

Tender No. RC/G.B./Civil/069/2017-18
Government of Gujarat
Office of the Resident Commissioner

Gujarat Bhawan,
11-Kautilya Marg, Chanakyapuri,
New Delhi – 110 021

Dated **20.09.2017**

Tender Documents

Subject: Tender for Laundry Services (Washing, Pressing and Dry cleaning) of various linen items/ clothes for Gujarat Bhawan.

Gujarat Bhawan is a VVIP Government Guest House responsible for providing boarding, lodging and other related services to the constitutional authorities such as Excellency, the Governor of the State, Hon'ble Chief Minister, Hon'ble Ministers, Hon'ble Judges of High Court, MLAs and Senior Government Officers during their visit to Delhi for official purposes. It has well organized rooms, lounge, restaurants and banquet hall for providing the required facilities to the guests. It is always the endeavour of the Gujarat Bhawan management to provide best of the linen available in the market and to ensure its hygiene and freshness, suitable laundry services matching with the stature of the VVIP guests who stay in Gujarat Bhawan during their visit to New Delhi are required.

On behalf of the Resident Commissioner, Government of Gujarat, Gujarat Bhawan, New Delhi, the undersigned invites sealed quotations for the subject works as per the following programme:-

Sale of tender document up to	03.10.2017	17.30 hours
Last date for deposit of completed bids	04.10.2017	14.30 hours
Date of opening of bids	04.10.2017	15.00 hours

Tenders will be opened in the presence of the tenderers or their authorized representatives who may wish to be present on the given time and date.

Chief Administrative Officer
Government of Gujarat
Gujarat Bhawan, New Delhi

1.1 Scope of work

Washing, and pressing of soiled linen of Gujarat Bhawan. Washing or Dry - cleaning and pressing of guest's clothes on daily basis. The representative of the contractor shall visit Gujarat Bhawan everyday between 8.30 AM and 10.30 AM and collect the soiled linen items/ guest's clothes for washing, pressing or dry cleaning as the case may be. The items so collected shall be returned the next day without fail.

1.2 Issue of Tender

Blank tender form can be obtained from the Reception Office of Gujarat Bhawan, Kautilya Marg, Chanakyapuri, New Delhi, on cash payment of ₹ 600/- (Rupees Six Hundred only) on any working day from 20.09.2017 to 03.10.2014 upto 17.30 hrs. Tender can also be downloaded from website of Gujarat Bhawan, www.gujaratbhawan.com. In case the tender is downloaded from website, the bidders need to pay ₹ 600/- (Rupees Six Hundred only) through Demand Draft/ Banker's Cheque in favour of "**Resident Commissioner, Government of Gujarat, New Delhi**" as the cost of tender alongwith submission of the tender.

1.3 Submission of tender

Sealed tender from the bidders shall be received at Gujarat Bhawan, New Delhi upto 14.30 hrs. on 04.10.2017. The tender will be sealed in a single envelope with Name of the work, to be opened on 04.10.2017 at 15.00 hrs., Name of the bidder, Full Address, Telephone Number, and Mobile Number should be mentioned in the tender document. Any tender received after the prescribed date/ time of submission of the tender, will be rejected and subsequently returned unopened to the bidder.

1.4 Acceptance of Tender and Validity of Offers

The Chief Administrative Officer may accept a Tender on behalf of the Resident Commissioner, Government of Gujarat, Gujarat Bhawan, New Delhi. The Chief Administrative Officer will inform the successful tenderer, of acceptance of the Tender. The offers will remain valid for a period of 60 days from the date of opening of the tender.

1.5 Earnest Money Deposit (EMD)

1.5.1 The EMD of ₹ 3,000/- (Rupees Three Thousand only) in form of Demand Draft/ Banker's Cheque from any Nationalized Bank or Scheduled Bank in favour of the "**Resident Commissioner, Government of Gujarat**" payable at New Delhi is to be submitted along with the tender. The failure or omission to deposit the Earnest Money shall disqualify the Tenderer and the Competent Officer shall exclude from its consideration such disqualified Tenderer(s). No interest shall be payable in respect of EMD.

1.5.2 Earnest Money of unsuccessful Bidders will be returned after the award of work to the successful Bidder. The EMD of successful bidder will be adjusted towards the Security Deposit.

1.6 Forfeiture of EMD

1.6.1 In case the successful Bidder backs out and/ or fails to take up the job under the Contract, the EMD will be forfeited by the Competent Authority.

1.6.2 The successful Bidder shall not revoke his Tender or vary its terms and conditions without the consent of the Competent Authority during the validity period of Tender, failing which the EMD shall stand forfeited to the Government of Gujarat.

1.6.3 The EMD of the successful tenderer shall be converted into security deposit for due performance of the contract.

1.7 **Opening of Tender**

1.7.1 Tenders shall be opened on 04.10.2017 at 15.00 hours in the presence of authorized representatives of tenderers. Tenders without EMD will be summarily rejected. The Competent Authority may reject any part or all the tenders without assigning any reasons.

1.7.2 The Competent Officer may, at its discretion, extend this deadline for submission of Tenders by amending the Tender Documents, in which case all rights and obligations of the Competent Authority and Bidders thereafter are subject to the deadline as extended.

1.7.3 Any bid received after the prescribed deadline for submission of Tender, will be rejected and/ or returned unopened to the Bidder.

1.8. **PERFORMANCE GUARANTEE (SECURITY DEPOSIT)**

1.8.1 The successful tenderer will deposit ₹ 15,000/- (Fifteen Thousand only) as Performance security in the form of Demand Draft in favour of "**Resident Commissioner, Government of Gujarat, payable at New Delhi**" from any Nationalized Bank within 7 days of the acceptance of the LoA. The performance security can be forfeited by order of the competent authority i.e. Resident Commissioner, Government of Gujarat, New Delhi in the event of any breach of negligence or non-observance of any terms/ condition of contract or for unsatisfactory performance or for non-acceptance of the work order. Security deposit which shall be got extended to cover the defect liability period of 3 months after completion of the work.

1.8 **Payments**

a) In respect of items belonging to Gujarat Bhawan, the payment would be made on presentation of the bill once in 2 months.

b) In respect of the clothes belonging to the guests, the payment can directly be obtained from the concerned guest.

2. **MINIMUM ELIGIBILITY CRITERIA**

The following shall be the minimum eligibility criteria for selection:

a) **Legally Valid Entity:** The tenderer shall necessary be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956/ Partnership or Proprietary concern. A proof in support of the legal validity of the Bidder shall be submitted.

b) **Registration:** The Bidder should be registered with the statutory authorities such as Income Tax, GST etc.

c) **Clearances:** The Bidder should also have clearance from GST Department, and Income Tax Department. Relevant proof in support shall be submitted.

d) **Experience:** The tenderer should have experience of at least 3 years in providing laundry services as indicated in the tender documents in reputed Hotels, Guest Houses, and Embassies etc. Proof thereof should be enclosed.

e) **Financial capacity:** The tenderers should be financially sound and they should attach a certified copy of previous three years balance sheet without fail.

3. Since Gujarat Bhawan is a VVIP Guest House, premium quality of linen is used for the Guests. As such, it is expected of tendering agency to use best of the material and process for washing of linen/cloths.

3.1 **Process to be deployed:** The tenderers are to indicate the process they would deploy for washing of linen items as well as guest's clothes. Similarly, the process of dry -cleaning of clothes wherever required should be indicated

3.2 The management of Gujarat Bhawan expects first class laundry services for the linen so as to give the guests a feeling of hygiene and freshness. For this purpose, the management expects the prospective tenderers to use the best of raw material to ensure that the linen does not look stale and does not give a bad odour during the use by the guests.

3.3 The ingredients to be used viz., detergent, whitener, softener and other chemicals should be of branded quality and standards to ensure long life and retention of originality of the colour and fabric. The washing, dry-cleaning and pressing of the linen as well of clothes should be of the best quality.

4. **Documents in support of the Minimum Eligibility Criteria**

In proof of having fully adhered to the minimum eligibility criteria mentioned above, the following documents must be attached with the tender:

- (i) 2(a) : attested copy of Certificates of Incorporation issued by the respective registrar of firms/ companies.
- (ii) 2(b) : attested copies of PAN/GST.
- (iii) 2(c) : attested copy of experience certificates for completed contracts/ ongoing contracts issued by respective clients. The tenderers have to submit the relevant work experience Certificates during the last 3 years.
- (iv) 2(d) : attested copy of the audited balance sheets, for the completed three preceding financial years i.e.2014-15, 2015-16, 2016-17.

NOTE: The tenderers have to carry out the work in their own premises. No assistance for purchase of any Plant/ Machinery or material for the purpose shall be provided by the Gujarat Bhawan Management.

5. **VALIDITY OF BIDS**

5.1 Bids shall remain valid and open for acceptance for a period of 60 days from the last date of submission of Bids.

6. **PREPARATION OF TENDERS**

6.1 Tenders should be prepared as per the instructions given in the Tender Document along with all required information, documents in support along with the EMD

Documents comprising Tenders

- (a) Annexure attached to the tender documents duly filled in and signed.
- (b) Tender Document signed and stamped on each page.
- (c) Contact Details Form duly filled in, signed and stamped
- (d) Earnest Money Deposit of ₹ 3,000/- (Rupees Three Thousand only).
- (e) All attested supporting documents as mentioned in the tender documents towards proof.

GENERAL CONDITIONS

1. The validity of the contract will be 12 months from the date of the contract. It can be extended by one year upon satisfactory performance of the Agency.
2. The process deployed for washing of clothes must be indicated in the tenders. It is expected that the work should be of good quality.
3. The list of Plant and Machinery owned by the tenderer should be indicated in the tenders.
4. The successful tenderer should ensure to visit Gujarat Bhawan every day and collect the linen items daily between 8.30 a.m. to 10.30 a.m. regularly. The clothes given for washing should be returned the next day without fail. Work shall be completed on day to day basis.
5. If work of washing and ironing is not found satisfactory, no payment will be made. Repetition of such complaints may result in termination and also forfeiture of security amount.
6. The work would be assigned after entering into an agreement by the successful tenderer in writing with the Gujarat Bhawan.
7. In respect of items belonging to Gujarat Bhawan, the payment would be made on presentation of the bill once in 2 months. In respect of the clothes belonging to the guests, the payment can directly be obtained from the concerned guest by the contractor.
8. The items of clothes normally required to be washed based on the previous occasions is enclosed for reference of the tenderers as shown in the Annex.
9. The rates may be quoted in words and figures. If not, then a cross may be put at appropriate place in the Annex.
10. In case the tenderer is having a current and valid contract with any Bhawan/ Hotel/ Guest House in the vicinity of Gujarat Bhawan, then a copy of the contract may also be attached with the quotation.
11. The past experience in similar work previously executed, may be indicated by way of supporting documents.
12. Copy of PAN/ GST has to be enclosed with the tender documents without fail.
13. All papers of the tender should be signed and stamped by the tenderers.
14. It is mandatory for bidders to quote the rates of each items excluding GST. Otherwise bid shall not be considered.

**Chief Administrative Officer
Government of Gujarat
Gujarat Bhawan, New Delhi**

CONTACT DETAILS FORM
GENERAL DETAILS OF BIDDER

1. NAME OF THE COMPANY -----
2. NAME AND DESIGNATION OF
AUTHORISED REPRESENTATIVE-----
3. COMMUNICATION ADDRESS -----
4. PHONE NO. / MOBILE NO. -----
5. EMAIL I.D. -----
6. List of key personnel of the agency and details(Please attach)

Sl. No. Name Designation Tel./ Mobile No

7 PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

- i. NAME OF THE CONTACT PERSON
- ii. DESIGNATION
- iii. PHONE NO. / MOBILE NO.
- iv. EMAIL I.D.

UNDERTAKING

- a. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
- b. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
- c. I/We give the rights to the competent authority of the office of the Resident Commissioner, Government of Gujarat, New Delhi to forfeit the Earnest Money/ Security money deposit by me/ us in case of breach of conditions of Contract.
- d. I hereby undertake to provide various services for Laundry as per the directions given in the tender document/ contract agreement.

Date:

Place:

Signature of the Authorised Signatory
Designation
(Official seal of the Bidder)

(On Company's letter head)

Please submit your quotation as per following proforma: Rates should be per piece/ per set basis. If not quoting for an item put a cross

(Amount in Rupees)

Sr. No.	Name of Items	Washing & Pressing Charges		Dry Cleaning	
		(In figures)	(in words)	(In figures)	(in words)
	Items in respect of Bhawan				
1	Bed Sheet (Single)				
2	Double Bed Sheet (Double)				
3	Bath Towel				
4	Pillow Cover				
5	Towel Small				
6	Bed Cover (Single)				
7	Bed Cover (Double) (Dry cleaning)				
8	Quilt (Dry cleaning)				
9	Quilt Covers				
10	Blanket/ Carpet/ rug (Single) (Dry cleaning)				
11	Blanket/ Carpet/ rug (Double) (Dry cleaning)				
12	Curtain (per panel) Window (Dry cleaning)				
13	Curtain (per panel) Door (Dry cleaning)				
14	Bath Mats				
15	Napkin/ Duster/				
16	Table Cloth 5' x 7½'				
17	Table Cloth 6' x 10'				
GUESTS CLOTHES					
18	Safari Suit/ Track suit				
19	Under garments set				
20	Kurta & Payjama (without starch)				
21	Kurta & Payjama (with starch)				
22	Dhoti & Kurta (with starch)				
23	Pant				

24	Shirt/ T Shirt				
25	Two piece suit				
26	Vest Coat				
27	Coat / Jacket				
28	Over Coat				
29	Saree				
30	Ladies blouse				
31	Salwar Kameez ladies suit				
32	Shawl				
33	Dupatta				
34	Dressing Gown				
35	Shorts				

Signatures_____

Date _____