

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

GOREGAON (EAST), MUMBAI

RFQ No. IGIDR/RFQ/2022/ED/12 Dated 18.08.2022

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 6909 6200/9881070122. Fax: 022 6909 6399.

SECTION-‘A’
GENERAL INSTRUCTIONS TO BIDDERS

1. The quotation should be addressed to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.**
2. The scan copy of the bid to be submitted through Email to tender@igidr.ac.in with the subject of the Email should be mentioned as **“Annual Contract for Providing Laundry Services for Guest House at IGIDR.”** 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 should be shared during the bid opening through an online meeting. The vendor should keep their password secure and be required to give only when asked in an online meeting for bid opening. If a bidder cannot attach a single bid file to an email, they can split their bid and submit it in multiple emails with mentioning in the email subject as Part-I, II, III.... etc.**
3. The bids will be received up to **03:00 PM on 8th September 2022.** Each page of the RFQ document is under their stamp and signature. No bid will be accepted after the due date under any circumstances whatsoever.
4. The Email bid with the 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 next day on **9th September 2022 at 11:30 AM through the online meeting platform.** The link to the meeting will be shared with participating bidders. In case the government declares a holiday 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 a PDF/Zip file during the opening of the bids. If a bidder can NOT provide the password for the bid file at the time of bid opening, then their bid shall be rejected. We encourage the bidder to submit their bid file protected with a password; however, if the bidder cannot submit their bid in a password-protected file, they can also submit a bid without a password.**
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 be treated as null and void.

8. Rates should be quoted both in figures and in words in columns specified. Initials of the bidder must attest to all erasures and alterations made while filling the Quotation. 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 the 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 not be subject to exchange variations or any conditions. The quotation must include in their rates applicable GST and any other tax and stamp duty or other levies, 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, scope of work, etc., if any, by contacting **Mr. Samir Parab** (Administrative Officer) on his **mobile - 8097171963** or through Email at 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 company seal

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 the scope of work and as per detailed instructions of the Institute.
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:** If 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 the arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in English, and any award or awards shall be rendered in English. The procedural law of the arbitration shall be Indian law. The award of the arbitral tribunal shall be final, conclusive, and binding upon the Successful Bidder and the Institute.
4. **Tenure of Contract:** Initially, the contract period shall be for **one Year** from the date of award of work order; however, it can be extended for further 02 years based on the review of services yearly on the same rates, terms & conditions if services found satisfactory.
5. **Termination:** If the services of the successful bidder are not found satisfactory, then the institute may terminate their contract by giving one month's notice period.
6. **Payment Terms:** The payment shall be released after successfully completing the desired service and against submitting the invoice and other supporting documents.

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

Place:

Signature of Bidder 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. The bidder should submit a valid copy of the registration.
 2. The bidder should have experience in Laundry Services for at least **two years**.
 3. The bidder should have a valid PAN, Goods, and Service Tax (GST) registration number (should submit a copy).
 4. The bidder should have executed at least **one** work order at any organization for providing Laundry Services during the last **three years**. The bidder should submit a copy of the work order/agreement/completion certificate.
 5. List of clients along with name & contact number of representatives and copy of the certificate of appreciation, if any.
 6. Either the Registered Office or one of the Branch Offices of the bidder should be located in the territory region of MMRDA.

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 (Email-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: Email address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the firm/company/Society/Trust was formed/ incorporated.	
6.	Type of organization (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., Society/Trust, etc.)	
7.	Enclose a copy of the partnership deed, Articles of Association, or Affidavit (in case of firm)	
8.	Bank Account Details of Bidder	Account No. Bank Name: IFSC:

SECTION-‘D’
TECHNICAL BID

• **Scope of Work for the Service Provider:**

1. The successful bidder must collect the linens by visiting the Institute 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 to the successful bidder will be paid on a monthly basis and as per actual usage.
5. The successful bidder must provide delivery on time.
6. The vendor will be responsible for high-quality cleaning.
7. If any linen is missed by the successful bidder, the linen cost/amount will be recovered from the billing amount.

Date:

Signature of Bidder with company seal

SECTION-‘E’
FINANCIAL BID*

Name of Service: 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		

Total quoted amount in words Rupees...

Place:

Signature of Bidder with seal

Date:

**To be submitted on company letterhead with sign & stamp.*