

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



**TENDER No: IMU/2018/0005
Issue Date: 5th March, 2018**

Issued To,

Cost of Tender Form /Document	Rs.500/- (Rupees Five hundred) plus GST @ 18% per tender should be drawn in the form of Demand Draft / Pay Order in favor of "IMU, Mumbai Campus" payable at Mumbai or Navi Mumbai
Issue of Tender Document	1000 Hrs on 5th March, 2018 till 1430 Hrs on 22nd March, 2018
Last Date and Time of submission of the Tender	1430 hrs on 22nd March, 2018
Date and Time of opening of the Technical Bids	1530 Hrs on 22nd March, 2018 , IMU Navi Mumbai Campus
Tentative Date and Time of opening of the Financial Bids	1630 Hrs on 22nd March, 2018 , IMU Navi Mumbai Campus

All bidders are requested to visit Indian Maritime University, Navi Mumbai Campus website: www.imunavimumbai.com for regular updates.

INDEX

1.	General Information:.....	3
2.	Tender opening, Bidder Participation, stages of Evaluation (Technical and Financial).....	6
3.	Deposits , Guarantee and damages.....	7
i.	Earnest Money Deposit (E.M.D).....	7
ii.	Security Deposit:.....	7
iii	Cancellation of order/forfeiture of Security Deposit, Risk purchase clause:.....	8
iv	Time Period.....	8
V	Settlement of Disputes:	8
vi	Penalty:.....	9
vi.	Payment Terms:.....	9
vii	Advance Payments: Not Applicable.....	9
4.	PRE-QUALIFICATION CRITERIA	9
5.	Annexure 'I'.....	11
6.	Annexure 'II'.....	12
7.	Annexure 'III'.....	13
8.	Annexure 'IV'.....	14
9.	Annexure 'V'.....	16

INSTRUCTIONS TO THE BIDDERS

1. General Information:

- i. Tenders is invited by the Deputy Registrar (Admin.), Indian Maritime University, Navi Mumbai Campus ,Karave, Nerul, Navi Mumbai- 400706 for and on behalf of Indian Maritime University for PROVIDING LAUNDRY SERVICES AT INDIAN MARITIME UNIVERSITY, NAVI MUMBAI CAMPUS as mentioned in the tender document.
- ii. Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in two separate sealed envelopes, Cover -I named 'TECHNICAL BID IMU/2018/0005.' and Cover -II named 'FINANCIAL BID IMU/2018/0005' , latest by 1430 hrs **on 22nd March, 2018** and both the above said Sealed Covers i.e. Cover -I & Cover -II be then put in another separate big cover (Cover-III) and properly wax sealed.
- iii. Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
- iv. Sealed bids should be dropped in the Tender Box at First Floor, Administrative Building, Indian Maritime University, Navi Mumbai Campus, Nerul, Navi Mumbai or sent by registered post in the address mentioned for communication below 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.
- v. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
- vi. The technical bids of the tender shall be opened by a committee nominated by the Director(In-charge) Indian Maritime University, Navi Mumbai Campus in the presence of the authorised representatives of the bidders, if present, at 1530 hrs **on 22nd March, 2018** in the office of the Deputy Registrar (Admin), Indian Maritime University, Navi Mumbai Campus.
- vii. 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.
- viii. The financial bids of the technically qualified tenders shall be opened by a committee nominated by Indian Maritime University at Indian Maritime University, Navi Mumbai Campus in the presence of the authorized

representatives of the bidders, if present, tentatively on **22nd March, 2018** at 1630 Hrs in the office of the Deputy Registrar (Admin.) Indian Maritime University, Navi Mumbai Campus.

- ix. The bidders shall submit all details, documents etc. as required in the tender document duly signed on each page. In case bidder fails to do so, Indian Maritime University, Navi Mumbai Campus reserves the right to reject the tender without seeking any further clarification. All the pages should be serially numbered. The total number of pages should be mentioned in the forwarding letter.
- x. The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and Conditions of the tender.
- xi. All communications with regard to this tender to be addressed to:

**The Deputy Registrar,
Indian Maritime University
Navi Mumbai Campus,
Karave, Nerul,
Navi Mumbai - 400706
Tel:022-27706809 Fax:022-27716805**

Email: dradmin.navimumbai@imu.ac.in

- xii. Indian Maritime University, Navi Mumbai Campus at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in Indian Maritime University, Navi Mumbai Campus website and all bidders are requested to visit the website for latest updates.
- xiii. Indian Maritime University, Navi Mumbai Campus reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
- xiv. Indian Maritime University, Navi Mumbai Campus has the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- xv. Indian Maritime University, Navi Mumbai Campus shall notify the successful bidder through Registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. Indian Maritime University, Navi Mumbai Campus will issue the Award letter to the successful bidder. This PO shall indicate the details of services be supplied by the bidder.
- xvi. The cover letter placed at **Annexure 'I'** is to submitted alongwith tender document.

- xvii. Upon receipt of the Purchase Order by the Contractor, he shall prepare two sets of the Agreement as per **Annexure – 'V'** of the tender documents at the earliest without any delay and complete all the formalities and submit the same to IMU-Navi Mumbai Campus duly executed on stamp paper for value of Rs.200/- (Rupees Two Hundred only) within 07 days from the date of receipt of Purchase 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.
- xviii. Quoted rates must be valid for 1 year from the date of closing of tender.
- xix. The contract will be initially for a period of one year, extendable by another one year subject to the satisfactory performance of the Laundry Service Provider and at the sole discretion of Indian Maritime University, Navi Mumbai Campus. The Contract is liable to be terminated at any time during the validity of the contract period by the University, if the laundry services provided are not to the satisfaction or for any other compelling administrative reason. The security deposit paid by the contractor shall be forfeited in full, when the contract is terminated under the circumstances specified above.
- xx. If successful bidder fails to enter into contract within 7 days, the next successful bidder will be called.
- xxi. Successful bidder will nominate a Officer/Manager as single point of contact to Indian Maritime University, Navi Mumbai Campus to promptly address the issues raised by the Campus.
- xxii. The bidder is advised to visit the site and surroundings where the laundry services are to be provided and acquaint himself 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 : 022-27706809
- xxiii. 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.)
- xxiv. Any amendment thus issued will be hosted on the website upto Two days prior

to the last date i.e **22nd March, 2018** 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.

- xxv. Tenders shall remain valid for 120 days from the last date for submission of tender i.e **22nd March, 2019**.
 - xxvi. Collection and Delivery Time: 100% of dirty/washed & ironed clothes to be collected/supplied twice a week i.e. on every **Tuesday** and **Friday (on Thursday in case of Friday being holiday)** between 1830 hours to 2000 hours from/to the Cadets / Staff on hand to hand basis.
 - xxvii. Sub-letting of the work shall not be permitted.
 - xxviii. Washed & ironed clothes are subject to inspection by the authority at the time of delivery at our site. The premises of the bidders shall be inspected anytime by the designated Indian Maritime University, Navi Mumbai Campus officials.
2. Tender opening, Bidder Participation, stages of Evaluation (Technical and Financial)
- a) Tenders will be opened at the Deputy Registrar's office, Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai, at 1530 Hrs on **22nd March, 2018**. Any bidder who are willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. **In case of authorized representative**, bidder should send a letter of authorization containing the specimen signature of their representative who is deputed to be present at the time of opening of tenders. **Representatives without the letter of authorization** will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one.
 - b) 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 Indian Maritime University – Navi Mumbai Campus, the tender shall be opened at the specified time on the next working day.
 - c) The tenders will be opened in the presence of the committee members and authorized representative of bidders. The financial bids of all the bidders will be kept in a separate cover, sealed and signed by the members and bidder's representative.

- d) 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.
- e) 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 present. The procedures and number of participants etc., for opening **Cover - II** will be the same as the procedures outlined in Clause (a) & (b).
- f) After evaluating the price bids received under **Cover - II**, the bidder who quoted the lowest (L-1) Price will be awarded the work.

3. Deposits, Guarantee and damages

The estimated value of this Short tender is Rs.19, 75, 000/-.

i. Earnest Money Deposit (E.M.D)

Earnest Money Deposit (E.M.D): Rs.1,00,000/- (Rupees One Lakh Only) by way of D.D./P.O in favour of **IMU, Mumbai Campus payable at Mumbai or Navi Mumbai** to be submitted to Dy. Registrar (Administration), Indian Maritime University – Navi Mumbai Campus along with Technical Bid.

The bids of the bidder, who fail to submit E.M.D, shall be summarily rejected.

The EMD of the bidders, who are not qualified under the technical bid, shall be returned after finalisation of tender.

The EMD will be forfeited in the following cases :-

- a) In case the bidder withdraws his tender once submitted.
- b) If the successful bidder fails to enter into a contract/agreement within 07 (seven) days from the date of receipt of Purchase Order.

No interest will be allowed on the Earnest Money from the date of its receipt until it is refunded.

ii. Security Deposit:

The successful bidder shall, within 07 days from the date of receipt of award letter, deposit with Indian Maritime University, Navi Mumbai Campus a sum equal to 5 % of the value of the accepted tender, in the form of Demand Draft /

Bank Guarantee from any Nationalized bank/Scheduled bank, failing which Indian Maritime University – Navi Mumbai Campus may at its discretion cancel the award letter and forfeit the earnest money deposit furnished along with the tender.

The security deposit amount of 5 % of the contract value so deposited, will be refunded within 30 (thirty) days from the date of complete of contract as per tender document.

In case security deposit amount fall short on subsequent order, the bidder must deposit the differential amount of Security deposit within 10 days of subsequent order. Security Money will not carry any interest.

iii 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, Indian Maritime University – Navi Mumbai Campus reserves its right:-

- To cancel the order
- To forfeit the security deposit
- To depley Security Services from next bidders at the vendors risk, responsibility and cost. Any extra cost incurred in the availing services from the alternative source will be recovered from Security Deposit/Bank Guarantee as referred to earlier and if the value of the materials under risk purchase exceeds, the amount of Security Deposit/Bank Guarantee, same may be recovered, if necessary, by due legal process.

iv Time Period

Within 10 calendar days from the date of receipt of Purchase Order, the Contractor shall start laundry services as specified in the tender documents.

v Settlement of Disputes:

The Bidder shall make request in writing to the Director(In-charge), Indian Maritime University – Navi Mumbai Campus for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute, failing which no disputes/claims shall be entertained by the Indian Maritime University – Navi Mumbai Campus. The decision of the Director(In-charge), Indian Maritime University, Navi Mumbai Campus will be final and binding on the parties.

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 contract.

vi Penalty:

In case of deficiency in service, Indian Maritime University – Navi Mumbai Campus is empowered to levy suitable penalty. In the event of failure to cater/render services at the fixed hours to the satisfaction of the Director or his nominee(s), or the participants, action will be taken by the Director for the laundry to be done by other agencies and the difference in cost, if any, incurred over and above the agreed rates shall be recovered from the Contractor. Besides incurring the liability, the contract is also liable to be terminated for the remaining period. The Director's decision with regard to the termination of the contract shall be final and binding.

vi. Payment Terms:

100% payment on submission of bills/ invoice and acquaintance role duly signed and verified by Indian Maritime University – Navi Mumbai Campus.

vii Advance Payments: Not Applicable

4. PRE-QUALIFICATION CRITERIA

- a) The bidder should not have been blacklisted by the Dept./Ministries of the Govt. of India/PSUs/Corporate Sectors/Educational Institutions/any other reputed organizations. (Note: - Duly filled Format as given in the **Annexure – III**, has to be submitted by the bidder).
- b) The bidder should have satisfactorily completed One similar laundry work costing not less than 40% of the present tender cost to the strength not less than 500 persons in Universities/Institutes/Colleges/PSU/Corporate Sector during the last 1 years.

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

- c) The annual turnover in the business of laundry should not be less than Rs.15 lacs during the previous financial years.

(Mode of proof: copy of Profit and Loss account of the company for previous years authenticated by a Chartered Accountant (or) copy of Income Tax return for previous year authenticated by a Chartered Accountant to be submitted).

- d) Self-declaration on letter head having facilities (as per **Annexure – IV**), duly filled to be submitted.
- e) EMD of Rs.1.00 lac by way of DD in favour of IMU., Mumbai Campus for the validity of 3 months to be submitted.
- f) Proof of IT return for previous year authenticated by a Chartered Accountant (or) copy of Income Tax return for previous year authenticated by a Chartered Accountant to be submitted.
- g) **Service Experience Certificate:** The tenderer should submit the certificate that there have not been any complaints against the quality of rendering Laundry services to Government Departments and/or Public-Sector Undertakings and/or other organizations on their Letter Head (**Annexure – II**).

ANNEXURE – I

Cover Letter Format (In letter head)

TENDERERS PARTICULARS FOR TENDER NO:

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

Sir,

Being duly authorized to represent and act on behalf of _____ hereinafter called "The Tenderer" and having visited the site and examined the Scope of work, Conditions of Contract, Specifications, Schedules and Bill of Quantities for the work of "**TENDER FOR PROVIDING LAUNDRY SERVICES AT INDIAN MARITIME UNIVERSITY-NAVI MUMBAI CAMPUS, KARAVE, NERUL, NAVI MUMBAI – 400706**"

I/ we here by submit my/our offer as follows:

1. The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (Cover III) as required.
 - a) Technical Bid (in separate sealed cover along with EMD of Rs. 1,00,000/- & other documents) (Cover I)
 - b) Financial Bid– part of the tender document. (Cover II)
2. I hereby undertake to abide by various terms and conditions contained in your **TENDER No: IMU/2018/0005** (Copy, duly signed, enclosed).

We understand that IMU Navi Mumbai Campus reserves the right to:

- a) Amend the scope of tender
 - b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender.
 - c) We agree that the IMU Navi Mumbai Campus will not be liable for any such action and will be under no obligation to inform the Tenderer of the grounds for such action.
 - d) I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.
 - e) This bid contains pages from _____ to _____ and all pages are serially numbered, signed and stamped.
3. I also express my willingness to sign the contract incorporating the Standard terms and special conditions of the contract as contained in the Tender.

4. Our GST no. is _____.

5. Our PAN no. is _____.

Yours
Sincerely

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place)

Note:-Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.

ANNEXURE - II

SERVICE EXPERIENCE CERTIFICATE

(On Letter Head only)

This is to certify that M/s.

is the authorized Laundry Services provider to our organization from _____ to _____. There is no complaint against the quality of their LAUNDRY SERVICES rendered to this Office/Organization (Name & Address)

**Signature with Seal of
the Issuing Authority**

Place :

Date :

ANNEXURE - III

Declaration regarding Blacklisting/Debarring
(On company letter head)

Ref. No.

Date:

To
The Director (In-charge),
Indian Maritime University,
Navi Mumbai Campus

Sub.: Declaration regarding Blacklisting/Debarring for taking part in tender.

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 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 – IV

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 – V

FORMAT OF AGREEMENT

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

IT IS THIS _____ day of _____ 2017 MUTUALLY AGREED between the Indian Maritime University, 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/s a 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`
 - f) The Purchase Order
 - g) Bank Guarantee
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

Signature

Name

Address

On behalf of Employer

Signature

Name

Address

Official Seal

Place

Date

On behalf of the Contractor

Official Seal

Place

Date

On behalf of the Employer

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date

Witness:

i) Signature

Name:

Address:

Place

Date

ii) Signature

Name:

Address

Place

Date