

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

GOREGAON (EAST), MUMBAI

RFQ No. IGIDR/RFQ/2021/ED/07 Date: 26.02.2021

REQUEST FOR QUOTATION

FOR

Annual Contract for providing Laundry Services for Guest House at IGIDR

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.
TELEPHONE: 022 2841 6200/9881070122. FAX: 022 28416399.

SECTION-A
GENERAL INSTRUCTIONS TO BIDDERS

1. Quotations should be addressed to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.**
2. The scan copy of RFQ bid to be submitted through Email to tender@igidr.ac.in with subject of email should be mentioned as- **“Annual Contract for providing Laundry Services for Guest House at IGIDR”** respectively. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the Email. **The bid file should be attached as a PDF document/zip file protected with a password and the password to be shared at the time of bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for bid opening.**
3. The bids will be received up to **02:00 PM on 19th March 2021.** Each copy of the RFQ document under their stamp and signature. No bid will be accepted after due date under any circumstances whatsoever.
4. The Email bid with subject **“Annual Contract for providing Laundry Services for Guest House at IGIDR”** shall be opened by REGISTRAR or his authorized representative in his office on the same day at **03:00 PM through online meeting platform.** The link of meeting will be shared with participated bidders. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
5. **The bidders should provide the password of their bid in PDF/Zip file during the opening of the bids. In case bidder can NOT provide password for the bid file at the time of opening then their bid shall be rejected.**
6. Quotations shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid and the bidder shall not cancel or withdraw the quotation during this period.
7. The bidder must use only the bid forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the RFQ form made by the bidder shall not be valid and shall be treated as null and void.

8. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the Quotation must be attested by initials of the vendor/contractor. Overwriting of figures is not permitted.
9. Each Page of the RFQ document should be signed by the authorized person or persons submitting the RFQ in token of his/their having acquainted himself/themselves with the terms & conditions of contract as laid down. Any bid with any of the documents not so signed will be rejected.
10. The rates shall also be firm and shall not be subject to exchange variations or any conditions whatsoever. Quotation must include in their rates, applicable GST and any other tax and stamp duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, stamp duty or levy whether existing or future, shall be entertained by the Institute.
11. The intending bidder can obtain any clarifications regarding the RFQ document, employee details, previous policy details etc. if any by contacting to Mr. Samir Parab (Administrative Officer) on his mobile- 8097171963 or through email administrativeofficer@igidr.ac.in or in **Administration Office** of the **Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065** on any Institute`s working day.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place:

Signature of Bidder

With the seal of their company

Date:

SECTION-B
GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions.

1. The successful bidder shall provide the services strictly in accordance with scope of work and as per detailed instructions of the Institute's.
2. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
4. **Contract Period:** The contract period shall be initially for 1 year from date of issuance of rate contract which will be further extended for next 2 years depending upon the performance of the bidder on annual basis if performance found satisfactory.
5. **Payment Terms:** The payment shall be released after successful completion of desired service and against submission of invoice and other supporting documents.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature with company seal

Date:

SECTION 'C'

PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
 1. The bidder should have registered under Shops & Establishment Act.
 2. The bidder should have experience in Laundry Service at least 3 years.
 3. The bidder should have valid PAN, Goods and Service Tax (GST) registration number (should submit copy).
 4. The bidder should have executed at least one order at any organization for providing Laundry Services during the period of last three years. The bidder should submit a copy of work order/agreement/completion certificate.
 5. List of clients along with name & contact number of representatives and copy of certificate of appreciation if any.
 6. Either the Registered Office or one of the Branch Offices of the bidder should be located in district/municipal territory of Greater Mumbai.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Envelope-1) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence: Mobile Number: E-Mail address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the firm / company was formed/ incorporated.	
6.	Type of organisation (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
8.	Bank Account Details	A/c No. Bank Name: IFSC:

SECTION-'D'
TECHNICAL BID

• **SCOPE OF WORK:**

Part A: - Scope of Work for the Contractor:

1. The vendor has to collect the linens by visiting the Institute as per the requirement.
2. The linen taken for washing should be submitted back to the Institute well in time in clean condition and with ironing.
3. If the cleaning is not found satisfactorily the vendor has to rectify the same without any additional cost.
4. The payment will be paid on monthly basis and on actual usages.
6. Vendor must provide delivery on time.
7. The vendor will be responsible for high quality cleaning.
8. If in case any of linen missed by vendor the amount that linen will be recovered from billing amount.

Date:

Signature of Bidder with seal

SECTION-‘E’
FINANCIAL BID*

Name of Work: Annual Contract for providing Laundry Services for Guest House at IGIDR.

Sr. No	Particular	Unit	Unit Rate	GST in %
1	Bed Sheet	Nos.		
2	Bath Towel	Nos.		
3	Hand Towel	Nos.		
4	Pillow Cover	Nos.		
5	Door Mat	Nos.		
6	Sofa Cover dry cleaning	Nos.		
7	Sofa cover lace dry cleaning	Nos.		
8	Blanket napkin dry cleaning	Nos.		
9	Netted curtain dry cleaning	Nos.		
10	Lining curtain dry cleaning	Nos.		
11	Rajai dry cleaning	Nos.		
12	Frill	Nos.		
13	VIP napkin plain & Design	Nos.		
14	Chair Cover	Nos.		
15	Solapuri Bed Sheet	Nos.		
16	Convocation Gown	Nos.		
17	Hood or Jacket	Nos.		
18	Pillow dry cleaning	Nos.		
19	Sofa Cleaning per Set	Nos.		
20	Chair Cleaning	Nos.		
21	Small Stool Sheet	Nos.		
22	Transport Fare (To & Fro) for one trip	Per trip		

Place:

Signature of Bidder with Seal

Date:

**To be submitted on company letter head with sign & stamp.*