

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY,
GREATER NOIDA

Tender to be deposited by 4.00 P.M on 29 July 2024

TENDER FOR LAUNDRY SERVICES

Sir,

1. Sealed quotations are hereby invited from registered & approved agencies for providing Laundry services in Army Institute of Management & Technology, Greater Noida Campus. Prescribed tender forms can be downloaded from website of the Army Institute of Management & Technology, Greater Noida (aimt.ac.in). Tender form duly completed in all respects must be sent by post or by hand to reach this office on or before 29 July 24 up to 4.00 PM. The Tender will be accompanied by a Bank Draft of Rs 1000/- as Tender Fees (Non refundable) and Rs 10,000/- as earnest money in favour of Army Institute of Management & Technology, Greater Noida. Tender form without DD will be rejected. The tenders will be opened at Army Institute of Management & Technology, Greater Noida. Date and time of Tender opening will be intimated in AIMT website.

General Terms and Conditions

2. Other terms and conditions remaining same, preference will be given to agencies run by - ex-servicemen. The necessary proof in this regard must be enclosed. However other Laundry employees need not be Ex-servicemen.
3. Earnest money deposit must be attached in the form of demand draft/pay order/FDR for Rs 10,000 /- Drawn in favour of the Army Institute of Management & Technology, Greater Noida.
4. Tender form should be clearly filled in ink legibly or typed free from erasing cutting, alteration unless attested by the tenderer shall disqualify the tender. The number, rates and amount tendered must be in figures as well as in words.
5. Each page of the tender must be signed with seal of the agency.
6. Attested copies of Registration Number of the firm, Licence Number under contract labour Act, Provident fund Account Number, ESI Number, shall be enclosed.
7. The contractor shall comply with all legal requirements for obtaining licence under contract labour Act 1970.
8. PAN Number and latest income tax clearance certificate should be attached. The agency must be registered with service tax department, Delhi/Noida/ Greater Noida- copy of proof to be attached.
9. The contractor shall abide the provisions of minimum wages act 1948 and contract labour act 1970 and other labour laws applicable to him.
10. The agency shall also be responsible to provide all the benefits viz Bonus, PF, ESI, Gratuity etc to eligible employees.

11. Performance certificate issued by the concerned organization where such types of works/jobs have been performed should be attached.
12. The Institute reserves the right to cancel/reject full or any part of the tender in which the tenderer do not fulfil the conditions stipulated in the matter. Any act on part of the tenderer to influence any body in the Institute is liable to rejection of the tender.
13. Tenderer should take care that rates and amount are written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender for rejection.
14. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No enquiry verbal or written shall be entertained in respect of acceptance / rejection of the tender
15. The contractor shall provide a non judicial stamp paper of Rs 100/- for preparing a contract agreement.
16. In the event of any breach/violation of conditions of the contract, the said earnest money would be forfeited by the Institute.
17. The sealed envelop must have name of participating agency and tender for Laundry services must be mentioned overleaf.
18. Income tax will be deducted from each bill before payment, as per the rules.
19. The antecedents of the agency and the staff deployed will be got verified by the Police authority.
20. That the agency staff shall work under overall directions of the Registrar/Director.
21. That the Institute shall have the right to ask for removal of any person of the agency, who is not considered to be competent and orderly in the discharge of his duty.
22. That the agency shall not engage any sub contractor or transfer the contract to any other person.
23. **Setting Up of New Laundry Plant**
 - (a) Second party (the Contractor) will install new mechanized laundry plant in the institute for providing Laundry Services. Complete cost of the installation of machine will be borne by the second party.
 - (b) To provide washing services by means of mechanical laundry in institute in case of major fault/ failure in mechanical means in one of the plant, he will rectify the same within 7 days. In case of minor faults the contractor will rectify within 2-3 days. In case of major faults the second party will make alternative arrangements for washing of the clothing item. No payment will be made in case service is not provided on account of above.

24. **Terms for Washing and Ironing of Clothing**

(a) Second party is to wash and iron unlimited number of clothing item of each student per month. Clothes will be taken for wash thrice in a week. Second party will provide washing and ironing services to all single living students and staff in the hostel.

(b) Clothing items for washing will not include dry cleaning items, under-garments, handkerchief and socks.

(c) The clothing items will be collected directly from each floor from the rooms of the students. It is the responsibility of the second party to collect the clothing item from each room with proper register maintained for each hostel. In case of loss of any clothing items the payment will be made by the contractor.

(d) Second party will pay the cost of clothing item as mutually decided by both the parties. The decision of the First Party will be binding in case of dispute

25. Contractor will be responsible for collection/delivery of clothing items.

26. Contractor will procure and use all material and labour required for the laundry at his own cost.

27. Contractor will ensure decontamination of clothing items.

28. Water and space for the laundry plant will be provided free of cost to the contractor, however electricity charges as per the Institute electricity rate and as per meter reading will be levied in monthly bill.

29. Contractor/Supervisor and upto four labour will be accommodated where laundry machine has been installed in the Campus. Licence fee for the accommodation for labour as per the Institute rate will be charged from contractor.

30. The contractor will pay a sum of Rs 20,000/- as rebate for each year on award of contract which will be recovered in three instalments from the first three monthly bills.

31. Regular electric land water supply will be ensured by the Institute.

32. **Payment Terms**

(a) Contractor shall present the bill of previous month by 05th date of the each month.

(b) Minimum clients using the laundry service will be 500.

33. **Penalty for withdrawal after Award of Contract .** The Contractor is not permitted to withdraw from the contract after the contract is awarded, penalty for withdrawal will be governed by the following rules:-

(a) If the party withdraws - 100% of Security will be
after starting the services. forfeited without any notice given
by Second Party.

34. **Security**

(a) The Second Party and the staff will always carry on their person the valid security passes failing which the entry to the campus will be denied by the main gate sentry. Security passes will be issued by the Registrar, Army Institute of Management & Technology (AIMT).

(b) Police verification and staff employees are mandatory. No repeat no employee will be permitted inside the institute premises without police verification.

(c) The Second Party and staff employed by him shall comply with the instructions issued from time to time by the Registrar, Army Institute of Management and Technology (AIMT) directly or through the Estate Supervisor to ensure compliance of security instructions and conduct of his personnel in the campus.

(d) The second party will abide by all the statutory requirement of his employees in terms of EPF, ESI and it will be his sole responsibility and the first party will not be responsible..

35. **Security Deposit/EMD/Bank Guarantee**

(a) On award of the contract, the Institute will recover the Security Deposit of Rs 20,000/- in 04 months at Rs 5,000/- per month will be retained with Institute and after completion of the contract the security amount will be refunded to the contractor.

36. **Monthly Laundry Charges**

(a) As per the lowest tender per student per month for washing and ironing of unlimited number of clothing items for each student.

(b) In case new semester starts in between a month, full month's laundry payment will be charged in case more than 10 days service is provided. Any short holidays in between of semester like Deepawali, Holi, and Christmas etc will not be considered and full monthly payment will be charged except Annual/long breaks. However if the Annual Break (s) start in between a month (e.g. from 15 May till 15 June), payment for the entire month will be charged and not for the next month. No charges will be levied during summer and winter breaks ordered by the First Party.

37. **Duration of the Contract** The contract period "shall be for three year duration". The initial period of 1 (one) year will be considered as probation period during which the services may be terminated in case of unsatisfactory service provided. The contract may be extended by one more year subject to quality of performance upto three years. The Director Army Institute of Management & Technology (AIMT) will be the sole authority to decide this aspect.

38. **Contract Termination:-** The management reserves the sole right to terminate the services or cease the Operation/effectiveness of this agreement under the following circumstances:-

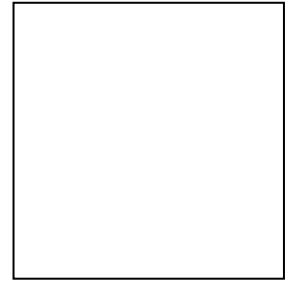
- (a) When the second party so desires through a written statement giving a notice of minimum six months.
- (b) When the management considers the contractor unable to run the mechanical laundry installed in the said institute to the satisfaction of users at various levels (i.e. not keeping up the standard of cleanness, hygiene level not maintained and alteration in the detergent). The first party will take necessary steps for checking up of the quality of laundry services provided to the students. For such conclusion the management will allow three occasions to the contractor i.e. the second party through written instructions and thereafter assess its output. For assessing the output on each occasion the first party will allow a minimum of one month time and conclude its opinion through consensus. The management shall communicate such negative opinion to the contractor in writing if any and a copy of the letter should be issued at the head office address also.
- (c) When the management opines that the contractor has sublet the plant to another person or persons.
- (d) In the event of any dispute or difference arising in the operation of this contract or interpretation of any clause of the contractors specified above, the decision of the Management will be final and binding on the Contractor.

Date: July 24

Sd x-x-x-x-x-
(Dinesh Kumar Tyagi)
Colonel (Retd)
Registrar

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY,
GREATER NOIDA

TENDER FORM



1. Last date for depositing Tender Form
On 29 July up to 4.00 PM at
Army Institute of Management & Technology,
Plot No M-1, Pocket P-5, Greater Noida (U.P.)

2. Name, Address of Firm/ Agency and Telephone Number.

3. Name, Designation, Address and Telephone Number of Authorised person of Firm/
Agency to deal with _____

4. Please specify as to whether tender is a sole proprietor/ partnership firm incase
partnership firm . Address and Telephone Number of Director/ Partners should be specified.

(a) _____ (b) _____

(c) _____ (d) _____

5. PAN No of Income Tax Deptt & Clearance Certificate _____

6. Provident Fund Account No _____

7. ESI No _____

8. Licence No under contract Labour (R&A) Act _____

9. Service Tax Registration No _____

10. GST Registration No _____

11. Details of Earnest Money deposited: -

(a) Amount: Rs _____ Rs _____
_____ in words

(b) Bank Draft/ Pay Order/ FDR No _____

(c) Date of issue of DD/PO/FDR _____

(d) Name of issuing authority _____

11. Details of experience with regard to running of Laundry Services (with full details of agency to whom such contracts awarded). Copies of the satisfactory reports should be attached. In case number of agencies, are much then separate sheet may be used for indicating experience etc...

12 I, Shri _____ S/O, W/O, Shri _____
_____ Resident of (local Address solemnly state that I have not so far been black listed by any of the Institution / Offices in which I have worked / run shops.

13. Declaration by the Contractor:-

“This is to certify that I/We before signing the tender have read and fully understood all the terms and conditions contained herein and quote the rates as under :-

(b) Rate of washing and ironing of unlimited number of clothes for each students
Rs _____
(Rupees in words _____ (all inclusive)

(Signature of tenderer)

NAME: _____

DESIGNATION: _____

ADDRESS: _____

TELEPHONE NO (O): _____ (R) _____

Mobile No _____

Dated : _____