

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



**TENDER No: IMU/NMC/LAUNDRY/2022/0027
Issue Date: 22/06/2022**

Issued To,

Tender Document	The tender document can be downloaded from the website www.imunavimumbai.ac.in or www.imu.edu.in . There is no tender fee.
Estimated Cost	Rs.20,00,000/-
E.M.D. Amount	Rs. 50,000 should be drawn in the form of Demand Draft / Pay Order in favour of "IMU, Navi Mumbai Campus" payable at Navi Mumbai
Issue of Tender Document	1500 Hrs on 22/06/2022
Last Date and Time of submission of the Tender	1300 Hrs on 13/07/2022
Date and Time of Pre-Bid Meeting	1430 Hrs on 29/06/2022
Date and Time of opening of the Technical Bids	1500 Hrs on 13/07/2022
Tentative Date and Time of opening of the Financial Bids	Will be uploaded in the website www.imunavimumbai.ac.in or the email will be sent to the Technically qualified bidder

All bidders are requested to visit IMU Navi Mumbai Campus website: www.imunavimumbai.ac.in for regular updates.

TERMS AND CONDITIONS OF TENDER

1. Sealed Tenders are invited by the 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:

Evaluation of Technical Bid: The Evaluation of the Technical bid will be based on below said Eligibility Criteria

a) The bidder should not have been debarred or blacklisted by the Deptt./Ministries of the Govt. of India/PSUs/Corporate Sectors/Educational Institutions/any other reputed organizations during the last **Three years**. [Mode of Proof: Self declaration to this effect as per Annexure - I].

b) The bidder should have satisfactorily completed similar laundry service works with minimum value specified in any one of the three set of values (i or ii or iii) carried out during the last any one of the 3 financial years i.e. since 2018-2019, 2019-2020 & 2020-2021.

i. One laundry service work costing not less than 80% of the present estimated cost i.e., Rs.16,00,000/- (Rupees Sixteen Lakhs only) in Universities/Institutes/Colleges/ PSU/Corporate Sector.

(or)

ii. Two laundry service works each costing not less than 50% of the present estimated cost i.e., Rs.10,00,000/- (Rupees Ten Lakhs Seventy Five Thousand only) in Universities/Institutes/Colleges/ PSU/Corporate Sector;

(or)

iii. Three Laundry service works each costing not less than 40% of the present estimated cost i.e., Rs. 8,00,000/- (Rupees Eight Lakhs only) in Universities/Institutes/Colleges/ PSU/Corporate Sector.

(Mode of proof: copy of purchase order/contract agreement providing “Award of Work”/Copy of completion certificate or Letter indicating return of Security Deposit for proving satisfactory “Completion of Work” to be submitted).

c) The bidder must have Average annual turnover should not be less than Rs. 20 lacks during the Three out of Five preceding previous Financial years (2017-2018, 2018-2019, 2019-2020, 2020-21, 2021-2022). (Mode of proof : copy of Profit and loss account of the company for each of the 5 years authenticated by a Chartered Accountant.

d) Self declaration on letter head having facilities as per Annexure – II, duly filled to be submitted.

e) The bidder should submit the Income Tax return for last three financial years i.e. 2018-19, 2019-20 & 2020-21 with the Technical bid of Tender documents.

f) The tenderer should enclose copies of the following documents, otherwise the offer will be summarily rejected for non submission of any of the following documents.

I. Certificate of Registration of the bidder under relevant law such as Companies Act, and /or Shop & Establishment Act.

II. Permanent Account Number

III. GST IN Registration Certificate

g) Registrar Office in Mumbai, Navi Mumbai & Thane only: The Service Provider should have Registrar Office in Mumbai, Navi Mumbai & Thane (Proof of certificate of registration)

h) The Laundry setup should be in Mumbai, Navi Mumbai & Thane region (Address of the location should be provided in company letter head.

3. The bidder shall submit certificate for Mandate Form (as per Annexure – V).
4. Bids should be forwarded by Bidders under their original memo/letter pad inter-alia furnishing details like GST Number, Bank address with NEFT Account if applicable, etc. and complete postal and e-mail address of their office.
5. The sealed tender should be dropped in the Tender Box at First floor, Conference Room, Administrative Building, Indian Maritime University, Navi Mumbai Campus, Nerul, Navi Mumbai- 400706 or sent by Registered post / Speed Post in the address mentioned 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.
6. The bidder is advised to visit the site and surroundings where the laundry services are to be provided and get acquainted with the operational system and understand the information that may be required for the preparation of the tender and for entering into contract for providing laundry services. The costs of visiting the site shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the site and is aware of operational conditions prior to the submission of the tender documents. Permission, if required, to visit the site will be given during the tender period on application to:

Deputy Registrar
Indian Maritime University,
Navi Mumbai Campus
Karave, Nerul, Navi Mumbai - 400706
Tel : 022-20876809

7. At any time prior to the deadline for submission of tenders, Indian Maritime University, Navi Mumbai Campus may, for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/ corrigenda etc.)

8. Any amendment thus issued will be hosted on the website up to Two days prior to the last date as specified for submission of the bids. All the bidders who have downloaded the Tender Document shall verify if any such amendments(s) have been issued by Indian Maritime University, Navi Mumbai Campus, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the bidder. No separate notice/ intimation of amendments will be sent to those who have downloaded the document from the web or bought tender documents from Indian Maritime University, Navi Mumbai Campus prior to the date of amendments.
9. The Technical bids of the tender shall be opened by a Committee nominated by the Director, Indian Maritime University, Navi Mumbai Campus in the presence of the Authorized Representatives of the bidders, if present at the time of opening of Technical Bids in the Conference Room, Indian Maritime University, Navi Mumbai Campus.
10. 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.
11. The Price bids of the technically qualified tenders shall be opened by a Committee nominated by the Director, Indian Maritime University, Navi Mumbai Campus in the presence of the Authorized Representatives of the bidders, if present in the Conference Room, Indian Maritime University, Navi Mumbai Campus.
12. E.M.D. of Rs. 50,000/- (Rupees Fifty Thousand only) by way of Demand Draft in favour of IMU, Navi Mumbai Campus payable at Navi Mumbai to be submitted to Deputy Registrar, IMU- Navi Mumbai Campus along with Technical Bid. The bids of the bidder, who fail to submit E.M.D., shall be summarily rejected . The E.M.D. of the bidders, who are not qualified under the Technical bid, shall be returned after finalization of tender.
13. EMD of the tenderers will be forfeited if -
 - i) The tenderer is not willing to abide by the terms and conditions after submission of tender.
 - ii) The tenderer does not honour the services required by IMU-NMC.
 - iii) Withdraws the tender enquiry before receipt of final acceptance.
 - iv) Fails to execute an agreement.
14. **Security Deposit:** The successful bidder shall submit the security deposit within 15 days from the date of receipt of the award letter, deposit with Indian Maritime University, Navi Mumbai Campus a sum equal to 3% of the value of the accepted tender, in the form of Demand Draft (In the name of Indian Maritime University- Navi Mumbai campus payable at Navi Mumbai) valid for a period of 15 months from the date of contract commencement from any Nationalised bank, failing which Indian Maritime University – Navi Mumbai Campus may cancel the award of the contract with appropriate action against the agency.
15. **Cancellation of order/forfeiture of Security Deposit, Risk Purchase clause:** In the event of failure to start laundry services within the stipulated date/period in accordance with the

specification as per terms and conditions, Indian Maritime University – Navi Mumbai Campus reserves its right:-

- To cancel the order.
- To forfeit the EMD/security deposit.
- To deploy Laundry Services at the “Risk and Cost of Contractor”.

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

Envelope – I : “Technical Bid” should contain self attested xerox copies of all supporting papers mentioned above.

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

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**.

17. **Evaluation of Financial bids:**

In case the Price bid of more than one agency is same as L-1, then IMU- NMC will award the work to the agency with average of the last 3 year highest turnovers or Based on the service of existing service provider if the existing service provider comes under L-1 list.

18. **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.

19. Tenders in sealed envelope should be dropped in the prescribed Tender Box kept in the First floor, Conference Room, Administrative Building, Indian Maritime University, Navi Mumbai Campus, Nerul, Navi Mumbai- 400706 before the prescribed last date and time. Each page of the tender document and the papers submitted by the Tenderer/Bidder should bear the signature with seal of the Tenderer and serially numbered.

20. **Payment Terms :** 100% payment on submission of bills / invoice in duplicate and acquaintance role duly signed and verified by Indian Maritime University – Navi Mumbai Campus.

Advance Payments: Not Applicable.

21. **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:

- i) Bill/s in duplicate on monthly basis.

- ii) Acquaintance signed by each cadet/staff duly certified by designated cadet committee.
22. **Penalty:** Penalty for the delay in completion of supply/work beyond the stipulated period will be liable for liquidated damages @ 0.5% of order value per week delay or part where of shall be levied and recovered subject to maximum of 10% of total order value a per the directives of Director or designated staff.
23. Washed & ironed clothes are subject to inspected by the authority at the time of delivery at our site.
24. **Liquidated Damages Clause :** Any damage or loss of clothes/uniform during Laundry Services, the fresh purchase will be made by IMU – Navi Mumbai Campus and the cost of the same will be charged and debited from the due payment of Contractor's bill.
25. IMU, Navi Mumbai Campus 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.
26. Offer must be submitted in accordance with the instructions as per Terms and Conditions of the Tender.
- 27. Commencement & Duration of the Contract:**
The contract will be initially for a period of one year, extendable by another Two years (Yearly basis), subject to the satisfactory performance of the Laundry Service Agency at the same rate, terms and conditions and at the sole discretion of the Director, IMU Navi Mumbai Campus.
28. If successful bidder fails to enter into contract within 7 days, the next successful bidder may be awarded the contract if he accepts the L1 rates of the successful bidder at the discretion of competent authority IMU-NMC.
29. **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.
30. **Settlement of Disputes/Arbitration :** It is incumbent upon the contractor to avoid litigation and disputes during the course of execution. However, if such disputes take place between the contractor and IMU-NMC, effort shall be made first to settle the disputes at IMU, Navi Mumbai Campus. The contractor shall make request in writing to the Director, IMU, Navi Mumbai Campus, 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, Navi Mumbai Campus. If differences still persist, on vendors request Director IMU-NMC would appoint a neutral arbitrator for settlement of the dispute. In case the vendor is not satisfied he may choose his legal recourses available to him.
31. Bidder who does not comply with the terms and conditions of this schedule are liable for rejection without any further reference.

32. Estimated value of the work is **Rs.20,00,000/- per annum**.
33. Validity of tender is to be 120 days from the last date for submission of tender.
34. The premises of the bidders can be inspected anytime by the designated Indian Maritime University, Navi Mumbai Campus officials.
35. The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU-Navi Mumbai Campus will form the basis for the evaluation. In exceptional cases Indian Maritime University, Navi Mumbai Campus or his representative reserves the right to obtain the additional documents / clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the Indian Maritime University, Navi Mumbai Campus, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the Indian Maritime University, Navi Mumbai Campus.

36. Agreement:

Upon receipt of the Work Order by the Contractor, he shall prepare the Agreement as per Annexure – ‘III’ of the tender documents at the earliest without any delay and complete all the formalities and submit the same to Indian Maritime University, Navi Mumbai Campus duly executed on stamp paper for value of Rs.200/- (Rupees Two Hundred only) within 15 days from the date of receipt of Work Order. The agreement should be submitted by the contractor along with the required security deposit. One set of the agreement will be returned to the Contractor after the signature of authorized signatory of Indian Maritime University, Navi Mumbai Campus.

37. Force Majeure: (A) Definition: The term “Force Majeure” means any event or circumstance or combination of events or circumstances that affects the performance by the vendor of its obligations pursuant to the terms of this Agreement (including by preventing, hindering or delaying such performance), but only if and to the extent that such events and circumstances are not within the vendor’s reasonable control and were not reasonably foreseeable and the effects of which the vendor could not have prevented or overcome by acting as a Reasonable and Prudent person or, by the exercise of reasonable skill and care. Force Majeure events and circumstances shall in any event include the following events and circumstances to the extent they or their Clause: The contractor has to intimate the Force Majeure condition which caused the interruption in service as soon as it is determined that service cannot be provided.

SCOPE OF WORK:

1. The successful contractor to put up laundry collection distribution stall at the place designated by IMU inside the IMU-NMC Campus. This stall to be manned by the personnel from laundry service provider from 05.30 pm to 07.30 pm **THREE DAY** in a week evening on working days (Monday, Wednesday & Friday).
2. The contractor to maintain the sheet of distribution and collection on a monthly basis as per format below. The scale of clothing is as below:

Sr. No.	Items	To collect the clothes per month per cadet
1.	Terry-cot Shirts – Half/full sleeves	8 nos.
2.	Terry-cot trousers	4 nos.
3.	Bed sheet	2 nos.
4.	Boiler suit	2 nos.
5.	Gym. Rig. T-shirts	4 nos.
6.	Gym. Rig. - Shorts	4 nos.
7.	Towel	2 no.
8.	Pillow cover	2 no.

Note: Contractor is not to accept private clothing in lieu of uniform/boiler suit.

Sr. No.	Items	To collect the clothes per month from duty warden
1.	Window Curtain	60
2.	Door Curtain	20

Monthly Format

Summary of Cadets Clothes Given For Laundry On _____

S. no	Cadet Name	Ship No	Types Clothes										Cadet Signature	
			WTC Half& Full Shirts	WTC Trousers	Bed sheets	Boiler Suits	Window Curtains	Door Curtains	Gym Rig		Pillow cover	Towel		
			Qty 8*	Qty 4*	Qty 2*	Qty 2*	Qty 60	Qty 20	T-Shirts Qty 4*	Shorts Qty 4*	Qty 2*	Qty 2		
1														
2														
3														
4														
5														

NOTE: -

1. WTC - White Terri Cotton.
2. *Maximum quantity of clothes for each category can be given by any Cadet in a particular month.

3. The contractor to collect the laundry as per the scale for each cadet's as stipulated by IMU.
4. The laundry collected to be washed & ironed and delivered to the cadets through the counter within 4 days.
5. At the time of collection of laundry and individual receipt to be given to the cadets indicating the date and time of delivery of washed & ironed clothes.
6. The two copies slip showing number of clothes collected cadet wise to be noted and signed by cadets.
7. The civil clothes in addition to the above may be given by cadets at their own cost. In case a cadet gives his personal clothing it is chargeable directly to individual cadet at the same rate as given in the contract.
8. The Contractor to maintain the status of collection/distribution in the above format, to be submitted during each visit along with signature of cadet caption.
9. Washed & ironed clothes are subject to inspection by the authority at the time of delivery at our site.

Declaration regarding Blacklisting/Debarring
(On company letter head)

Ref. No.

Date:

To
The Director,
Indian Maritime University,
Navi Mumbai Campus
Karave, Nerul
Navi Mumbai – 400 706

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 – II

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. _____

ANNEXURE – III

FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.200/-)

IT IS THIS _____ day of _____ 2022 MUTUALLY AGREED between the IMU, Navi Mumbai Campus, hereinafter referred to as “the Employer” (which expression shall mean and include their assigns and successors) on the one part AND M/sa company /incorporated under the companies Act, 1956.....having its Registered office at herein after referred to as “the Contractor” (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per tender documents hereinafter called “The Works” and has accepted a Tender by the Contractor for the execution, completion and guarantee of such works.

NOW THIS AGREEMENT WITNESSES as follows:-

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a) Technical and Financial bids
 - b) Instructions to the Bidders
 - c) Terms and Conditions of contract
 - d) The work specified in the tender documents
 - e) The Annexures` (duly filled)
 - f) The Purchase Order
 - g) Security Deposit
2. In consideration of the payment to be made by the Contractee to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Contractee to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Contractee hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the tender documents and any other conditions given in the tender documents.

5. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Mumbai.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

On behalf of the Contractor

On behalf of Employer

Signature

Signature

Name

Name

Address

Address

Official Seal

Official Seal

Place

Place

Date

Date

On behalf of the Contractor

On behalf of the Employer

Witness:

Witness:

i) Signature

i) Signature

Name:

Name

Address

Address

Place

Place

Date

Date

ii) Signature

i) Signature

Name:

Name

Address

Address

Place

Place

Date

Date

ANNEXURE - IV

PRICE BID

Schedule to Tender No.IMU/NMC/LAUNDRY/2022/0027 for **LAUNDRY SERVICES** to IMU, Navi Mumbai Campus, T.S. Chanakya, Karave, Nerul, Navi Mumbai - 400 706.

Sl. No	Items	Approx. monthly requirements	Rate per piece (Rs.)	Total amount (Rs.)
1.	Terry-cot shirts – Half /Full Sleeves	4,400 pcs.		
2.	Terry-cot trousers	2,200 pcs.		
3.	Bed sheet	1,100 pcs.		
4.	Pillow Cover	1,100 pcs.		
5.	Boiler suits	1,100 pcs.		
6.	Towels	1,100 pcs.		
7.	Gym – Rig (T-Shirts)	2,200 pcs.		
8.	Gym – Rig (Shorts)	2,200 pcs		
9.	Door Curtain	20 pcs		
10.	Window Curtain	60 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)**

MANDATE FORM
(Account/s Information form)

REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.

A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

B, BANK ACCOUNT DETAILS:

ACCOUNT NAME (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

Note: Please attach a Cancelled Cheque along with the account information form.

COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

(.....)

Signature of Beneficiary

Date:

Mandatory for Vendors/suppliers/Contractors etc., Payment:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

(.....)

Signature of Bank Manager