

# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Materials Management Division



## TENDER DOCUMENT FOR LAUNDRY SERVICES AT IIT BOMBAY HOSPITAL AND GUEST HOUSE

**“INDEX**

<b>SR NO.</b>	<b>SECTION NO.</b>	<b>PAGE NO.</b>
<b>1</b>	<b>SECTION 1 – INVITATION FOR BIDS</b>	<b>3</b>
<b>2</b>	<b>SECTION 2 - ELIGIBILITY CRITERIA</b>	<b>5</b>
<b>3</b>	<b>SECTION 3 – INSTRUCTIONS TO BIDDERS</b>	<b>6</b>
<b>4</b>	<b>SECTION 4 – SCOPE OF WORK</b>	<b>10</b>
<b>5</b>	<b>SECTION 5 – TERMS AND CONDITIONS OF CONTRACT</b>	<b>12</b>
<b>6</b>	<b>SECTION 6 – PRICE BID</b>	<b>14</b>
<b>7</b>	<b>SECTION 7- ANNEXURES</b>  <b>Annexure 1: Bidder’s Information</b> <b>Annexure 2: Declaration Regarding Clean Track by Bidder</b> <b>Annexure 3: Declaration of Annual Turnover and Income Tax Return</b> <b>Annexure 4: Experience in Similar Work</b> <b>Annexure 5: Undertaking for Submission of Offer</b>	<b>16</b>
<b>8</b>	<b>SECTION 8 – CHECK LIST</b>	<b>21</b>

**SECTION 1 – INVITATION FOR BIDS**

Tender No.	MMD/Laundry Services/RC/2020-21
Tender Date	27 <sup>th</sup> August 2020
Advt. No.	MMD-02/20-21
Item Description	<b>TENDER FOR LAUNDRY SERVICES AT IIT BOMBAY HOSPITAL AND GUEST HOUSE</b>
Last date & Time of submission of Bid :	21 <sup>st</sup> September 2020 at 01.00 pm
Place of Submission of Bids	Materials Management Division, Main Building, IIT Bombay, Powai, Mumbai 400 076.
Submission of Bids	<b>Two Bid System:</b> The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Price Bid. Both the <b>Technical Bid</b> and <b>Price Bid</b> envelopes should be clearly marked as “Envelope No. 1 – <b>Technical Bid</b> ” and “Envelope No. 2 – <b>Price Bid</b> ” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the Materials Management Division.
Opening Date & Time of tender	21 <sup>st</sup> September 2020 at 03.00 pm
Place of Opening Tender	Conference Room, Materials Management Division, IIT Bombay, Powai, Mumbai 400 076.
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Five Thousand Only) in the form of Demand Draft in the favor of ‘The Registrar, IIT Bombay’ payable at Mumbai to be submitted in <b>Technical Bid</b> “Envelop 1”.
Pre Bid meeting	Due to current Covid 19 pandemic, we are not scheduling any pre-bid meeting. Any queries regarding this tender are to be sent to drmm@iitb.ac.in before 10 <sup>th</sup> September 2020.

Any Clarification	Name : Joint Registrar (MM) Dept : Materials Management Division Email : <a href="mailto:drmm@iitb.ac.in">drmm@iitb.ac.in</a> Contact No. : 022-2576 8805/8800
Signing Authority	Joint Registrar (MM)

## SECTION 2 – ELIGIBILITY CRITERIA

1. The Bidder should have an established firm for a minimum period of **five years** at Mumbai/Navi Mumbai/Thane (Certificate of Incorporation/ Shop & Establishment License/Deed of partnership/any Registration Certificate) **(Copy to be enclosed)**.
2. Bidding firm should enclosed the following:
  - a) Copy of PAN CARD
  - b) Copy of Valid GST certificate
  - c) List of materials (Soap, Detergents, etc.) to be used.
  - d) Brochure, technical catalogue with detailed specification and picture of laundry offered to be submitted
3. Bidding firm should enclosed the following Annexure duly filled, stamped and signed:
  - a) Bidder's Information duly filled to be enclosed – **Annexure 1**.
  - b) The Bidder must not be blacklisted/suspended or any service related dispute with any organization/Govt. Organisations/Semi Govt. org/ Banks in India or outside India- **Annexure 2**.
  - c) The Bidder should have Annual Business Turnover of minimum Rs. 1 Lakh (Rupees One lakh) for the last two financial years i.e. F.Y. 2017-2018 & 2018-2019 (Copy of Audited Annual Accounts for the last two years to be submitted) **Annexure 3**.
  - d) The Bidding firms should have submitted / filed ITR copies of last two years i.e A.Y.2018-2019 & 2019-2020- **Annexure 3** (Copy of filed Acknowledgments to be submitted)
  - e) The bidder must have adequate experience for providing services of laundry in Govt. offices /PSUs/ Autonomous Bodies/ private organisation. At least one work completion certificate/purchase order or bills to be enclosed during last three years to this effect must be submitted along with the offer and details **in Annexure 4**
  - f) The Bidder should submit undertaking for submission of offer **Annexure 5**
4. **Visit to Eligible Qualified bidders:** The committee members/representatives will visit eligible qualified bidder's laundry. The committee members/representative will disqualify bidder if it finds not adequate linen cleaning processes, no proper automated machines etc. The financial bids of only those bidders who qualify in this aspect will be considered for commercial opening.

## **SECTION 3 – INSTRUCTIONS TO BIDDERS**

### **A. SUBMISSION OF OFFER:**

1. Tender MUST BE ENCLOSED IN A SEALED COVER superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
2. Tender should be dropped in the tender box kept in the Materials Management Division. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
3. Tender can be submitted in person or through post/ courier (IIT Bombay shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in IIT Bombay.
5. Bidders should quote for all the items of the applying category.
6. PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.
7. Any bidder currently engaged in litigation with other Organizations, must be inform their status in writing to IIT Bombay in writing.

### **B. COST OF BIDDING:**

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

### **C. AMENDMENT OF BIDDING DOCUMENTS:**

1. At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDERS who have downloaded the bidding document may visit IIT Bombay, website for amendments / modifications which will be binding on them.

### **D. BID OPENING PROCESS:**

1. The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at IIT Bombay.
2. Commercial bids of only those bidders will be opened, whose bids are found technically qualified and also qualify in the site visit.
3. Commercial Bids will be opened in the presence of Technical Evaluation Committee (TEC), MMD, representatives of the bidders. Date and Time of commercial bid opening shall be intimated to technically qualified bidders only.
4. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
5. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the Price bid opening.

**E. SUPPLEMENTARY OFFER/MODIFICATION OF ORIGINAL BID:**

1. Tender submitted against above mentioned tender shall not be returned in case the tender opening date is extended/ postponed. BIDDER desirous of modifying their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating the extent of updating done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid

**F. CONFIDENTIALITY:**

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid. 3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

**G. DEVIATION, RESERVATIONS AND OMISSIONS:**

1. During the evaluation of Bids, the following definitions apply:
  - (a) "Deviation" is a departure from the requirements specified in the Bidding Documents;
  - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
  - (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

**H. CORRECTION OF ARITHMETICAL ERRORS:**

1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
  - (a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.

**I. EVALUATION OF BID:**

1. IIT Bombay evaluates technical and Price acceptable offers on landed net Price basis.
2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
  - a) Non- submission of complete offers.
  - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
  - c) Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clause mentioned in this tender document, IIT Bombay shall construe that the BIDDER has accepted the clauses as per the invitation to tender. No further claim will be

entertained.

4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

#### **J. PRICE BID**

1. Bid Prices MUST BE SUBMITTED IN ENCLOSED PRICE BID FORM ONLY.
2. If the price is not quoted in Price Bid Form provided in tender document then, IIT Bombay will reject bid along with forfeiting Earnest Money Deposit. If suppliers wish to give pricing details may be attached in separate sheet.
3. Any new taxes and duties liable on the subject contract due to change in legislation during the contract period shall be reimbursed subject to the applicability of the said act to the satisfaction of the purchaser and the production of documentary evidence after availing of statutory concession, benefits etc.
4. The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
5. GST will be applicable as extra.
6. In price bid Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

#### **K. CORRUPT & FRAUDULENT PRACTICES:**

1. IIT Bombay requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,
  - a) The terms set forth below are defined as follows:
    - i. "Corrupt practice "means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of a public official in the procurement process or in contract execution;
    - ii. "Fraudulent practice "means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
    - iii. "Collusive practice "means a scheme of arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
    - iv. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
  - b) IIT Bombay will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

#### **L. TRANSFER AND SUBLETTING:**

1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance of the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.



**M. CANCELLATION OF TENDER:**

1. Notwithstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
  - a) To accept OR reject lowest tender or any other tender or all the tenders.
  - b) To accept any tender in full or in part.
  - c) To reject the tender offer not conforming to the tenders terms.
2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
  - a) Non-submission of complete offers.
  - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
  - c) Receipt of offers in open conditions.
4. Conditional Tenders and Unsigned Tenders will be rejected.
5. If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

**N. LATE TENDERS:**

1. IIT Bombay will not be responsible:
  - a) For delayed / late tender submitted / sent by post / courier etc.
  - b) For submission / delivery of quotations at wrong places other than the mentioned in the tender.
  - c) Fax / E-mail / Telegraphic / Telex tenders will not be considered.
  - d) Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned to the BIDDER.

**O. VALIDITY OF OFFER:**

1. 180 Days from the date of opening of the Technical bid.

## SECTION 4 – SCOPE OF WORK

### A. LAUNDRY SERVICES:

#### 1. Cleaning Services:

- i. The service procedure should be equipped with modern, automatic laundry equipment to wash hospital linen like bed sheets, pillow covers, towels of varying sizes, wrappers, leggings, gowns, patients' hospital dress like shirts/pants/kurtas/pajamas, etc, of various sizes. As the hospital linen frequently has blood and other body fluid stains, appropriate quantities of detergents & stain removers & wash cycles are required to be used. The supervisor & the staff are required to have a thorough knowledge of all the steps of washing, ironing, folding, and distribution of linen.

#### 2. Daily Services:

- i. Laundry services should be provided daily on all week days and there should be no delay on the part of laundry in processing the linen received and in returning it to the concerned departments.
- ii. The soiled/washed linen shall be collected/delivered respectively, by the contractor at the prescribed time from all the concerned departments under proper acknowledgment in duplicate (one copy for the concerned department and the other copy for laundry records).
- iii. Authorities of concerned departments will decide the timing of collection of soiled linen / distribution of laundered linen, to be followed by the vendor. EVERY CARE SHOULD BE TAKEN TO HANDLE THE DIRTY & CLEAN LINEN SEPARATELY, WITHOUT THEM COMING TO CONTACT WITH EACH OTHER UNDER ANY CIRCUMSTANCES.
- iv. The linen items should be washed using good quality soaps/detergents, all stains removed using good quality stain removers, wherever applicable optical brightening agents are applied, wherever applicable starch is applied, dried properly, pressed without any wrinkles, folded neatly before delivery of the same.
- v. The contractor is solely responsible for any loss, damage, discoloration, bleeding of colors, fading of prints, wear and tear, etc., caused due to use of inappropriate washing steps /cycles / chemicals / detergents, etc., OR poor quality chemicals & detergents OR inappropriate handling, mixing of colored & white linen, etc., and the cost of the same will be recovered from the payment due to him in first instance and may also be adjusted against the security deposit.
- vi. Blood-stained Hospital linen will have to be washed separately from other normally stained linen and should not be mixed with each other.
- vii. If the quality of the washed linen items are not found to be complying with the stipulations made above, the same shall be rewashed and will also be treated as a violation of terms and conditions and the cost equal to the extent of rewashing will not be paid.

- viii. Linen wash SOP - Linen collected from hospital should be soaked in 0.1% Sodium Hypo chloride for half an hour, then soaked in detergent and then should be washed.

**B. Collection and Handling**

1. Only pieces collected & laundered shall be considered for billing.
2. Contractors Staff is required to maintain a proper log of all the linen incoming and outgoing on daily basis separately for each Department etc, and is required to generate a monthly report. The contractor's staff should be able to identify linen of each Department separately.
3. Ensure there are no extraneous items among soiled laundry, linen and textiles prior to placing in collection bags.
4. Staff needs to be aware of sharps when placing soiled laundry, linen and textiles in bags the complete job of collecting of dirty linen from earmarked places to supply of washed linen to earmarked places of the hospitals / Hospitalities shall be carried out by the contractor.
5. The contractor shall arrange to machine press patient's uniforms, bed sheets, Doctor's & Nurse's OT gowns, doctor's shirts & Pajamas, draw sheets, pillow covers etc. All terricot clothes have to be hand pressed.
6. The Contractor's staff should possess Identity Card and produce on demand.
7. Spotting of stains (blood, body fluid etc) on the Linen shall be taken care by the Contractor.
8. Loading / unloading of soiled linen will be done by the Contractor.
9. Counting of linen must be done in the presence of respective staff of the concern Department.
10. Torn linen to be kept separately for repairing /condemnation while delivery of washed linen and keeping record of condemned linen.
11. Used linen should be collected every day from the respective department and deliver the same within 2 days time.
12. In case of any emergency contractor will carry out the laundry service at concern department with required permission.
13. Washing and Ironing should be clean & neat uncleaned linen will be sent back for re-washing without any additional charges.

## **SECTION 5 – TERMS & CONDITIONS OF CONTRACT**

### **A. AWARD OF CONTRACT**

1. Category wise L1 will be determined and empanelled.
2. The Empanelment and Rate Contract will be valid for a period of **ONE year** from the date of signing the Contract. Contract may be extended further up to two years subject to satisfactory performance
3. On every extended year, 10% increase on price of each item will be permitted.
4. The Company should have technically qualified manpower available and first response time for service should be within two working days (excluding Sunday / holiday).
5. IIT Bombay reserves right to keep number of firms in Rate contract for the Laundry Services.
6. If the quality of service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.
7. The Empanelled supplier will abide by all the Terms & Conditions of the Tender Document.
8. We may remove or add any suppliers during the contract without prior notice.
9. It is not necessary that IIT-B will place orders to your firm/Organisation for all our requirements. We are free to select other supplier for placement of orders among Panel of suppliers in the Rate Contract and also other suppliers.

### **B. EARNEST MONEY DEPOSIT:**

1. Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted with Technical Bid. Failing which, submitted bid will be rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

### **C. SECURITY DEPOSIT :**

1. For successful bidder, EMD will be converted into security Deposit and will be retained with IIT Bombay till the expiry / termination of rate contract without interest.
2. Security deposit will be refunded after satisfactory performance of the work and on completion of all obligations by empaneled bidder.
3. If the Contractors fail to provide Satisfactory Services during the contract period against 3 complaints, the Security Deposit will be forfeited and contract may be terminated.

### **D. TERMS OF PAYMENT:**

1. Payment within 30 days from the submission of the bill and Acceptance certificate of concerned Department/Section. Contractor needs to submit consolidated bills once in 15 days for the work carried out.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the Bank.

### **E. PENALTY:**

1. The losses due to breakage/ theft /damage or loss of any due to poor and reckless handling shall be recovered from the contractor at full cost along with penalty charges at 50% cost will be recovered for New fabric of one year old and 25% for all other linen items.

2. In regard to natural wear and tear of linen, the decision of the Hospital / Guest House shall be final and binding on the service provider. The washing, pressing of the linen will be checked by the respective staff of respective Department.
3. If quality of workmanship found unsatisfactory, the same will be sent for rewashing without any additional charges. If washing quality is repeatedly found unsatisfactory, penalty will be levied in each occasion as decided by respective Department.

**F. FORCE MAJEURE:**

1. Force Majeure will be accepted on adequate proof thereof.

**G. LEGAL MATTER :**

1. Jurisdiction of Mumbai Courts only.
2. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.

**SECTION 6: PRICE BID**

**(A) Category – Hospitality Unit**

Please specify the laundry charges for washing & ironing for the following each Item of Hospitality Unit below:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>Sr. No.</b>	<b>Items Name</b>	<b>Estimated Quantity per month</b>	<b>Unit Rate (Per Piece)</b>	<b>GST</b>	<b>Charges if any specify</b>	<b>Total Price Unit Rate (₹) (D+E+F)</b>	<b>Total Price (₹) (C x G)</b>
1.	Single Bed Sheet	900 Nos.					
2.	Double Bed Sheet	600 Nos.					
3.	Bath Towel	500 Nos.					
4.	Pillow Cover	600 Nos.					
5.	Duvet Cover	300 Nos.					
6.	Mosquito Net	Per Pics.					
7.	Table Cloth (Small)	Per Pics.					
8.	Table Cloth (Big)	Per Pics.					
9.	Napkin	100 Nos.					
10.	Shirt	50 Nos.					
11.	Pant	50 Nos.					
12.	Hand Towel	50 Nos.					
13.	Tea Cozy	30 Nos.					
14.	Sofa Cover (Big)	Per Pics.					
15.	Sofa Cover (Small)	Per Pics.					
16.	Apron	30 Nos.					
17.	Curtain (Small)	Per Pics.					
18.	Curtain(Big)	Per Pics.					
19.	Blanket Dry Wash	10 Nos.					
20.	Frills	Per Pics.					
21.	Bed Cover	Per Pics.					
22.	Bath Matt/Door Matt	Per Pics.					
23.	Coat	50 Nos.					
		<b>Total</b>					

Note: 1) The price bid be submitted in a format as per illustration given above. 2) It is mandatory to quote for all items for each category. 3) Quoted prices should be inclusive of all taxes and charges. 4) Estimated quantity may increase or decrease.

**(B) Category – Hospital, IIT Bombay**

Please specify the laundry charges for washing & ironing for the following each Item of Hospital below:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>Sr. No.</b>	<b>Items Name</b>	<b>Estimated Quantity per month</b>	<b>Unit Rate (Per Piece)</b>	<b>GST</b>	<b>Charges if any specify</b>	<b>Total Price Unit Rate(₹) (D+E+F)</b>	<b>Total Price (₹) (C x G)</b>
1.	Single Bed Sheet	500 Nos.					
2.	Pillow Cover	300 Nos.					
3.	Lab Coat/Shirt	200 Nos.					
4.	Apron	Per Pics.					
5.	Curtain (Small)	50 Nos.					
6.	Curtain(Big)	50 Nos.					
7.	Blanket (Dry Wash)	Per Pics.					
8.	Pyjama	200 Nos.					
9.	Cap	70 Nos.					
10.	Female Gown	50 Nos.					
11.	Hand Towel	300 Nos.					
12.	Tea Cozy	Per Pics.					
13.	Sofa Cover (Big)	Per Pics.					
14.	Sofa Cover (Small)	Per Pics.					
15.	Towel	300 Nos.					
16.	Dr. Coat	50 Nos.					
17.	Small Gown	50 Nos.					
18.	Mask	50 Nos.					
19.	Table Cloth	Per Pics.					
20.	Hole Towel	Per Pics.					
21.	Mosquito Net	Per Pics.					
		<b>Total</b>					

Note: 1) The price bid is submitted in a format as per illustration given above. 2) It is mandatory to quote for all items for each category. 3) Quoted prices should be inclusive of all taxes and charges. 4) Estimated quantity may increase or decrease.

**SECTION 7: ANNEXURES**

**ANNEXURE 1 - BIDDER'S INFORMATION**

(On Company / firm's Letterhead)

Details of the Bidder:		
1	Name of the bidder	
2	Registered Office/Shop Address of the bidder	
3	Details of the Incorporation/Shop Establishment License of the Company	Date:
		Registration No.:
5	Valid GST Registration No.	
6	Permanent Account No. (PAN)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
8	Address for Communication	
9	Telephone No. (with STD Code)	
10	Email Address of the contact person	
11	Fax No. (with STD Code)	

Yours faithfully,

(Signature of the bidder) Printed Name Designation

Seal

Date:

Business Address:

Encl: As above



**ANNEXURE 2 – DECLARATION REGARDING CLEAN TRACK**  
(On Company / firm's Letterhead)

To,  
The Joint Registrar (MM)  
Materials Management Division  
Main Building, IIT Bombay,  
Powai, Mumbai – 400 076.

Date:

Dear Sir,

**Sub: Tender No. MMD/Laundry Services/RC/2020-21 dated 27<sup>th</sup> August, 2020 for “Tender for Laundry Services at IIT Bombay Hospital and Guest House”**

I/we carefully gone through the Terms & Conditions contained in the above referred tender document. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

Sr. No.	Country in which the company is debarred/blacklisted/ case is pending	Black listed / debarred by Government / Semi Government Organizations/Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the bidder) Printed Name Designation

Seal

Date:

Business Address:

Encl: As above

**ANNEXURE 3: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN**

(On Company / firm's Letterhead)

To,

Date:

The Joint Registrar (MM)  
Materials Management Division  
Main Building, IIT Bombay,  
Powai, Mumbai – 400 076.

Dear Sir,

**Sub: Tender No. MMD/Laundry Services/RC/2020-21 dated 27<sup>th</sup> August, 2020 for “Tender for Laundry Services at IIT Bombay Hospital and Guest House”**

1. I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

<b>F. Y. 2017-18</b>	<b>F. Y. 2018-19</b>

And,

2. I/we hereby declare that, our firm had filed Income Tax Returns for last two years i.e. A. Y. 2018-19 & 2019–20. Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the bidder) Printed Name Designation

Seal

Date:

Business Address:

Encl: As above

**ANNEXURE 4: EXPERIENCE IN SIMILAR WORK**  
(On Company / firm's Letterhead)

To,  
The Joint Registrar (MM)  
Materials Management Division  
Main Building, IIT Bombay,  
Powai, Mumbai – 400 076.

Date:

Dear Sir,

**Sub: Tender No. MMD/Laundry Services/RC/2020-21 dated 27<sup>th</sup> August, 2020 for “Tender for Laundry Services at IIT Bombay Hospital and Guest House”**

Brief particulars of the similar work done during last three years: (Please attach copy of at least one work completion certificate/purchase order/ bill for our reference).

Sr. No.	Order Placed by (full add of client)	Order No. & date	Item Description	Value of order	Date of completion of contract	Contact Person along with Telephone No., Fax No. and e-mail Address.

Yours faithfully,

(Signature of the bidder) Printed Name Designation

Seal

Date:

Business Address:

Encl: As above

**ANNEXURE 5: UNDERTAKING FOR SUBMISSION OF OFFER**  
(On Company / firm's Letterhead)

To,  
The Joint Registrar (MM)  
Materials Management Division  
Main Building, IIT Bombay,  
Powai, Mumbai – 400 076.

Date:

Dear Sir,

**Sub: Tender No. MMD/Laundry Services/RC/2020-21 dated 27<sup>th</sup> August, 2020 for “Tender for Laundry Services at IIT Bombay Hospital and Guest House”**

1. I/we carefully gone through the Terms & Conditions as mentioned in the above referred tender document. I/we declare that all the provisions of this tender document are acceptable to my company. I/we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/we will ensure disinfection before washing and will collect/handover clothes to various departments as per instruction received from time to time.
4. I/we also certify that firm will ensure to provide good quality of work and also abide all the terms & conditions stipulated in tender.

Yours faithfully,

(Signature of the bidder)

Printed Name Designation

Seal

Date:

Business Address:

Encl: As above

## SECTION 8 - CHECKLIST

The following items must be checked before the Bid is submitted:

### A. Envelope "1"

1. Demand Draft for Rs. 10,000/- (Rs. Ten Thousand only) towards Earnest Money Deposit.
2. Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
3. Annexure 1: Bidder's Information
4. Annexure A2: Declaration Regarding Clean Track by Bidder
5. Annexure 3: Declaration of Annual Turnover and Income Tax Return
6. Annexure 4: Client Experience Details
7. Annexure 5: Undertaking for Submission of Offer

### B. Envelope "2"

1. Price Bid

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1)** and **Price Bid (Envelope 2)** superscribing on both the envelopes the Tender No. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted with our **Tender No. & Due Date.**