

TENDER NOTIFICATION



INDIAN MARITIME UNIVERSITY

(A Central University)

Kolkata Campus (KC),

P-19 TARATALA ROAD, KOLKATA, 700 088

Sealed tenders are invited for providing 'Automated Onsite Laundry Services' under Two cover system:

Name of Service	EMD	Last date & time for Submission
Tender for providing 'Automated Onsite Laundry Services' at IMU-KC, Taratala, Kolkata for one year from the date of commencement of service (likely to be 01.06.2017) extendable further on satisfactory performance, by one year at a time up to a maximum of 2 more years, (i.e. up to 31.05.2020) at the same rates & other terms and conditions.	Rs 65,000	25.05.2017. 1400 hrs

Tender documents i.e. Tender forms and other terms and conditions / details can be downloaded from IMU-KC website www.merical.ac.in from 04.05.2017

DIRECTOR , IMU-KC



INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

P-19 TARATALA ROAD, KOLKATA, 700 088

TENDER FOR PROVIDING AUTOMATED ONSITE LAUNDRY SERVICES AT IMU
KOLKATA CAMPUS

Tender Number: IMU-KC/ Laundry Services/2017-18/1

VOLUME - I

Tender Abstract

Particulars	Details
Tender Title	Tender for providing 'Automated Onsite Laundry Services' at IMU-KC, Taratala, Kolkata
Tender Number	IMU - KC / Laundry Services /2017 - 18 / 1
Pre-Bid Meeting	18.05.2017 – 15.00 hrs
Tender Document can be Downloaded from IMU website	From 04.05.2017
Cost of Tender Form	Rs. 1000 in the form of DD in favour of Indian Maritime University, Kolkata Campus payable at Kolkata
Last Date of Submission of Tender	25.05.2017 – 1400 hrs
Technical Bid Opening Date and Time	25.05.2017 – 1500 hrs
EMD Amount	Rs. 65,000/- in the form of DD in favour of Indian Maritime University, Kolkata Campus payable at Kolkata
Address for Submission of Tender	The Director, Indian Maritime University, Kolkata Campus, P-19, Taratala Road, Kolkata: 700088, West Bengal, India

INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

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General Rules and Directions for the Guidance of the Bidders

1.1. Introduction & Definitions

1.1.1 The Indian Maritime University is a Central University established by an Act of parliament and headquartered at Chennai. The Kolkata Campus of the Indian Maritime University (hereinafter referred to as the Buyer or IMU-KC) invites sealed tenders for providing 'Automated Onsite Laundry Services' at Indian Maritime University, Kolkata Campus located at P-19 TARATALA ROAD, Kolkata defined in the tender documents (hereinafter referred to as the "Laundry Service/s" or "Service").

Upon award of contract the successful bidder, is also termed as 'Service provider' in this tender.

The terms Laundry staff include all the persons deployed by the service provider to deliver the service.

1.2. Eligibility Criteria

The tender is invited in TWO COVER SYSTEM and is open to all service providers who fulfill the following eligibility criteria:

i) Experience – No. of years in the Business:

The Bidder should be in the Business of Providing "Similar Service" for a period not less than 2 years i.e. since 2014 – 15.

[Mode of Proof: ESI / PF / Service Tax Registration Certification / Certificate of Incorporation / Registered partnership deed / IT Returns / Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing work – Proof for providing similar service since 2014-15 or earlier to be enclosed].

ii) Experience – Completion of similar works:

The Bidder should have satisfactorily completed "Similar Service" involving values as listed below during the last five financial years i.e. since 2011-12

a) at least 1 Service with a minimum value of Rs. 8 Lakh [OR]

b) at least 2 Services with a minimum value of Rs. 6 Lakh Each [OR]

c) at least 3 Services with a minimum value of Rs. 4 Lakh Each

[Mode of Proof: Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing work].

iii) Turnover

Should have had annual turnover of at least Rs. 10 Lakh in each year in 'Similar Service' - during the past 2 financial years i.e. 2014-15 & 2015-16

[Mode of Proof: Annual accounts duly certified by a Chartered Accountant / Income tax Returns].

"Similar Service" means contract for providing Laundry Services with Government / Semi-Government/ Public Sector organisations/ National level educational institute like IIT, IIM, NIT and Universities/ Public Limited Companies.

iv) Possession of Valid PAN

The Service provider should have a valid Income Tax Registration Number / PAN and other statutory requirements as per Rules in force.

[Mode of Proof: Copy of the PAN Card to be produced]

v) The Staff employed by the Service provider should have been covered by ESI and PF and other statutory obligations if they fall under its registration category. [If they had not registered so far, the bidders have to registers and cover the employees within the time stipulated by IMU-KC, within 2 months after the work order]

[Mode of Proof: Copies of Respective Registration Certificates along with Receipts for the payments made during the last 12 months and declaration to this effect]

vi) Should not have been black listed so far.

[Mode of Proof: Self declaration to this effect]

With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be IMU's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.

All the Mode of Proof Documents for meeting eligibility criteria enclosed with the tender are to be duly signed by the authorized signatory. If required, IMU-KC may insist for notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU- KC also reserves the right to ask more proof to corroborate the eligibility declarations.

1.3. General Conditions

1.3.1 The Bid submitted will be evaluated based on the details of technical qualification submitted by the bidder under Cover I in the prescribed formats to ascertain whether the bidders qualify. The Cover II (Price Bid) of only those firms who technically qualify as per the documents in Cover I will be opened.

1.3.2 The duly authorized signatory (ies) of the entity should sign in all the pages of the tender document including the annexure / schedules signifying the acceptance of all the terms and conditions, stated in the various parts of the tender. The person(s) authorized to sign the tender shall also sign in all the pages of the supporting documents submitted as proof of their eligibility etc. In other words, every page of the bid submitted should have the signature of the duly authorized signatory of the bidder.

1.3.3 Bidder should furnish all the details in the prescribed Proforma and as per the requirements set out in the tender documents under Cover I. Bids and Tender documents should be complete in all respects and any incomplete tenders will be rejected.

1.3.4 If there is any addition of similar items in the uniform list provided after award of the contract, IMU-KC, may apply suitable equivalent rates based on some reasonable basis, as determined by IMU-KC, like weight of equivalent items etc.

1.4. One Bid per Bidder

The Bidder who submits more than one tender will be disqualified.

1.5. Cost of Tendering

The bidders shall bear all costs, efforts or their time associated with the preparation and submission of their tenders and the IMU-KC will in no case

be responsible or liable for those costs / efforts / time, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU, due to any reason whatsoever and at any stage of the tender (IMU is not responsible, if there is a cancellation even after price bid opening).

1.6. Site Visit

It is mandatory for the bidders to visit the site and surroundings where the Laundry Services are to be provided and acquaint themselves with the operational system, site conditions, Uniform sizes / weights, periodicity of washing etc. 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. Permission, if required, to visit the site will be given during the tender period on application to the Dy. Registrar, IMU-KC.

1.7. Rejection of Tender Documents

The bidder shall read and understand the contents of the tender documents, carefully. Failure to comply with the requirements of tender submission will render the tender liable for rejection. Tenders, which do not comply with the requirements of the tender conditions, will be rejected.

1.8 Clarification of Tender Documents

A bidder requiring any clarification regarding the tender documents may notify in writing to the address mentioned in the invitation of tenders or E-Mail to dradmin.kolkata@imu.ac.in with a copy to director.kolkata@imu.ac.in, IMU-KC will respond to any valid request for clarifications, raised during the pre-bid meeting or received one week prior to the last date for submission of tenders. IMU-KC's decision is final and binding with regard to interpretation of terms used or other tender contents.

1.9 Amendment to Tender Documents

1.9.1 At any time prior to the last date for submission of tenders, IMU KC may, for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by amendments (addenda / corrigenda etc.)

1.9.2 Any such amendments will only be hosted on the website and will not be intimated individually to any bidder / prospective bidder. Such amendments may be made up to three days prior to the last date specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify, whether any such amendments have been issued by IMU-KC, 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 site.

1.10 Preparations and Submission of Tenders

1.10.1 Language of Tender

The tender, and all correspondence and documents, related to the tender, exchanged between the bidder and IMU KC should be in the English language only. If the bidder along with their offer furnish any printed literature written in any other language, such documents should be supplemented with their English translation also. The contents in the English translated version alone shall be taken into consideration.

1.10.2 Documents comprising the Tender

The tender submitted by the Bidder shall comprise the following and should be read in conjunction with any Amendments issued in accordance with Clause 1.9.

(i) Cover I (Technical Bid)

- a) Demand Draft towards cost of application
- b) Earnest Money Deposit
- c) Tender Document downloaded from IMU-KC Website comprising Tender Notification, Abstract, General Rules and Directions for the Guidance of the bidder, General description of Service and other terms and conditions (Annexure I), Schedule and location of Laundry equipments (Schedule I to Annexure - I), List of Uniform and other items (Schedule II to Annexure - I), including the amendments, corrigenda / addenda issued by IMU – KC which are duly signed by the authorized signatory in each page with stamp signifying the acceptance of all the tender conditions / terms / contents.

d) Duly filled Technical Bid format (Annexure II) with all the documents stated in the technical bids and other supporting documents in evidence of the data filled in technical bids and any other documents stated in the tender document.

e) Bidder Memorandum (Annexure III) duly signed by the bidder.

The Cover I shall be addressed to "The Director, Indian Maritime University – Kolkata Campus" and should be duly super scribed as "Cover-I-Technical Bid for Providing 'Automated Onsite Laundry Services' at IMU-KC" and sealed properly. Name and Address of the bidder shall also be written/ printed on the cover.

(ii) Cover II (Price Bid)

The Cover II shall only contain the Price Bid formats given in Annexure - IV viz.

a) Form of Tender,

b) Priced Bill of quantities / Filled in Price Bid format

All the above should be duly filled in, signed and sealed:

The Cover II shall be addressed to "The Director, Indian Maritime University – Kolkata Campus" and should be duly super scribed as "Cover-II-Price Bid for 'Automated Onsite Laundry Services' at IMU-KC" and sealed properly. Name and Address of the bidder shall also be written/ printed on the cover.

(iii) Main Cover

Both the "Cover I" and "Cover II" shall be placed inside the main cover and sealed properly. The main cover should be duly super scribed as "Tender Title and Number of the tender mentioned in the Tender Abstract. The tender shall be either sent to the address mentioned in the Tender Abstract so as reach before the last date for submission or dropped in the tender box placed in the Administration section (Ground Floor), IMU – KC, prior to the last date for submission.

1.11 Conditions stipulated by the bidder

The bidder shall note that no alternative or counter or qualifying tender conditions by the bidder will be acceptable to IMU - KC. Tenders containing

any qualifying conditions or even bidder's clarifications in any form will be treated as non-responsive and will run the risk of rejection.

1.12 Filling up of Forms, Completeness & Mode of Submission of Tender:

1.12.1 The bidder shall submit all the documents required to be submitted as per Clause 1.10 duly filled in along with their covering letters, data and other information so that the tender is complete in all respects.

1.12.2 The Bill of Quantities and Rates shall be filled in either typed or written in indelible ink and shall be signed by the person or persons duly authorized to sign on behalf of the bidder.

1.12.3 Bids sent by telex, fax, Email etc. (i.e. modes other than by way of speed post/ courier/ dropping in the box provided) shall not be accepted.

1.13 Last date for submission of tender, Extension and Late Tenders

Tenders must reach the IMU-KC at the address stated in the Tender abstract Prior to the time mentioned in the tender abstract. IMU KC may, at its sole discretion extend the date and time for submission of tenders. Any updates with regard to such extension or any other communication intended for the bidders / prospective bidders will be made only through IMU-KC's website stated above. Any tender received after the last date and time for submission of tenders prescribed will be rejected.

1.14 Tender Prices

1.14.1 The contract shall be for the total Laundry Services at IMU – KC, Taratala, Kolkata as described in Sub - clause 1.1.1, based on the unit rates and prices quoted by the bidder in the price bid.

1.14.2 Tender price covers service provider's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Laundry Services at IMU-KC and includes all the liabilities of the service provider such as cost of uniform and identity cards of personnel deployed by the service provider and all other statutory liabilities like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc.

1.15. Tender Validity

1.15.1 Tenders shall remain valid for 120 days from the last date for submission of tender

1.15.2 In exceptional circumstances, prior to the expiry of the original tender validity period, the IMU KC may request the bidder to extend the period of validity for a specified additional period. The request and the response thereof shall be made in writing through E-mail or Post. A bidder agreeing to the request will not be required to nor permitted to modify his tender, but will be required to extend the validity of his tender for the period of extension. In case a bidder is not agreeing to the request of the IMU KC for extension of validity of the tender, then his tender will not be processed further and the portions of his tender which have not been opened will be returned to them unopened as the case may be. The EMD paid by them will also be refunded to them as in the case of other unsuccessful bidders.

1.16 Earnest Money Deposit (EMD)

1.16.1 Each tender should be accompanied by an Earnest Money Deposit (EMD) for the value stated in the Tender Abstract which shall be in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of **“Indian Maritime University-Kolkata Campus”**, Payable at **Kolkata**.

1.16.2 No other form of deposit towards Earnest Money shall be accepted.

1.16.3 Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU-KC will be summarily rejected. However, exemption from EMD may be considered by IMU – KC only upon written request enclosed with the Technical Bid duly enclosing the relevant and valid exemption certificates from MSME/NSIC. No exemption from payment of EMD is available to any bidder for any other reason whatsoever.

1.17 Tender Opening, Bidder Participation, Stages of Evaluation (Technical and Price Bid)

- 1.17.1 Technical bids will be opened at the Deputy Registrar's Office in IMU – KC located at the address stated in tender abstract. Any bidder who is willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. Authorized representative of the bidders will be permitted only upon production of a letter of authorization duly issued by the bidder containing the specimen signature of the representative. The maximum number of person allowed per bidder is one.
- 1.17.2 The bidder or his authorized representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the IMU-KC, the tender shall be opened at the specified time on the subsequent working day.
- 1.17.3 Technical bid (Cover-I) of each bidder shall fulfill all of the minimum eligibility criteria prescribed in Clause 1.2. If the bidder fails to fulfill any one of the above criteria, he would be treated as technically not eligible and their Cover II – Price bid shall not be opened.
- 1.17.4 The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU-KC will form the basis for the evaluation. In exceptional cases IMU KC reserves the right to obtain any clarifications from any of the bidder without vitiating the tendering process. If in the opinion of the IMU-KC, information and documents supplied in support of the tender do not meet the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU-KC. After satisfying that all / or some of the bidders have attained the minimum qualifying criteria as detailed above, bids of only the technically qualified bidders who fulfill all the pre-qualification / eligibility criteria, will be considered for further evaluation. If a bidder does not fulfill even single minimum eligibility criteria / pre-qualification criteria during the technical bid evaluation, his financial bids will not be evaluated and financial bids of such un-qualified bidders will be returned, unopened. A suitable date and time for opening of the Cover II – Price Bids will be fixed and those bidder(s) who

are qualified will be intimated about the opening of Cover - II – Price Bids. The Cover- II -Price Bids will be opened in the presence of the qualified bidders or their authorized representatives, if they choose to attend and be present. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in Clause 1.17.1 & 1.17.2.

1.17.5 After evaluating the price bids received under Cover II, the bidder who quoted the **Lowest Estimated Weighted (L-1) Price** as per Col. (F) will be awarded the work. In case the Price bid of more than one agency is same as L-1, then IMU will be assigning marks to various eligibility parameters like turnover, number of years of relevant experience etc. of such L-1 bidders and work will be awarded to the bidder who scores highest marks, among the L-1 bidders.

1.18 Influencing prohibited

Any effort by a bidder to influence the buyer during the processing of tenders or award decision will result in the rejection of his / their bid offered and may also lead to black listing.

1.19 Correction of Errors (in Price Bid)

Bidders are advised to exercise utmost care while preparing the Price bid and technical bid. If there is a discrepancy, IMU – KC may decide to reject the tender altogether. However, IMU-KC may also at its sole discretion, consider accepting the tender, If there are differences between the rates quoted by the bidder in words and in figures or in the amount worked out by him, adopting the following procedure:

- a) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the bidder for individual items, shall be reckoned.
- b) In case, the amount of an individual item is not mentioned by the bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the bidder in words shall be reckoned.
- c) In case the rate quoted by the bidder, both in figures and in words tallies but the amount is not worked out correctly, the total rate quoted by the bidder shall be taken as correct.

1.20. IMU KC's right to accept any tender and to reject any or all tenders.

The IMU KC reserves the right to accept or reject any tender / all tenders, and to annul / cancel the tendering process, at any time / stage prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidders of the grounds for the IMU-KC's action.

1.21 Refund of EMD

1.21.1 The EMD will be refunded to all the unsuccessful bidder(s) within one month from completion of the tender evaluation process. No interest will be allowed on the Earnest Money.

1.21.2 The EMD of the successful bidder will be refunded only after the remittance of security deposit in any manner as aforesaid. Alternatively, the successful bidder shall when his tender is accepted, furnish security deposit as specified in the clause elsewhere after giving credit to the amount deposited by him as earnest money. The balance, if any, will be refunded to the bidder against such request. Till such time, the earnest money shall retain its character, as such, till the successful bidder furnishes the security deposit.

1.21.3 Where a person whose tender has been received on behalf of the IMU-KC intimates that they are withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the IMU-KC (or) fail to furnish the security deposit within the time prescribed by IMU (normally within 10 days of placing of work order), the IMU-KC shall without prejudice to IMU-KC's any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely.

1.22 Contract Agreement

The successful bidder shall, if awarded the contract, enter into and execute an agreement in the form prescribed when called upon to do so with such modifications as agreed upon prior to the date of acceptance of the tender and until the formal agreement is prepared and executed, this tender together with the written acceptance shall form a binding contract between the buyer and the

service provider. All costs, charges and expenses including stamp duty in connection with the contract as well as preparation and completion of agreement shall be borne by the bidder.

1.23 Evaluation of Bids:

After evaluating the price bids received under Cover II, the bidder who quoted the **Lowest Estimated Weighted (L-1) Price** of price bid will be awarded the work.

Total Estimated monthly cost under Col. (F) will be used for evaluation of price bid. The lowest quoted bidder in the grant total of Col. (F) of the price bid i.e. Grant total of estimated monthly cost will be awarded the work. However, mere quoting low rates alone will not confer any right to such bidders seeking acceptance. The decision of the Director in this regard will be final and no further correspondence will be entertained.

In case the financial bid of more than one agency is same as L-1, then IMU will be assigning marks to various eligibility parameters like turnover, number of years of relevant experience etc. of such L-1 bidders and work will be awarded to the bidder who scores highest marks, among the L-1 bidders.

The decision of the Director, IMU – KC in this regard will be final and no further correspondence will be entertained.

Price bid evaluation will be made based on Rates quoted inclusive of applicable taxes.

1.24 Other Terms and Conditions are enumerated in Annexure –I.

ANNEXURE - I

General Description of Service and other terms and conditions for the proposed service

2.1 Details of Personnel etc.:

The service provider may be asked to furnish to the IMU-KC the details of the Laundry staff posted in the IMU-KC before posting at campus and any changes thereof within 24-hours of the same. IMU-KC reserves the right to reject any person posted in IMU-KC without assigning any reason

2.2 SCOPE OF WORK

2.2.1 The service provider shall do and perform all such work forming part of Laundry Service etc. and acts, matters and things connected with and incidental to the Laundry Service etc. using appropriate machinery and tools and as per the direction enumerated herein and in accordance with such directions, which the IMU - KC may issue from time to time including the following:

- i. There are 4 boys-hostel approx. accommodating about 1100 cadets. IMU-KC will bear the Laundry charges only for the Uniform provided by IMU-KC, as listed in the Schedule II to Annexure I, for the B.Tech (M.E) cadets only. IMU-KC will not bear the laundry cost for the following:
 - a) Clothes not listed in the Group A of Schedule II to Annexure I.
 - b) Uniforms / Cloths of Cadets beyond the permitted quantity specified in the Schedule II to Annexure I

However, laundry services need to be provided for the above cases, if they are willing to pay directly to the launderer at the contracted rates. No laundry service is to be extended to any persons other than the B.Tech (ME) cadets.

- ii. The Service provider has to install on his own the Heavy Duty Commercial Washing Machines, Electrical Heated Dryer, Hydro Extractor Electric Iron, Pressing Table and Steel Racks (optional) and other equipment / accessories as may be necessary for running the laundry services and shall bear the expenses for running the in-house/ on site automated laundry services. IMU - KC shall

only provide the space for the same free of cost. The tentative list of machine / equipment required is listed in Schedule I to Annexure I. The list is only indicative, however the laundry service provider to ensure that adequate number of machines are used so that the laundry services are provided in timely and smooth manner.

- iii. Each month 6 services should be provided to each cadet with a maximum of 10 units per service. (IMU-KC reserves the right to vary the no. of services / no. of units per service). Maximum days between one pick up and another should not exceed 5 days. It should be ensured that the previous set of clothes, after completing washing and ironing of the clothes, delivered to the cadets prior to the pick-up of cloths for the next cycle.
- iv. The Service provider must declare that how many latest machines he will use. The Service provider will be responsible for day to day maintenance; repair of machines, in the event of breakdown, etc. It is the responsibility of the service provider to ensure that suitable replacement is made whenever there is a breakdown in the machines used. No delay in providing service for any reason whatsoever will be acceptable to IMU-KC. The Service provider will be fully responsible for the safety of their stocks, furniture, fixtures, machines, apparatus, equipment etc. IMU – KC will not be responsible/ liable for any damages caused to the Service provider by any way including theft & fire etc. and no such claim to compensate any such damages will be entertained by IMU - KC.
- v. The Service provider shall deploy trained workers who are totally capable of executing the job. The work should be executed very carefully and machines should be maintained properly duly ensuring all safety measures. If damage occurs, the Service provider shall be solely liable for any liability, loss, claim in respect of personal injury to or any mishap /casualty of any person arising out of or during the course of carrying out the laundry works.
- vi. The Service provider will deploy workers for collection & delivery of the clothes to the students. The workers deployed at laundry shall be employees of the Service provider and the Service provider shall be liable to pay them their wages and other statutory dues etc., for which they are legally and statutorily entitled. The laundry shall run six days of the week including Saturday and Sunday. The weekly off should be taken on any day other than Saturdays and Sundays. Collection and delivery of clothes will be done to students as per door-to-door

delivery mode. Students will have the option to collect or deposit clothes at the counter also. Timings for collection and delivery of clothes shall be approved by the Deputy Registrar.

- vii. IMU – KC shall have the right to ask the Service provider to remove any such person, who is not found to be competent and orderly in the discharge of the satisfactory laundry services or having behavior detrimental to campus environment.
- viii. The Washing Machines installed should be brand new and should be insured.
- ix. The water charges @ Rs. 3000 pm will be recovered monthly. For electricity a new sub meter shall be installed by the service provider at his own expense/cost. The Service provider should pay the electricity charges to the IMU-KC as per readings in the sub-meter.
- x. All the consumables like detergent powder etc. necessary for providing laundry services are to be provided by the service provider and the cost of the same shall be fully borne by the service provider. The detergent used in washing shall be of approved quality i.e. Surf Excel or equivalent branded detergent powder and will not keep any other detergents in laundry. The officer authorized by IMU – KC has the right to check the quality of material and ask to change any brand and item at anytime.
- xi. All the civil and electrical, plumbing structures, as required for providing laundry services, which are permanent and immovable in nature will be done by IMU-KC in consultation with the service provider. IMU-KC will not provide any other equipment / machine / tools etc. for providing the service.

2.3 BIDDER’S REPRESENTATIONS AND WARRANTIES

The selected bidder hereby represents warrants and confirms to the IMU-KC that:

- 2.3.1 He has the necessary skills, knowledge, experience, expertise, required capital net worth, adequate and competent Facility staff, systems, equipment and procedures and capability to duly perform its obligations in accordance with the terms of the Agreement and to the satisfaction of the IMU KC, provided, however, that the IMU-KC’s judgment as regards the quality and skills of the Bidder and his Facility Staff shall be final and binding on the Bidder.

- 2.3.2 The personnel deployed by the service provider for the job Should possess good conduct and discipline & Should not have any criminal records. No Minor should be engaged.
- 2.3.3 The execution of the Agreement and providing services hereunder by the Bidder to the IMU-KC does not and will not violate, breach any covenants, stipulations or conditions of any Agreement, Deed entered into by the Bidder with any third parties.
- 2.3.4 Bidder shall abide by all laws of the land including Labour Laws (ESI, PF, Bonus, Income Tax or any other extra taxes levied by the Government), Welfare measures of his employees and all other obligations applicable to this contract regardless of whether such obligations enumerated and defined herein, any such onus shall be the exclusive responsibility of the Bidder, and it shall not involve the IMU-KC in any way what-so-ever.
- 2.3.5 There shall not be any Master-Servant or Employer-Employee relationship or any legal or contractual relationship between the IMU KC and Laundry staff deployed by the service provider for any purpose including with reference to any claim, disputes, rights & duties etc. between the service provider and his personnel. The Laundry staff shall be the employees of the service provider and all the statutory compliances, liabilities and obligations including the requirements to deposit contributions for and to file periodic returns of details of persons deployed under various labour legislations such as Provident Fund Act, Employees State Insurance Act, Minimum Wages Act (Contract Labour (Regulation & Abolition Act 1970), etc. and all other labour and other legislations as applicable from time to time, during the currency of the contract, with regard to the personnel engaged by the service provider for service to IMU - KC, are the responsibility of the service provider and shall be solely complied with and met by the service provider. Any penalty / damage / claim / compensation of any nature whatsoever arising out of any litigation or non-compliance of various labour and other legislations as determined by concerned Government Authorities shall be solely and directly borne by the service provider. The Service provider shall indemnify IMU-KC, in the event of

imposition of any such penalty / damage / claim / compensation etc to the fullest extent of such.

2.3.6 The service provider shall alone be responsible & entitled to act in pursuance of this Contract and the service provider shall not directly or indirectly transfer, assign or makeover any rights and obligations of the contract or any part thereof to any other persons.

2.3.7 In the event of any losses or damages to any Properties or effects of University by theft, Pilferage, the service provider shall alone be responsible & liable to pay, reimburse & indemnify all losses & expenses suffered or paid or payable by the University, if such loss is attributable to the conduct of Laundry staff deployed by the service provider.

2.3.8 Laundry staff engaged shall be given proper training by the Service provider.

2.3.9 The selected Bidder shall arrange to have a Branch Office in Kolkata, if not already existing.

2.3.10 The authorized person of IMU – KC has the right to check the quality of material and ask to change any brand and item at anytime.

2.3.11 Cloths of one cadet should not get mingled with those of other cadets during the laundry process.

2.3.12 Laundry identification markings should be as small as possible and should not be visible from outside of the cloths.

2.4 BIDDER'S COVENANTS

2.4.1 The Bidder shall supply ID-cards to the persons engaged by him. The IMU-KC may not allow any employee to enter the IMU-KC Premises without ID Card.

2.4.2 The service provider should maintain a log book for efficient delivery of cloths duly signed by the cadets. Forging with the records with wrong intention will be penalised by Rs 1000 per instance.

2.4.3 In case of any loss / damage caused, not due to natural calamities, or an Act of God, to the property of the University where the complicity or laxity of the laundry staff of the service provider is suspected, a joint enquiry will be held to fix the responsibility and determine the quantum of compensation to be paid by the service provider. In this regard, the decision of the Director, IMU-KC will be final and binding on both parties.

2.4.4 Food, Accommodation arrangements for the service provider's personnel will not be provided by IMU-KC

2.4.5 Commencement & Duration of the Contract:

The period of agreement will be initially for one year from the effective date as per the order awarding the contract/ acceptance by the IMU – KC. IMU-KC is likely to instruct the successful bidder to commence the Work from 1st June 2017. Subject to the providing of Service to the satisfaction of IMU-KC and at the sole discretion of IMU-KC, the contract is extendable further by one year at a time up to a maximum of 2 years at the same rates and other terms and conditions. In any case, total period of contract will not exceed 3 years i.e. initial one year plus two extensions of one year each.

2.4.6 The selected Bidder shall be responsible and liable for and shall indemnify IMU-KC and keep the IMU-KC indemnified, safe and harmless at all times, against:-

Any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature, whatsoever made or instituted against or caused to or suffered by IMU-KC directly or indirectly by reason of:-

any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, bad faith, disregard of its duties and obligations here under, service, act or omission of or by the Service provider and / or any of his Staff,

and/or any theft, robbery, fraud or other wrongful act or omission by his staff.

2.4.7 The service provider shall take day to day instructions from the Officer in Charge of IMU-KC.

2.4.8 The service provider shall be responsible for the good conduct and behaviour of his employees within IMU-KC. In the event of any misdemeanour like being under the influence of liquor/drugs or indecent or insolent behaviour by any laundry staff found misbehaving with the staff member / student of the IMU-KC or found abetting with another person in any sorts of misdeeds, the service provider shall terminate the services of such of his employees on his own or whenever there is a recommendation of the Director or the officer in charge. In all the above terminations, the service provider shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by IMU-KC, failing which it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by IMU-KC will be imposed. The service provider shall issue necessary instructions to its employees to act upon the instructions given by the Officer in Charge of IMU-KC.

2.4.9 The scope of work, description and the terms and conditions maintained herein above are only indicative and not exhaustive and the Bidder shall meet any other requirements of IMU-KC communicated from time to time, relating to the Laundry Service.

2.4.10 All correspondence regarding Laundry service & payment of bills etc., or any other matter shall be done only with the Director, IMU – KC through the Officer in Charge and unless and until otherwise communicated by IMU-KC, Deputy Registrar (Admin) of IMU-KC will be Officer in charge for all purposes relating to the provision of onsite laundry services at IMU-KC.

2.4.11 Security Deposit

Within 3 days of the successful bidder's receipt of notification of award from IMU-KC, the Bidder shall furnish a Security Deposit at the rate of 5% of the

contract value in the form of an A/C Payee Demand Draft drawn in the name of Indian Maritime University, payable at Kolkata towards due compliance of contract obligations to the satisfaction of the IMU-KC and to make good any loss or damage caused to the IMU-KC owing to acts in pursuance/violation of terms herein. The EMD already paid can be adjusted towards the Security Deposit, and in which case, the balance of security deposit is to be paid within 3 days of notification of award by IMU - KC. If the bidder fails to submit the Security deposit to IMU-KC within the stipulated time, IMU-KC shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely and / or may, at its sole discretion, treat the bidder as having lost his eligibility for the award of the contract.

2.4.12 The Security Deposit will be discharged by the IMU-KC and returned to the service provider not later than 90 days following the date of completion of the service provider's performance obligations.

The proceeds of the Security Deposit shall be payable to the IMU-KC as compensation for any loss(es) incurred by IMU-KC resulting from the failure of the service provider to meet out its obligations under the Contract, as determined by IMU-KC. This shall be in addition to any other action/ penalty taken by IMU for delays/ default/ failure on the part of the service provider.

If there is any delay in payment of Security deposit beyond the specified or extended time as per Clause 1.22 interest at the rate of 18% per annum for the period of delay may be charged by IMU-KC, in the event of IMU KC deciding to award the contract even after such delay.

No interest is payable on the Security Deposit.

2.5 PAYMENT TERMS

2.5.1 Submission of bills:

The service provider should submit the bill for the providing Laundry Service to the University on or before the 10th day of the succeeding month along with supporting documents as determined by IMU-KC for the previous month. There may be variations in the actual items given by cadets in a given month.

The billing to IMU-KC should be restricted only for items listed under Group A in Schedule II to Annexure II and for charges for items listed under Group B the payments at the quoted rates to be collected directly from respective cadets. The billing should be based on actual quantity for which laundry service availed by the cadets during the calendar month subject to a maximum item wise limits permitted by IMU-KC (Col. C of Schedule- II to Annexure-1) for items listed under Group A, multiplied by respective rates stated in the price bid in Column (C) of the price bid. IMU-KC reserves the right to increase / reduce the quantity mentioned in Column (C) of the Schedule II to Annexure - I format. For laundry service in excess of individual permitted limits under Group - A and for items listed under Group B of Schedule II to Annexure-1 and for any other items given by the cadets / students for laundry service not in the list (neither in Group -A nor in Group B of the schedule II to Annexure-1), are **not to be billed to IMU-KC** and instead the charges for such items may be collected directly from cadets. IMU-KC is not responsible for the collection nor guarantees such payment.

2.5.2 IMU-KC reserve the right to permit interchange of similar items within Group A (except bed sheet / boiler suits - as determined by IMU-KC) which would be communicated by the Director, IMU-KC and unless and until such communication given in writing by the Director, the billing to IMU-KC shall be restricted the permitted limits stated in Col. C of the Schedule II to Annexure-I.

2.5.3 Total Estimated cost under Col. (F) is only for evaluation of price bid.

2.5.4 Disbursement of Bills:

The IMU - KC will, after verification of the claim for its correctness, make payment within fifteen working days after the date of receipt of the claim, complete and correct in all respects, from the service provider. No interest is payable by IMU-KC in case of any unavoidable delay in settling the bills. However IMU-KC would endeavour to settle the bills within said date. TDS at the rates applicable shall be deducted U/S.194 (c) of Income Tax Act 1961 on the whole amount.

2.5.5 Setting off of service provider's bills:

IMU-KC shall be entitled to set off the following against and deduct and recover from the service charge and any other sums payable by IMU-KC to the service provider at any time:

Tax, levy or any other amount whatsoever which may be required to be deducted by order of any Court/Authority under any law now in force or which may come into force during the currency of this Agreement.

Any and all amounts which may be or become payable by the Service provider to IMU-KC under this Agreement.

2.6 Penalties & Fines

In case of persistent and repeated lapses by Service provider, IMU-KC may impose further fines deemed prudent and may even ask to the Service provider to remove such Laundry staff and to provide replacement without affecting the work.

Penalties:

- a. In case of any unsatisfactory service, deduction upto 10% of the amount due for the month, as determined by the director, IMU-KC, will be imposed on the service provider.
- b. In case the service provider fails to commence/execute the work as stipulated in the agreement, IMU-KC reserves the right to impose the penalty as detailed below:-
 - i. 2% of cost of order/agreement per week, up to four weeks of delay.
 - ii. After four weeks delay, IMU reserves the right to cancel the contract and withhold the agreement and get this job be carried out preferably through other service provider(s).The difference if any maybe recovered from the defaulted service provider. The defaulting service provider may be black listed for a period of 3 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
- c. If there is delay in delivery of washed / ironed clothes (i.e. not delivered within 5 days/ prior to next collection) proved to be attributable to the service provider – Rs. 3000 per instance.

- d. If the quality of washing / ironing observed to be sub-standard or poor (at the time of delivery) – Rs. 2000 per instance + such cloths are to be properly washed and ironed and delivered within 2 days at free of cost.
- e. If the clothes are torn or damaged during washing / ironing or other laundry process or not delivered or missing or exchanged with other cadets clothes - Purchase Cost of such clothes are to be paid to IMU-KC which may in turn pass it on to the cadets by way of Uniform or otherwise.
- f. If outsiders' cloths found inside IMU-KC laundry facility: - Rs. 10000 per instance+ any other penalty as deemed fit including termination.
- g. If clothes of one cadet mixed and processed with other cloths of other cadets during the laundry process - Rs. 200 per instance.
- h. If laundry facility is closed on a non-weekly off day – Rs. 3000 per day.
- i. If any of the tender condition is violated, IMU-KC has the right to impose any penalty as deemed fit by the IMU-KC's administration.
- j. Forging with the records of log book (for efficient delivery of cloths duly signed by the cadets), billing etc. with wrong intention will result in penalty of by Rs 1000 per instance.

2.7. Review Termination

2.7.1 Review:

The contract is subject to quarterly appraisal and reviews by the authorities of IMU-KC. A record of every lapse small or big will be maintained by the IMU-KC & if required, a monthly meeting with the representative of the Contactor/Service provider and the Officer in Charge of IMU-KC will be held and minutes of the same recorded for compliance, thereof.

2.7.2 (i) Termination by IMU-KC by giving 3 months notice:

IMU-KC may terminate the contract, for any compelling reason other than sub-clause (ii) below, by giving the service provider three months prior written notice of the same and this Agreement will stand terminated on the expiry of the three months period provided that the service provider has fulfilled and complied with all his obligations to the IMU-KC in connection with and under this Agreement up to the date of such termination. Security deposit will be refunded to the service provider in this case within the stipulated time.

(ii) Termination by IMU-KC by notice shorter than 3 months:

This may be resorted to by IMU-KC only in case of gross violation / breach of any of the terms of the contract by the service provider or if there is a persistent dissatisfactory service, as recorded in the review meeting minutes, as per IMU-KC, which are not rectified by the service provider or when no remedial action taken by the service provider. This will be resorted to only after giving opportunity to the service provider for giving his reply.

- a) In case of termination / pre-mature withdrawal of contract by the service provider, by giving 3 months notice, before completion of one year, Security deposit will be forfeited.
- b) Termination / pre-mature withdrawal by service provider without advance notice of 3 months may lead to black listing in addition to forfeiture of Security deposit.

IMU-KC is not responsible for any loss that may be caused to the service provider consequent upon any kind of termination / withdrawal stated above. In all the cases, IMU-KC shall be entitled to retain hereunder or which become due after termination thereof, any amount which, according to IMU-KC is due and owing to it by the service provider arising directly under this Contract.

2.7.3 POST TERMINATION RESPONSIBILITY OF THE SERVICE PROVIDER

(i) Upon termination of this Agreement, the service provider shall immediately deliver to IMU-KC all the Documents/ tools/ equipment and any/ all data pertaining to IMU-KC, held by it or in the possession/ custody/ control of his staff, to IMU-KC. The service provider shall also forthwith remove all his staff together with his machines/ equipment / tools whatsoever from the premises of IMU-KC as directed by the IMU-KC. IMU-KC reserves the right to demand from the service provider to finish any particular service / services which may at the date of termination stands incomplete in full or part.

(ii) Any breach of the obligation or delay in its implementation of post termination responsibilities of service provider shall without prejudice to IMU-KC's other rights at law will, result in levy of compensation at the rate of Rs.10,000/ per day with interest thereon upto the rate of 18% per annum. This amount may without prejudice to all other rights of recovery vested as

per law with IMU-KC also be recovered from the amount outstanding to the service provider.

2.8 NON EXCLUSIVE

It is agreed and clarified that this Agreement is on a non-exclusive basis and the parties are at liberty to enter into similar agreements with others. Provided, however, the service provider shall ensure that his entering into agreements with other parties, shall not in any way conflict with or affect IMU-KC's interests, rights, remedies under this Agreement or in law. However, the machines / equipment / tools / manpower etc. provided in IMU-KC's onsite laundry facility should not be used in any manner whatsoever, for outsiders. Sub-contract by the Contractor is not permitted.

2.9. Arbitration & Jurisdiction

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-KC. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Kolkata. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Kolkata.

2.10. AGREEMENT

Agreement has to be executed by the successful service provider as per these Terms and Conditions of the tender.

Director

Signature

Authorized representative with Seal

Schedule – I to Annexure I:

Tentative number of machines and other equipments - subject to change as per directions from IMU – KC from time to time

Sl	MACHINES AND EQUIPMENTS	Number required
1.	Heavy Duty, Industrial Type Commercial Washing Machines (Capacity 100 kg)	4
2.	Electrical Heated Dryer	4
3.	Hydro Extractor	1
4.	Electric Iron	4
5.	Pressing Table with boiler	4
6.	Other equipment/ accessories	AS NECESSARY

Schedule – II to Annexure I:

Sl.	Description	Permitted Qty per cadet per month	Remarks
A	B	C	D
	Group – A (Items to be billed to IMU-KC – Uniforms provided by IMU-KC & Bed sheets / Pillow covers)		
1	White Terry Cotton Shirt (Half Sleeves-summer about 8months) and/or (Full Sleeves-winter (about 3 m)	8	
2	White Terry Cotton Half Pant (Not during dec, jan & Feb) and/or Track suit maroon with cream strip 1 Pair during winter (3 per month)	7	
3	Black Terry Cotton Trouser with socks or White Terry Cotton Trouser with Socks	6	(permitted qty 8 during winter)
4	White Nylon Stockings (Knee Length) in pairs	6	
5	Sports Shirts (T Shirt) Red and Sky Blue	6	
6	Sports Shorts Black and Dark Blue	6	
7	Bed Sheet	6	
8	Pillow Cover	6	
9	Sports Stockings light blue and red.	3	
10	Navy Blue and White turban (for Sikh Students - at present 3 cadets)	2	
11	Tunic - Max. 2 per year per cadet	0.2	2 per year per cadet
12	Navy Blue Woollen Blazer with IMU insignia + Black and Navy Blue Tericot Tie with Monogram - Max. 1 per cadet per year	0.1	1 per year per cadet
13	Swimming Trunks (about 100 per month) – only for	4	Only for swimming class

	swimming class attending students		attending students and not applicable to other cadets
14	Boiler Suit Full Sleeves (Orange Colour)	2	only during workshop classes & not applicable for other cadets
	Group - B (Items to be collected from individual cadets not to be billed to IMU-KC - Other than uniforms provided by IMU-KC & Bed sheets / Pillow covers)	Estimated Qty	
15	Pant (Casual / Formal) - Other than Uniform provided by IMU-KC	6	
16	Shirt (Casual / Formal) - Other than Uniform Provided by IMU-KC	6	
17	Towel - Other than Uniform Provided by IMU-KC	4	
18	Night Suit - 1 pair	6	mostly availed by 1st year students

Annexure-II

(Technical Bid-Cover 1)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Tender for Providing 'Automated Onsite Laundry' Services at Indian Maritime University – Kolkata Campus at Kolkata

Ref: IMU-KC's Tender Notification No. IMU-KC/ Laundry Services /2017-18/1 dated: 25.05.2017

From

Name & Address of the Bidder

Ph:

Email:

To

The Director,

Indian Maritime University,

P-19, Taratala Road

Kolkata - 700088.

Dear Sir,

We hereby submit our Technical Bid for providing 'Automated Onsite Laundry Services' at IMU-KC as detailed below.

1. Experience in the business of providing Similar Service Since 2014-2015 or earlier:

Sl	Eligibility Criteria details	Bidders Confirmation
1	Whether in the business of Providing Similar Service Since 2014-2015 or earlier & meet this eligibility criteria (Yes / No)	
a)	Since which Year?	
b)	Mode of Proofs enclosed:	Page No.

(i)		
(ii)		
(iii)		
(iv)		
(v)**		

** - May add more rows as required

2. A. Similar service with minimum value specified in any one of the three set of values (a or b or c) carried out during the last Five financial years (2011-12 to 2015-16):

Sl	Eligibility Criteria details	Bidders Confirmation
A	Whether carried out similar service with minimum value specified in any one of the three set of minimum service values (a or b or c) during 2011-2012 to 2015-16 & thereby meet this eligibility criteria (Yes / No)	
a)	At least one similar service with a minimum value of Rs.08 lakh: (Yes / No)	
b)	At least two similar services with a minimum value of Rs.06 lakh each (Yes / No)	
c)	At least three similar service to the value of Rs.04 lakh each (Yes / No)	

2. B. Details of similar service with minimum value specified in any one of the three set of values (a or b or c) carried out during the last two financial years (2011-12 to 2015-16) [in proof of sl. No. 2-A above):

B	Mode of Proofs enclosed: (With Name, Address & Contact No. of the Client for whom Laundry Services was provided)	Value of the Work (Rs)	Page No.
(i)			
(ii)			
(iii)			
(iv)			

(..)* *			

** - May add more rows as required

Note: "Similar service" means the bidder should have the experience of having entered a contract for providing "Laundry Services" with Government/Semi-Government/Public Sector/ National level educational institutes like IIT, IIM, NIT, and Universities/ Banks/Public Limited Companies".

3. Minimum Annual turnover

(Rs. In Lakh)

SI	Eligibility Criteria details	Bidders Confirmation	
	Whether the bidder has a minimum Annual turnover of Rs.10 lakh during each of the last two Financial years (2014-15 and 2015-16) [YES / NO]		
	Year / Proof enclosed	Turnover	Page No.
(i)	2014-15 /		
(ii)	2015-16 /		

4. Other Eligibility Criteria & other requirements and other details :

SI	Particulars	Bidders Confirmation / Details	Details of Proof enclosed	Page No.
(i)	Whether the Bidder have a valid PAN [YES / NO]		Copy of PAN or IT Returns	
(ii)	Whether the Bidder has covered their Staff employed under ESI and PF [YES / NO]		If not there, to undertake to get registered within 2 months.	
(iii)	Whether the Bidder has been debarred or blacklisted by any Government		Declaration to this effect	

	department / agency so far on account of fraudulent or corrupt practices or inefficient / ineffective performance [YES/NO]			
(iv)	Whether the Bidder has attached EMD for an amount of Rs.65,000 from Nationalized or scheduled bank [YES/NO]		Original DD No. _____ enclosed with technical bid	
(v)	Date and time of inspection of site: Form of Organization [Sole proprietorship / Partnership / PVT Ltd Company etc]:		NA	NA
(vi)	Provident Fund Number			
(vi)	ESI Number			
(vii)	Other Modes of Proof enclosed			

Name, Designation, Address and Telephone No. of Authorized person(s) of Firm / Agency:

I am also enclosing bidder memorandum and undertaking duly signed by me /us.

Declaration

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our firm is liable to be blacklisted / debarred by IMU-KC for at least 3 years, in addition to any other right or remedy available to IMU-KC including forfeiture of EMD, Security Deposit etc.

Date:

Signature with Seal of Authorized Signatory

Place:

Annexure - III

BIDDER MEMORANDUM & UNDERTAKING

[to be signed enclosed with technical bid by the bidder.]

1. General Description

Tender for Providing 'Automated Onsite Laundry Service' at Indian Maritime University Kolkata Campus at Kolkata. Tender No. IMU-KC/Laundry Service/2017-18/1 dated: 25.05.2017.

2. Period of Contract:

One year from the date of commencement or work.

[The contract is extendable at the same terms and conditions by one more year (twice) subject to providing of service to the satisfaction of IMU, at the option of IMU]

3. Forfeiture of Earnest Money Deposit & Undertakings by the Bidder

Should this tender be accepted in whole or in Part, I / we hereby agree to:

- a. Terms and abide and fulfill all conditions annexed hereto and all the terms and provisions contained in the all parts of the tender documents so far as applicable and/or in default thereof the EMD paid by me will be forfeited in favour of IMU-KC.
- b. Execute all the Services referred to there in the tender document upon the terms and conditions contained or referred to therein and carryout such deviations as may be ordered by IMU.

4. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake to abide by the all the terms and conditions laid down in the tender/bid documents.

5. I/We abide by the provisions of applicable labour legislations like Minimum Wages Act, Provident Fund Act, ESI Act etc. I/We will pay the wages to the Personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully & solely responsible for any violation.

SIGNATURE.....

FOR AND ON BEHALF OF

DATE.....

INDIAN MARITIME UNIVERSITY - KOLKATA CAMPUS

TENDER NO. IMU-KC/Laundry Service/2017-18/1 dated: 04.05.2017

Tender for Providing 'Automated Onsite Laundry Service' at
Indian Maritime University - Kolkata Campus at Kolkata

PRICE BID

VOLUME-II

Annexure IV

Price Bid (Cover II)

FORM OF TENDER

NOTE: This Memorandum forms part of the Tender and this should be duly filled in, signed & sealed and enclosed along with the Tender.

To
The Director,
Indian Maritime University (Kolkata Campus),
P-19, Taratala Road
Kolkata - 700088.

Sir,

Being duly authorised to represent and act on behalf
of hereinafter called "the bidder" and having visited the site and examined the Conditions of Contract, Specifications, Schedules and Bill of Quantities for the Tender for 'Automated onsite Laundry Services' at Indian Maritime University - Kolkata Campus, Kolkata - 700 088.

1. We offer to execute the work in conformity with the said Conditions of Contract, Specifications, Schedules and Bill of Quantities as per detailed price bid enclosed.
2. We undertake, if our Tender is accepted, to achieve completion of the service for the periods specified in this Schedule.
3. We agree to abide by all the terms and conditions of the Tender in all its parts including its annexure & forms, for a period of One year from the date of commencement of work as per the tender document or such further period as may be mutually agreed, it shall remain binding upon us and may be accepted at any time before the expiration of that period should we fail to abide by our Tenders during the above said period of One year or such extended period as mutually agreed upon, I/We forfeit and forgo the Security Deposit to IMU - KC.
4. Unless and until a formal Agreement is prepared and executed, this Tender, together with our written acceptance thereof, shall constitute a binding Contract between us.
5. I/We understand that the Indian Maritime University (Kolkata Campus) reserves the right to,

- a) Amend the scope of tender and value of contract under this work;
- b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender(s).

I/We agree that the Indian Maritime University (Kolkata Campus) will not be liable for any such action and will be under no obligation to inform the bidder of the grounds for such action.

- 6. If our Tender is accepted we understand that we are held fully responsible for the due performance of the Contract.
- 7. We agree to execute all the works referred to in the Tender Documents in accordance with the Terms and Conditions contained or referred to therein and to carry out such deviations as may be communicated by IMU-KC.

SIGNATURE.....

FOR AND ON BEHALF OF

DATE

INDIAN MARITIME UNIVERSITY- KOLKATA CAMPUS

Priced Bill of Quantities for Providing 'Automated Onsite Laundry Services' at Indian Maritime University - KC at Kolkata.

PRICE BID

Providing 'Automated Onsite Laundry Services' at Indian Maritime University KC at Kolkata as per the scope of work mentioned in Annexure-I of the tender document complying with all the conditions stipulated in various parts of the tender documents including its annexure and schedules. The rate is inclusive of all service providers' statutory obligations including obligations under labour legislations and inclusive of all applicable taxes.

Detailed Price Bid

Sl.	Description	Rate per Item	Permitted Qty per cadet per month	Estimated No. of cadets (Average)	Estimated monthly cost	Remarks
A	B	C	D	E	$F=(C) \times (D) \times (E)$	G
	Group – A (Items to be billed to IMU-KC – Uniforms provided by IMU-KC & Bedsheets / Pillow covers)					
1	White Terry Cotton Shirt (Half Sleeves-summer about 8months) and/or (Full Sleeves-winter (about 3 m)		8	1000		
2	White Terry Cotton Half Pant (Not during dec, jan & Feb) and/or Track suit maroon with cream strip 1 Pair during winter (3 per month)		7	1000		
3	Black Terry Cotton Trouser with socks or White Terry Cotton Trouser with Socks		6	1000		(permitted qty 8 during winter)
4	White Nylon Stockings (Knee Length) in pairs		6	1000		
5	Sports Shirts (T Shirt) Red and Sky Blue		6	1000		
6	Sports Shorts Black and Dark Blue		6	1000		
7	Bed Sheet		6	1000		
8	Pillow Cover		6	1000		
9	Sports Stockings light blue and red.		3	1000		
10	Navy Blue and White turban (for Sikh Students - at present 3 cadets)		2	3		
11	Tunic - Max. 2 per year per cadet		0.2	100		2 per year per cadet
12	Navy Blue Woollen Blazer with IMU insignia + Black and Navy Blue Tericot Tie with Monogram - Max. 1 per cadet per year		0.1	100		1 per year per cadet

13	Swimming Trunks (about 100 per month) – only for swimming class attending students		4	50	Only for swimming class attending students and not applicable to other cadets
14	Boiler Suit Full Sleeves (Orange Colour)		2	300	only during workshop classes & not applicable for other cadets
	Group – B (Items to be collected from individual cadets not to be billed to IMU-KC – Other than uniforms provided by IMU-KC & Bedsheets / Pillow covers)		Estimated Qty		
15	Pant (Casual / Formal) – Other than Uniform provided by IMU-KC		6	1000	
16	Shirt (Casual / Formal) – Other than Uniform Provided by IMU-KC		6	1000	
17	Towel – Other than Uniform Provided by IMU-KC		4	1000	
18	Night Suit - 1 pair		6	300	mostly availed by 1st year students
	Grand Estimated Total Weighted Cost (sum of column "F") for Evaluation (to ascertain the the lowest Bid)				

1) Evaluation: Total Estimated cost under Col. (F) is only for evaluation of price bid

2) Monthly Billing:

There may be variations in the actual items given by cadets in a given month. The billing to IMU-KC, should be based on actual quantity for which laundry service availed by the cadets subject to a maximum item wise entitlements multiplied by respective rates stated in the price bid in Col.C. For laundry

service in excess of individual permitted limits and for items listed under group B and for any other items given by the cadets / students for laundry service not in the list, are **not to be billed to IMU-KC** and instead the charges for such items may be collected directly from cadets. IMU-KC is not responsible for the collection nor guarantees such payment. IMU-KC reserves the right to increase / reduce the quantity mentioned in Col. D. Similarly, IMU-KC reserves the right to permit interchange of similar items within Group A (except bed sheet / boiler suits (as determined by IMU-KC)) which would be communicated by the Director, IMU-KC and unless and until such communication given in writing, the billing to IMU-KC shall be restricted the permitted limits stated in Col. D. If there is any addition of similar items in the uniform list provided after award of the contract, IMU-KC, may apply suitable equivalent rates based on some reasonable basis, as determined by IMU-KC, like weight of equivalent items etc.

The above rates are quoted inclusive of all applicable taxes, duties and charges and will remain the same till the completions of the contract including the period of extension, if any.

Yours faithfully,

Date

Place: Signature with Seal of Authorized Signatory