification Certificate within a month's time from joining;

- h) Taxes: The licensee shall pay all the taxes which are levied by the Central Government and the State Government from time to time. The Institute is not liable for the penalties against non- payment of these taxes or default therein. Any default, non-payment of taxes to statutory authorities will cause termination of license and vacation of premises;

- i) All notices, consents, sanctions directions and approval referred to in this agreement or otherwise shall be given by the licensor to the licensee in writing;

- j) In the event of any damages caused to the property of the Licensor by the Licensee or his representatives, agents or servants during the subsistence of licensee period, the Licensor shall have right to recover the said sum from the Security Deposit of the licensee;

- k) No accommodation shall be provided to shopkeeper or their employee in the campus. Likewise, no person related to laundry shop services, will be allowed to stay in the campus after closing of laundry shop;

- l) During the agreement period, the licensor is at liberty to alter /modify /add/delete in the condition(s) of the agreement in the interest of the Institute;

m) **Prohibitions:**

- i. Bidder should not sell any items prohibited by the Institute or by the Government or any enforcing agencies such as cigarettes, gutka, pan masala, intoxicants, liquor, prohibited drugs etc. They shall adhere to the code of the conduct laid down by the Institute from time to time. The license agreement can be terminated at any point of time without assigning any reasons including violation of contractual obligations;

- ii. **Use of polythene is strictly prohibited.** All the Bidders shall submit an Seal and Signature of the Bidder

undertaking for not using the polythene covers which are banned by the State / Central Governments or any other agency.;

- iii. No child laborer shall be employed for servicing as per law;
- iv. The licensee shall not exhibit or permit any advertisement in the laundry shop, except the same and style of his/her business, and the cutout/poster/hording should not be obscene. In case of misbehavior, assault on person / employees Institute, any act or comment tarnishing the image of Institute by the licensee or his representative /workers lead to impose penalty or termination of contract duly forfeiting the Security Deposit amount; and
- v. Subletting/ Sublease: The licensee during the license period, permanently or temporarily, shall not share/franchise or sublet to anybody else and shall not be allowed to take any person to share the premises or in partnership without the prior written permission to the licensor, nor shall he be entitled to allow any person to occupy the licensed premises or to use any part thereof without the permission in writing from the licensor;
- n) The operation of Laundry shop shall be as per the Institutes' directions;
- o) If at any time, after the allotment of space (during the operations), it is found that the Bidder/Licensee has encroached onto the extra area, the Bidder/Licensee is liable to be penalized by levying a penalty (at the rate of 1.5 times the monthly rent computed on daily basis for the duration of encroachment) along with the removal of encroachment. The concerned Commercial Establishment/Licensee shall abide by the decision of Estate Office; and
- p) Institute reserves the right to accept or reject the Bid of any Bidder or Bidders at the sole discretion of the Institute without assigning any reasons thereof.

11. Specific Terms and Conditions

- a) Product Pricing: Committee of the Institute may verify the price of the Laundry services from time to time. In case of any discrimination, penalty may be imposed and administrative action can be taken;
- b) Contract will be extended annually only based on the satisfactory performance;
- c) It is recommended to levy License fee @ Rs 10 per square feet area. The same will be updated as per CPWD rates.;
- d) Water and Electricity Charges from the Service Provider will be charged are as per actual.
- e) License fee or other dues shall be paid by the Licensee as per dates mentioned in the bills raised by Estate Office, IIT Jodhpur and paid to Institute Revenue Account using online portal. Late payment of License fee will attract penalties and other penal interests @ Rs. 500/- per month or 18% per annum of amount due computed on monthly basis, whichever is higher;
- f) Institute reserves the right to discontinue the license of any commercial establishment for non-payment of amount due for a period more than 3 months by the licensee;
- g) The Committee will have right to see the quality, market price, and reasonability of the items;
- h) Bidder must accept the Payment through Paytm, Google Pay (G-Pay), digital payment apps and any other electronic-payment mode;

- i) The Bidder must provide printed or handwritten bills;
- j) The Bidder must follow the complete COVID-19 safety protocols;
- k) The Bidder shall pick up the cloths from Residential complex at least twice a week on the schedule shared by the Institute;
- l) No misbehave with residents/students will be allowed;
- m) Use of Polythene is strictly prohibited in the Campus, however biodegradable carry bags are allowed;
- n) Licensee shall keep the premises neat and clean and maintain the general hygiene; and
- o) Consumption of alcohol, tobacco products and smoking is strictly prohibited in the Campus.

All the above terms and conditions and guidelines will form part of agreement. The licensee will have to be bound by these conditions in addition to any other conditions prescribed by the Institute.

12. Guidelines:

All Laundry services should be available all the time at a reasonable price, best quality and right quantity.

- a) Bills have to be provided to every customer;
- b) Encouraged to install swiping machines for convenience in e-payments for the goods delivered;
- c) Institute will not be responsible for the credit extended under any circumstances; and
- d) Institute will not be party nor will help the Licensee where a govt. agency or its official is visiting the premises in connection with the discharge of his duties. Any dispute arising out the same shall be the responsibility of the Licensee and the Govt. Agency;

13. Penalty Provision

In the opinion of the licensor, if the licensee fails to execute the license for the terms mutually agreed and enter in the agreement/contract between the licensor and the licensee to satisfaction of the licensor, the Institute (licensor) has the right to take the following actions;

- a) Imposition of fine for breach of contract by authorized officer of the Institute;
- b) Forfeiture of Security Deposit either partly or fully;
- c) Termination of license by giving one month's notice;
- d) Termination of contract with the above due notice and also simultaneous forfeiture of security deposit; and
- e) In the event of any statutory authorities imposes any punishment or fines etc., and if the Institute is made a party in such penal action the Institute has got the authority to keep security deposit etc., with it until it is proved to the satisfaction of the Institute that such penal actions are ceased. Such penal actions may be a reason for termination of Contract.

14. Dispute Redressal & Applicable Laws

- a) In all disputes and doubts or interpretation of the clauses or conditions applicable to the license or otherwise, the decision of the Institute shall be final and binding on the licensee;
- b) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Jodhpur, Rajasthan, India only;
- c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties;
- d) The proceedings for eviction, if found necessary to be initiated, against a vendor/Licensee/Commercial Establishment/ Firm for non-observance of allotment rules and subsequent non-compliance to the notices from Estate Office, shall be initiated as per provisions under the Rajasthan Rent Control Act, 2001 as amended from time to time;
- e) That the office of Estate officer, IIT Jodhpur only, shall have the jurisdiction to entertain any application in respect of any proceedings under “Commercial Establishment Allotment Rules” document. The document shall be governed by and construed in accordance with the providing laws of Government of India and any disputes arising under this License Deed can be dealt in courts at Jodhpur; and
- f) Force Majeure: Any delay due to Force Majeure will not be attributable to the Vendor. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Vendor for a period exceeding a continuous period of 7 (seven) days.



Indian Institute of Technology Jodhpur

Office of Stores and Purchase

ANNEXURE I

Application Form

For

To

The Director

IIT Jodhpur

N.H. 62, Nagaur Road,

Karwad,

Jodhpur 342037

Rajasthan (India)

Dear Sir

This is in reference to Bid Notification No. _____ dated _____ regarding allotment for laundry shop at IIT Jodhpur located at Karwad Village, Jodhpur. I, hereby submit the bid. I have read all the *Terms and Conditions* supplied along with the bid thoroughly and understood the full content. Further, I hereby agree to abide by the Terms and Conditions stipulated by the IIT Jodhpur from time to time during the operation of my business on awarding the License for the same.

Thank you.

Yours faithfully

Seal & Signature of the Applicant

Full Name: __ Permanent Address: _____

Mobile Phone No: _____



Applicant Information Sheet

1. Name of the Applicant: ____
2. Father's Name of Applicant: _____
3. Nature of Current Business: _____
4. Age of the Bidder : : _____
5. Full Address of Applicant: _____
6. Pan Card No.: _____
7. I offer the following sureties who have signed hereunder as Sureties.

Sl. No.	Name of the Sureties	Occupation	Signature
1.			
2.			
3.			

Seal and Signature of the Applicant

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR
TAKING PART IN BID.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/-
non-judicial Stamp paper by the Bidder)

I / We _____, the shopkeeper hereby declare that the shop
namely _____
_____ has not been blacklisted or
debarred in the past by Union / State Government or organization or Institute
from taking part in Government bids in India.

Or

I / We _____, the shopkeeper hereby declare that the shop
namely _____ was blacklisted or debarred by
Union / State Government or any Organization or Institute from taking part
in Government bids for a period of
_____ years w.e.f. _____ to _____. The
period is over on
_____ and now the firm/shop is entitled to take part in Government
bids.

In case the above information found false I/we are fully aware that the bid/
contract will be rejected/cancelled by Director, IIT Jodhpur, and Performance
Security shall be forfeited.

In addition to the above Director, IIT Jodhpur will not be responsible to pay the
bills for any completed
/ partially completed work

DEPONENT

Name _____

1. Attested:
(Public Notary / Executive Magistrate)

Seal of the firm/company

DOCUMENTS REQUIRED FOR TECHNICAL BIDS: LAUNDRY SERVICES

SI No	Documents Required	Enclosed or not	Remarks
(a)	Copy of Tender documents with all pages duly signed & stamped including Appendices		
(b)	Declaration on Rs 100/- Non Judicial Stamp Paper with reference to 'Not Black Listed'		
(c)	PAN Copy, TIN Copy		
(d)	Registration Certificate Copy		
(e)	Experience Certificate, if any		
(f)	Firms/Owners ITR Copy of last three years		
(g)	EPF Registration Certificate		
(h)	ESI Registration Certificate		

FINANCIAL BIDS: LAUNDRY SERVICES

Sl No	Item Description	Quantity	Units	Basic rate	GST	Total per student
(a)	Ironing and Washing unlimited number of clothes of 01 student (T-shirt, Shorts, Pant, Shirt, Bath Towel, kurta, pyjama, Salwar suit, dupatta, jeans, bedsheet, Pillow Cover) for 04 (Four) months	1	1 student			

Note:

1. Vendor shall quote the Rate for 01 student for the work described above.
2. Monthly Payment will be made to the vendor by the Institute on the basis of number of students residing in the hostel on 15th day of the particular calendar month multiplied by the rate per student quoted by the vendor.
3. Vendor will collect the money directly from students residing in the campus during vacations on the same monthly charges.
4. Service availed by student for more than 15 days will be counted only as 1 complete month.

Main Item

1 [Validate](#) [Print](#) [Help](#)

[Item Wise BoQ](#)



4 Tender Inviting Authority: IIT Jodhpur

5 Name of Work: Laundry Services

6 Contract No: IITJ/SPSI/2021-2022/48

8 Name of the Bidder/ Bidding Firm / Company:

9 **PRICE SCHEDULE**
 (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)
 (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST %	GST Amount in INR Rs. P	TOTAL AMOUNT Without Taxes Per Student col (13) = (4) x	TOTAL AMOUNT With Taxes Per Student col (14) = sum (8) to (13)	TOTAL AMOUNT In Words Per Student
1	2	3	4	5	7	8	9	13	14	15
1	Ironing and Washing Only for Students for 4 Months	Item1	1.00	Student			0.00	0.00	0.00	INR Zero Only
Total in Figures								0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only								

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BoQ1 Optional Item +

Optional

NUMBER #	TEXT #	NUMBER	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST %	GST Amount in INR Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7)	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in	TOTAL AMOUNT In Words	
1	2	4	5	7	8	9	13	14	15	
1	Ironing Only									
1.1	Routine Wear	1.00	Nos			0.00	0.00	0.00	INR Zero Only	
1.2	Light Weight Fabric	1.00	Nos			0.00	0.00	0.00	INR Zero Only	
1.3	Heavy Weight Fabric	1.00	Nos			0.00	0.00	0.00	INR Zero Only	
2	Ironing and Washing									
2.1	Routine Wear	1.00	Nos			0.00	0.00	0.00	INR Zero Only	
2.2	Light Weight Fabric	1.00	Nos			0.00	0.00	0.00	INR Zero Only	
2.3	Heavy Weight Fabric	1.00	Nos			0.00	0.00	0.00	INR Zero Only	
3	Occasional Wears (Dry Cleaning)									
3.1	Blazer	1.00	Nos			0.00	0.00	0.00	INR Zero Only	
3.2	Three Piece Suit	1.00	Nos			0.00	0.00	0.00	INR Zero Only	
3.3	Sarees	1.00	Nos			0.00	0.00	0.00	INR Zero Only	
3.4	Embroidered Lehanga Choli	1.00	Nos			0.00	0.00	0.00	INR Zero Only	
Total in Figures							0.00	0.00	INR Zero Only	
Quoted Rate in Words							INR Zero Only			

Notes:

- (i) L-1 shall be worked out based on total amount quoted for unlimited number of clothes of students(T-shirt, Shorts, Pant, Shirt, Bath Towel, kurta, pyjama, Salwar suit, dupatta, jeans, bedsheet, Pillow Cover, Shocks) for **04 (Four)** months.
- (ii) Rates of clothes requiring Dry cleaning, Ironing & Washing (for Faculty, Staff & Guests) will not be included for working out L-1.
- (iii) Routine wear may include but not limited to the following: T-shirt, Shorts, Pant, Shirt, Bath Towel, Salwar suit, jeans.
- (iv) Light Weight Fabrics may include but not limited to the following: Bedsheet single, Pillow cover, Towel bath, Chair covers, Window Curtains with lining, Car Seat Cover, Partition curtains etc. which shall be counted as one cloth each.
- (v) Heavy weight Fabrics may include but not limited to the following: Full Size Curtain with Lining, Mosquito net, Double Bedsheet etc. which shall be counted equal to two clothes each.
- (vi) Occasional Wear may include but not limited to the following: Sweater, Jacket, Blazer, Three piece suit, Sarees, Embroidered Lehanga Choli etc.
- (vii) In case of Curtains, rates will be inclusive of its removal and putting back at the same place.

**UNDERTAKING AND DECLARATION FOR UNDERSTANDING THE TERMS
AND CONDITION OF TENDER & SPECIFICATION OF WORK**

1. Certified that: -

(a) I/We _____ have read, understood and agree with all the terms and conditions, specifications included in the tender documents and offer to execute the work at the rates quoted by us in the tender form.

(b) If I/We fail to enter into the agreement and commence the work in time, the EMD/SD deposited by us will stand forfeited to the IIT Jodhpur.

2. The Tenderer hereby covenants and declares that: -

(a) All information, Documents, Photo copies/Certificates enclosed along with the Tender offer, are correct.

(b) If anything is found false and/or incorrect and/or reveals any suppression of fact at any stage, IIT Jodhpur reserves the right to debar our tender offer/cancel the purchase/work order if issued and forfeit the EMD/SD/Bill amount pending with IIT Jodhpur. In addition, IIT Jodhpur may debar the contractor from participation in its future tenders too.

Date:

(Signature of Tenderer)

Place:

Name of the Tenderer

COMPLIANCE REPORT

To,
The Director
Indian Institute of Technology,
Jodhpur

REGARDING "TENDER FOR WASHING AND DRY CLEANING WORK AT IIT
JODHPUR"

Dear Sir,

I have gone through the complete terms and conditions of the "Tender for Washing and Dry Cleaning Work at IIT Jodhpur" and accept the same.

Place:

(Signature of Bidder)

Date:

Name: _____

Address _____

Tele No _____