

NOTICE INVITING TENDER(NIT) FOR LAUNDRY SERVICES AT IPE PERMANENT CAMPUS AT VANGALI VILLAGE, SABBAVARAM MANDAL, ANAKAPALLI DISTRICT, ANDHRA PRADESH



Indian Institute of Petroleum and Energy

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1. INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) & Institute website www.iipe.ac.in. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

1.Registration:

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- (v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- (vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
- (vii) The CPP Portal also has user manual with detailed guidelines on enrolment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
- (viii) The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

2.Searching for Tender Documents:

- (i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- (iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3.Preparation of Bids:

- (i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- (ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

4.Submission of bids:

- (i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
 - (ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
 - (iii) Financial Bids can be submitted in PDF format (**As per Annexure - I**).
- Any additional components, which the bidder wants to quote and if it's not available in BOQ, can be quoted in the PDF format. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.
- (iv) Bidders are requested to note that they should necessarily submit their financial bids in the format provided (**as per Annexure-I**) and no other format is acceptable. The Financial Bid can be submitted in PDF format also. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
 - (v) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
 - (vi) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 - (vii) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
 - (viii) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

5. Amendment of Bid Document: At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. Assistance to bidders:

(i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender through email: procurement@iipe.ac.in or Tel. No. **0891-2856015**. **The Institute may conduct the pre-bid meeting, if required for clarification on the tender terms & conditions.**

(ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.

7. The Director, IPE Visakhapatnam reserves the right to award this contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason any time before award of the contract. Further, the Director, IPE is not bound to accept the lowest tender, but has the liberty to close the tender process without awarding the contract to anyone if the lowest quote is found to be unreasonably high. The decision of the Director, IPE Visakhapatnam in this regard shall be final and binding on all.

8. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of contract, the IPE reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process of the Institute.

9. The contracting firm/ agency shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period without requisite notice or non-satisfactory services, breach of any terms and conditions of the contract etc. the contractor shall be liable to legal action, in addition to forfeiture of the performance security deposit given by him.

10. The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of IPE Visakhapatnam.

11. The Director, IPE reserves the right to impose a pecuniary penalty on the contractor for serious lapses in execution of the contract. The amount of penalty imposed will be recovered from the monthly bills payable to the contractor.

12. The Taxes will be applicable from time to time as per the rules of the Government of India.

13 The detailed eligibility and other terms & conditions of the contract may be perused in the following pages.

14. This bid is governed by Institute's Purchase rules available on IPE website(www.iipe.ac.in).

-Sd/-
Registrar
IPE Visakhapatnam

OPEN TENDER

Tender Ref.No: IIPE/SnP/2025-26/04

Date: 24th Sep,2025

NOTICE INVITING TENDER FOR HIRING LAUNDRY SERVICES AT IIPE PERMANENT CAMPUS

1. Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam (hereinafter referred to as the "Institute"), an Educational Institute of National Importance, invites online bid for engagement of Licensee for lease of **Laundry Services for the fraternity of IIPE at its Permanent Campus** at Vangali Village, Sabbavaram Mandal, Anakapalli District as per the Bid document. The Bidder shall provide the required items to the Institute, and the items should be available all the time at a reasonable or fixed price, best quality and right quantity.
2. The institute is presently operating from a transit campus located at **2nd Floor, AU Engineering College, Andhra University, Visakhapatnam and is likely to shift to its permanent campus located at Vangali (Village), Sabbavaram (Mandal), Anakapalli (District), Andhra Pradesh (State), on or before Dec 2025.**
3. The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute's website <https://iipe.ac.in/alltenders> and the bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.
4. The offers should be submitted in **TWO-BID SYSTEM** by the reputed and experienced firms/agencies/companies having valid licenses and permits and qualified experience in the relative field in any Public Sector Undertaking (PSU), Govt. Organization, Educational Institution etc. The Bidders are requested to give detailed tender in two Bids i.e.:
 - a. **Part - I:** Technical Bid.
 - b. **Part - II:** Commercial Bid.

5. Time Schedule:

Sr. No	Particulars	Date	Time
1.	Date of Online Publication/Download of Tender	25 /09/2025	10:00 hrs
2.	Bid Submission Start Date	25 /09/2025	10:05 hrs
3.	Bid Submission Close Date	15/10/2025	15:00 hrs
4.	Opening of Technical Bids	16/10/2025	15:30 hrs

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the e-procurement portal only).

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

Availability of Tender: The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

Note: This is a domestic Tender according to the DPIIT Order dated 15/07/2017 and subsequent amendments to the order for Public Procurement Preference & PROVISION FOR LOCAL SUPPLIERS TOWARDS PREFERENCE TO MAKE IN INDIA. The bidder required to declare the percentage of Local Content for the quoted for the services as per **Annexure – H** and submit with the Technical Bid. Bidder should also give details of the location(s) at which the local value addition is made.

6. **Envelop-1: Technical Bid (Part-I):**

The online envelope clearly marked as "**Technical Bid** - Envelope No. 1" shall contain the all scanned copies of originals documents in PDF Format.

- a) Rate of Compensation for damage by Bidder as per **Annexure- 'A'**
- b) Acceptance of tender terms as per **Annexure- 'B'**.
- c) No Relationship Certificate as per **Annexure – 'C'**.
- d) Bid Security Declaration as per **Annexure- 'D'**.
- e) Bidder Information Form as per **Annexure – 'E'**.
- f) Declaration of Clean Track/No Legal Action Certificate as per **Annexure- 'F'**.
- g) Certificate by Bidder- DPIIT Registration as per **Annexure – 'G'**.
- h) Declaration of Local Content as per **Annexure- 'H'**
- i) Optional Items and Dry Cleaning as **per Annexure- 'J'**
- j) Copy of GST/ PAN No. allotted by the concerned authorities.
- k) The Bidder shall submit details of experience in running a laundry shop and shop or related field at least for a period of **minimum three years** before the date of Bid along with documentary proof;
- l) The bidder should have at least **Rs. 10 Lakhs** average annual turnover for the last three financial years i.e., 2021-22, 2022-23 & 2023-24.
- m) Copy of Registration of the Shop/Agency / Firm / Company issued by the concerned authority of Shops and Commercial Establishment Act is must wherever applicable. The bidder shall be a firm/ company/ proprietorship establishment registered under suitable Act with a registered or branch office in **Andhra Pradesh/Telangana State**.

7. The technical offer **should not contain any price information**.

8. The successful BIDDER, on award of contract / order, must send the contract / order acceptance in writing, within 15 days of award of contract.

9. **Envelope -2: "Commercial Bid" (Part-II):** The Envelope -2: Commercial Bid shall contain the following: Cost of all the items should be mentioned clearly and individually in the Commercial Offer (**Part-II**) only as per **Annexure-I** in pdf format and as per BoQ.

Note:

- (i) No request for extension of due date will be considered under any circumstances.
- (ii) No sub-contracting is allowed with regard to installation, commissioning, training, warranty maintenance and after sales service. This is the sole responsibility of the Principals'/ their authorized agents.

10. IIPe, Visakhapatnam may issue corrigendum to tender documents before due date of submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIPe Visakhapatnam. The bidder is not supposed to incorporate the amendment in the body of the tender document.

3. ELIGIBILITY CRITERIA AND BID EVALUATION

1. BID EVALUATION PROCESS:

The bid evaluation shall consist of the following phases:

Phase I– Evaluation of Technical bid in accordance to the Eligibility Criteria and other tender compliances. QCBS evaluation of the Technical Bid of Eligibility criteria Bidder as per the Marking Scheme mentioned in the bid document.

Phase II - Evaluation of Financial bid:

Note: -It is mandatory for the bidder to qualify all the qualification stages to be eligible for QCBS evaluation including presentation as per Marking Matrix. Only technically qualified bidders shall be considered for opening of their Financial Bids and evaluation thereof.

Evaluation of Technical Bids:

Bidder has to upload all documentary evidence in support of the following mentioned Eligibility Criteria. In the absence of such supporting documents, as mentioned against each criterion, the bid will be rejected summarily. The QCBS rating/ marking and financial bid opening will be carried out for only those bidders who qualify in the Technical bid.

2. Eligibility Criteria:

All the Bidders/Agencies/Shopkeepers must fulfil the following eligibility criteria and submit the documents and the declarations (duly self-attested) in support of their claim along with the bid. The bids those are not meeting the Eligibility Criteria stated below and not accompanied with the requisite documents shall be treated as incomplete hence be rejected:

- a) The age of Applicant/Bidder should be in between 18 years to 60 years on the last date of submission of bid;
- b) Bidders should have valid EPF, ESIC, GST and Labour Licenses;
- c) The deployed manpower should preferably possess educational qualifications of 10th/12th standard or proficiency in English, Telugu & Hindi.
- d) The Bidder shall submit details of experience in running a laundry shop and shop or related field at least for a period of **minimum three years** before the date of Bid along with documentary proof;
- e) The bidder should have at least **Rs. 10 Lakhs** average annual turnover for the three financial years i.e., 2021-22, 2022-23 & 2023-24.
- f) Bidder should not be black listed/debarred by the Institute or any other agency for a period of one year from the last date of submission of this bid. As per the **Annexure-F** to be enclosed with the technical bid in prescribed format.
- g) Copy of Registration of the Shop/Agency / Firm / Company issued by the concerned authority of Shops and Commercial Establishment Act is must wherever applicable. The bidder shall be a firm/ company/ proprietorship establishment registered under suitable Act with a registered or branch office in **Andhra Pradesh/Telangana State**.
- h) The Agency/Firm/Bidder is required to submit a self-attested copy of PAN/TAN/TIN certificates wherever applicable will be preferred.

The bidder who fulfilled the eligibility criteria shall be further evaluated as per the following marking matrix:

3. EVALUATION CRITERIA:

- a) **Evaluation Criteria:** - The evaluation of the Bids will be based on QCBS method (Quality and Cost-Based Selection) wherein the Technical and Financial bids are separately evaluated to obtain Technical and Financial Bid Scores. The weightage for Technical Bid and Financial Bid: (30:70). The Combined Bid Score is obtained thereafter to declare the successful bidder as under:

3.1. Evaluation of Technical Bid:

Stage-1 The Technical bids will be evaluated for submission of mandatory documents as mentioned in the tender document complete set of tender documents, for admission of the bids.

Stage-2 The admitted bids will be subjected to 'Technical Evaluation' wherein all the documents will be verified for meeting the eligibility criteria as mentioned in the tender document.

Stage-3 The 'bids meeting eligibility criteria' will be further evaluated to obtain the 'Technical Bid Score' based on the criteria mentioned below:

TABLE FOR TECHNICAL BID SCORE

Sl.No	Item(s) Description	Documents to be provided	Max. Marks
1.	The bidder shall have a minimum of 03 years of experience in laundry services with reputed Institutes/PSU/Universities etc. • Above 10 years: 30 Marks • Above 5 & Up to 10 years: 20 Marks • Minimum 03 & Up to 5 years: 10 Marks	Work orders / Contracts/ agreements and Experience /Satisfactory completion of work certificate.	30
2.	The bidder should have at least Rs. 10 Lakhs average annual turnover for the last three financial years i.e.,2022-23, 2023-24 & 2024-25. • Above Rs. 20 Lakhs – 20 Marks. • Minimum Rs. 10 & up to Rs. 20 Lakhs – 10 Marks.	Financial statements clearly indicating the turnover values duly certified by a Chartered Accountant with UDIN.	20
3.	Technical Presentation Includes	• Effectiveness of Laundry Services System and Operations Management. • Tagging/Clothes identification system for laundry services • System of handling complaints/ feedbacks/ suggestions • Grooming and personal hygiene and professionalism of the Laundry staff including Labour welfare practices. • Feedback from the third-party sources where the vendor is providing similar services.	50
Total Marks			100
Minimum Qualified Mark			70

- For SI No.1 of the above table, the Contracts in multiple organizations during a year shall be considered as one contract for that year.

3.2 Cut-off Marks for Qualifying: Bidders securing a minimum of **70 marks** in total of above will only be considered as eligible for next round of evaluation. Financial Bids of only these eligible Bidders will be opened and evaluated further, as notified herein.

3.3 The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above.

3.4 Technical Bid Score for each technically qualified bidder will be obtained as under:

$$\bullet \text{ Technical Bid Score} = \frac{\text{Total marks obtained by the bidder}}{\text{Highest score among bidders}} \times 100$$

- The technical bid score shall be rounded off to two decimal places without rounding up

3.5. The Proposal shall be rejected if it does not achieve the minimum technical marks of 70 (seventy) out of maximum of 100 (one hundred) marks.

4. FINANCIAL BID EVALUATION:

- a) The Financial bid of only those Bidders who are found technically eligible shall be opened. The financial bids shall be opened in the presence of representative of technically eligible Bidders, who may like to be present. IIPE shall inform the date, place and time for opening of financial bids.
- b) The financial bids of the eligible bidders (obtaining min 70 of total marks in technical evaluation) will only be evaluated.
- c) The 'Financial Bid Value' quoted by the bidder in Cover-2 in CPP Portal only, shall be normalized for obtaining 'Financial Bid Score' of each bidder as under:

d) Financial Bid Score for each technically qualified bidder will be obtained as under:

$$\text{Financial Bid Score} = \frac{\text{Lowest Financial Bid Value}}{\text{Financial Bid Value of the bidder}} \times 100$$

- The Financial bid score shall be rounded off to two decimal places without rounding up.
- e) IIPE, Visakhapatnam shall correct arithmetical errors on the following basis:
 - (i) 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.
 - (ii) 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
 - (iii) If there is a discrepancy between words & 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 (i) and (ii) above.
 - f) If there are any discrepancies in price schedule and tender document, please refer to the BoQ in the Central Public Procurement Portal, the BOQ item/words/conditions mentioned in BoQ prevails.

5. Combined Quality and Cost Based Selection (QCBS) Evaluation: The score of technical proposal including presentation would be given 30% weightage, and the financial proposal would be given 70% weightage. The normalized score of the technical bid including presentation, and financial proposals shall be used to rank the Bidders on the basis of formula given as below:

6. The final evaluation will be made on the basis of the following:

- Weightage for the Technical Proposal: 0.3
- Weightage for the Financial Proposal: 0.7

7. Combined Bid Score = Technical Bid Score x 0.3 + Financial Bid Score x 0.7.

8. Bidder with highest Combined Score shall be declared selected Bidder.

9. In case of a tie:

- i. The Bidder who scores higher marks in the Technical Score will be considered as successful bidder.
- ii. In case of tie in clause (i) above, the bidder with higher experience in providing Laundry services in Centrally Funded Technical Institutions (CFTIs)/INIs will be considered as successful bidder.

4. SCOPE OF WORK

IPE would require laundry services on regular basis for various types of Linen items generally used by Faculty Members, Staff Members, Students and Visitors. This also includes general purpose linen items, e.g., Curtains, Cushion Covers, Table Cloths, Seat Covers and Mosquito Nets.

The laundry services would encompass 'Scope' as under:

- a) Collecting, Washing and /or ironing and delivery of clothes in respect of individuals and Guests of IPE;
- b) Organizing billing in case of every individual.
- c) Timely clearing of Water, Electricity bills (as per sub meter) and allied charges as prescribed in the bills.
- d) Quality washing, drying and electric/steam ironing;
- e) Connecting on daily basis (pick and drop facility);
- f) Have experienced employees not below 18 years of age;
- g) Timely collection and delivery twice a week;
- h) Express delivery service available at door steps and emergency services when warranted;
- i) Track with the updated world, through online services;
- j) For safety and authenticity, Bidder will have a code generation process for every individual customer;
- k) Provisioning of Laundry bags and individual user IDs to be ensured;
- l) Payment through electronic mode such as Debit card and Mobile Apps like Paytm, Phone pay etc.;
- m) Following branded detergents only to be used:
 - (i) **For Cotton Clothes.** Surf Excel/ Tide Plus/Henko/ Ariel.
 - (ii) **For Woolen Clothes.** Ezee/ Lizol (Washing)/ Surf Excel "Matic".

Note: Future Requirement:

- (a) Mobil app-to trace order with a click.
- (b) Locker facility for laundry in hostels.

1. Procedures:

There is a requirement to follow step by step procedure to nullify the chances of skipping any important action to be performed. Following steps define Bidder 's actions clearly serving the Institute towards healthy clothing:

- (a) **Pickup from various Locations:** All washable and untidy attires will be collected by Bidder 's professional team and packed in safely marking with identification so as to ensure correct delivery without mismatch or confusions;
- (b) **Dropping Laundry Bags at Washing Locations:** Once collection of clothes is finished from the user, items will be dropped at washing point for further process;

- (c) **Washing, Drying & Ironing:** Bidder 's advanced technologies and highly skilled labours must come into action to ensure that clothes are passed through phases of washing, drying & ironing achieving quality & time lines;
 - (d) **Dispatch and drop back to Central location:** Once processed, the team dispatches all packages to a central location and hand over to responsible person/ authority;
 - (d) **Updating of Information over Web:** Making use of the advanced technology, complete service information be uploaded into users account so as to update him with correct information about the service taken;
 - (e) **Status Enquiry made by Customers:** At the final stage, the user can inquire about the status of the laundry service he/she opted for his/her clothing over company's e-Mail. This facilitates user to know about the delivery status after availing Bidder 's services;
 - (f) **Express Delivery:** In case of an emergency, the Bidder will be informed by e-Mail and **shall organize** immediate collection of clothes and delivery of washed /pressed clothes within 24 hrs with **10%** extra charges;
 - (g) **Number of Machines:** Heavy Duty Commercial machines are required to be installed at the assigned place;
 - (h) Users if not available to handover clothes in person then the student may put unwashed clothes in a properly identifiable bag at a specified place in the hostel which will be picked up by the Bidder and delivered/processed accordingly;
 - (i) **Weekly Laundry:** Organize service cleaning as per pre-agreed drop and pick up time which are as under:
 - *(i) Pickup Time: Between 1800-2000hrs on Wednesday and Saturday. Biweekly;
 - *(ii) Delivery: Between 1800-2000hrs next Saturday & Wednesday. Service;
- *The drop and pick-up frequency may be increased as per the requirements of the Institute.**
- (j) **Responsibility:** The Bidder shall be responsible to organize the pickup and drop of laundry twice a week. The service shall be at pre-specified central point for students and from the houses of Faculty and Staff;
 - (k) **Marking & Identification:** The Bidder will provide the user with laundry bags and will mark them for easy identification.;
 - (l) **Missed/Unattended Delivery or Pick up:** If the user misses a scheduled pickup in the hostel of washed clothes, the bidder will put up the clothes at a specified place in the respective hostel.
 - (m) **Garment Care:** The Bidder shall be responsible and guard against laundry items bleaching, shrinking, fading or otherwise becoming altered or wearing out by unfair wash-and-dry laundry process;
 - (o) **Loss, Damage and Storage:** In the instance that a garment is lost or damaged by the Bidder, the Bidder shall compensate the user as per rates attached as '**Annexure-A**'

5. TERMS AND CONDITIONS

1. Allotment of Contract: The successful Bidder shall enter into an agreement for running the Laundry shop for which he/she emerged as successful Bidder within 15 days from the date of issue of allotment letter.

2. Term/Period of Contract:

The contract period for the laundry shop will initially be three **(03)** years and may be extended on an annual basis, subject to satisfactory performance of services and mutually agreed terms by both parties.

3. The No. of students is **550 Nos** but the numbers may vary due to CoVID guidelines, semester break, leave or unforeseen causes.

4. Rates for main items **(Annexure-I)** provided regularly by laundry services shall follow the financial bid rates. **Rates for Optional Items & Dry-Cleaning Items (Annexure-J)** must be quoted by bidders but not considered for **L1 price**. The **Optional Items & Dry-Cleaning rates** will be negotiated and finalized by the Institute with the successful bidder. The Institute may engage other agencies for these items if needed.

5. License Period/Minimum Period of Doing Business:

a) The License period of Laundry Services shall be for **03 (One) year initially and extendable** on annual basis depending upon the satisfactory service performance and mutual agreed terms by the both the parties.

b) The license fee shall be increased by at least a minimum of **5%** of the monthly rent, when due or as applicable as per the Government orders.

c) The successful Bidder/ allottee shall enter into deed of license for **03(Three)** year or as the case may be within fifteen days of issue of contract order on non- judicial stamp paper worth **Rs.100/-**, which has to be produced by the allottee /Bidder along with the Security Deposit and three months advance license fee. If the allottee / Bidder fails to commence the business in next 10 days of signing of the Agreement / deed of license, the **license fee** shall be forfeited.

d) **Payment of License Fee:** The licensee shall have to pay monthly license fee on or before **07th** of every month. In case of belated payment of monthly License Fee, appropriate penalty will be imposed as decided by the Institute;

e) The Licensee shall abide by the conditions of license deed executed between the Licensee and the Licensor during the period of license; and

f) **Non-Exclusive Clauses:** The allotment shall be on "NON-EXCLUSIVE BASIS" i.e. the Institute shall have right to grant license to more than One licensee to do same Business in the same Premises.

6. Performance Bank Guarantee (PBG):

a) The initial contract period shall be three years. During this period, the successful bidder shall submit a Performance Bank Guarantee (PBG) equivalent to **12 months of the license fee**. For contract for an additional two years, the PBG shall be submitted based on the revised license fee applicable.

b) shall not carry any interest;

c) Refundable only after completion of license period;

d) The PBG is liable for forfeiture in the event of failure by the licensee to pay the license fee or termination of license or for breach of any condition/conditions of license.

e) PBG will not be adjusted towards the license fee payable by the licensee during the license period; and

f) The PBG shall be liable for forfeiture in the event of failure by the licensee to pay the license fee or termination of license or for breach of any condition/conditions of license.

7.Termination of Contract:

In the event of such an extension being under consideration (after conclusion of the initial Contract) and even in the event of the vendor seeking an exit for any reason, it shall continue to be the responsibility of the vendor to continue to work at the rates prevailing on the last date of the surviving Contract, even beyond the Contract period or the extended Contract period as the case may be, for at **least 3 (three) months** or till a new Contract is finalized, whichever is earlier.

8.General Terms and Conditions:

a) The Bidder shall have to submit the bid only for the business mentioned and for any multiple businesses, there should be separate Bid form and separate sealed cover to be submitted. No combined quotation for multiple business should be submitted and for any deviation, the Bid will be rejected;

b) The successful Bidder will be allowed to commence the business upon the satisfaction of other formalities like payment of security deposit, execution of agreement (Deed of License) failing which Security Deposit paid will be forfeited besides cancelling the license;

c) Institute will provide a designated place for setting up the Laundry Services;

d) The allocated space to the Laundry Services Bidder can be relocated as per the requirement of the Institute;

e) **Change of Nature of Business:** The licensee has to do the same business which is mentioned in bid notification and for which license is issued. If the licensee is found doing business in the Laundry other than the stipulated in the deed of license, the license is liable for termination duly forfeiting the Security Deposit;

f) In the event of death of licensee, the license shall come to an end. However, the licensor may permit the Legal Heir of the licensee to run the business on the same Terms & Conditions for the remaining period of license on execution of fresh deed of license by such Heir;

(i) The Institute is not responsible for any theft within the Laundry shop. It will be the liability of the Bidder to make necessary security arrangement within the Laundry shop;

(ii) A "Suggestions & Complaints" book at his establishment which shall be made available to the public on demand immediately. Any suggestions or complaints are made by the public; it is the responsibility of the licensee to bring it to the notice of the licensor. The said book shall be produced to inspecting officials. The "Suggestions & Complaints" recorded in the suggestions & complaints book be scrupulously followed and failure to follow will lead to levy of penalty or termination of agreement or forfeiture of security deposit at the discretion of the Institute;

g) Manpower deployment:

(i) No child labourer shall be employed for servicing as per law;

(ii) EPF and ESIC paid challans of the deployed staffs to be submitted along with monthly bills;

(iii) The licensee has to pay amounts, in case of any accident to the personnel employed by them during the business time. The licensee is alone for liable workmen's compensation and any other statutory dues and Institute is not liable for payment of any such amount; and

(iv) The Bidder must provide the name of the workers who will be working and visiting the Laundry shop inside IIPE Campus along with their police verification within a month's time after agreement. If new worker joins the Bidder who will work within the IIPE Campus, a prior intimation has to be given to the Institute and they also need to submit recent police verification Certificate within a month's time from joining;

h) **Taxes:** The licensee shall pay all the taxes which are levied by the Central Government and the State Government from time to time. The Institute is not liable for the penalties against non- payment of these taxes or default therein. Any default, non-payment of taxes to statutory authorities will cause termination of license and vacation of premises;

- i) All notices, consents, sanctions directions and approval referred to in this agreement or otherwise shall be given by the licensor to the licensee in writing;
- j) In the event of any damages caused to the property of the Licensor by the Licensee or his representatives, agents or servants during the subsistence of licensee period, the Licensor shall have right to recover the said sum from the Security Deposit of the licensee;
- k) No accommodation shall be provided to shopkeeper or their employee in the campus. Likewise, no person related to laundry shop services, will be allowed to stay in the campus after closing of laundry shop;
- l) During the agreement period, the licensor is at liberty to alter /modify /add/delete in the condition(s) of the agreement in the interest of the Institute;

m) Prohibitions:

- (i) Bidder should not sell any items prohibited by the Institute or by the Government or any enforcing agencies such as cigarettes, gutka, pan masala, intoxicants, liquor, prohibited drugs etc. They shall adhere to the code of the conduct laid down by the Institute from time to time. The license agreement can be terminated at any point of time without assigning any reasons including violation of contractual obligations;
 - (ii) **Use of polythene is strictly prohibited.** All the Bidders shall submit an undertaking for not using the polythene covers which are banned by the State / Central Governments or any other agency.;
 - (iii) No child labourer shall be employed for servicing as per law;
 - (iv) The licensee shall not exhibit or permit any advertisement in the laundry shop, except the same and style of his/her business, and the cut out/poster/hording should not be obscene. In case of misbehaviour, assault on person / employees Institute, any act or comment tarnishing the image of Institute by the licensee or his representative /workers lead to impose penalty or termination of contract duly forfeiting the Security Deposit amount; and
 - (v) **Subletting/ Sublease:** The licensee during the license period, permanently or temporarily, shall not share/franchise or sublet to anybody else and shall not be allowed to take any person to share the premises or in partnership without the prior written permission to the licensor, nor shall he be entitled to allow any person to occupy the licensed premises or to use any part thereof without the permission in writing from the licensor;
- n) The operation of Laundry shop shall be as per the Institutes' directions;
- o) If at any time, after the allotment of space (during the operations), it is found that the Bidder/Licensee has encroached onto the extra area, the Bidder/Licensee is liable to be penalized by levying a penalty (at the rate of **1.5** times the monthly rent computed on daily basis for the duration of encroachment) along with the removal of encroachment. The concerned Commercial Establishment/Licensee shall abide by the decision of IYPE; and
- p) Institute reserves the right to accept or reject the Bid of any Bidder or Bidders at the sole discretion of the Institute without assigning any reasons thereof.

9. Specific Terms and Conditions:

- a) **Product Pricing:** Committee of the Institute may verify the price of the Laundry services from time to time. In case of any discrimination, penalty may be imposed and administrative action can be taken;
- b) Contract will be extended annually only based on the satisfactory performance;
- c) Successful bidder has to pay minimum license fee of **Rs. 15.31/- per square foot of area + applicable GST per month** to be paid by the Licensee. The license fee shall be revised from time to time in accordance with **Government orders**.
- d) **Water and Electricity Charges from the Service Provider will be charged as per actual.**

e) License fee or other dues shall be paid by the Licensee as per dates mentioned in the bills raised by IIPe Visakhapatnam and paid to Institute Account. Late payment of License fee will attract penalties and other penal interests @ **Rs. 500/-** per month or 18% per annum of amount due computed on monthly basis, whichever is higher;

f) Institute reserves the right to discontinue the license of any commercial establishment for non-payment of amount due for a period more than 3 months by the licensee;

g) The Committee will have right to see the quality, market price, and reasonability of the items;

h) Bidder must accept the Payment through Paytm, Google Pay (G-Pay), digital payment apps and any other electronic-payment mode. **The payment will be made by the Individual.**

i) The Bidder must provide printed or handwritten bills;

j) The Bidder must follow the complete COVID-19 safety protocols;

j) The Bidder shall pick up the cloths from Residential complex at least twice a week on the schedule shared by the Institute;

l) No misbehave with residents/students will be allowed;

m) Use of Polythene is strictly prohibited in the Campus; however biodegradable carry bags are allowed;

n) Licensee shall keep the premises neat and clean and maintain the general hygiene; and

o) Consumption of alcohol, tobacco products and smoking are strictly prohibited in the Campus.

All the above terms and conditions and guidelines will form part of agreement. The licensee will have to be bound by these conditions in addition to any other conditions prescribed by the Institute.

10.Guidelines:

All Laundry services should be available all the time at a reasonable price, best quality and right quantity.

a) Bills have to be provided to every customer;

b) Encouraged to install swiping machines for convenience in e-payments for the goods delivered;

c) Institute will not be responsible for the credit extended under any circumstances; and

d) Institute will not be party nor will help the Licensee where a govt. agency or its official is visiting the premises in connection with the discharge of his duties. Any dispute arising out the same shall be the responsibility of the Licensee and the Govt. Agency;

11.Penalty Provision:

In the opinion of the licensor, if the licensee fails to execute the license for the terms mutually agreed and enter in the agreement/contract between the licensor and the licensee to satisfaction of the licensor, the Institute (licensor) has the right to take the following actions;

a) Imposition of fine for breach of contract by authorized officer of the Institute;

b) Forfeiture of Security Deposit/PBG either partly or fully;

c) Termination of license by giving **one month's notice**;

- d) Termination of contract with the above due notice and also simultaneous forfeiture of Bank Guarantee; and
- e) In the event of any statutory authorities imposes any punishment or fines etc., and if the Institute is made a party in such penal action the Institute has got the authority to keep security deposit etc., with it until it is proved to the satisfaction of the Institute that such penal actions are ceased. Such penal actions may be a reason for termination of Contract.

12. Dispute Redressal & Applicable Laws:

- a) In all disputes and doubts or interpretation of the clauses or conditions applicable to the license or otherwise, the decision of the Institute shall be final and binding on the licensee;
- b) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Visakhapatnam, Andhra Pradesh, India only;
- c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 and the venue of arbitration shall be at licensor's location. The decision of the Arbitrator shall be final and binding on both the parties;
- d) The proceedings for eviction, if found necessary to be initiated, against a vendor/Licensee/Commercial Establishment/ Firm for non-observance of allotment rules and subsequent non-compliance to the notices from Estate Office, shall be initiated as per provisions under the Andhra Pradesh Rent Control Act, 2001 as amended from time to time;
- e) That the office of Estate officer, IIPE Visakhapatnam only, shall have the jurisdiction to entertain any application in respect of any proceedings under "Commercial Establishment Allotment Rules" document. The document shall be governed by and construed in accordance with the providing laws of Government of India and any disputes arising under this License Deed can be dealt in courts at Visakhapatnam; and
- f) **Force Majeure:** Any delay due to Force Majeure will not be attributable to the Vendor. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Vendor for a period exceeding a continuous period of 7 (seven) days.

RATE OF COMPENSATION FOR DAMAGE BY BIDDER**PENALTY:**

The Contractor will be fined in case of any violation of the terms and conditions of this agreement. The fine amount mentioned below:

If the Institute's Committee agrees that certain cloth is not properly washed or ironed, then the Contractor shall re-do his job to the satisfaction of the authorized person from the Institute/committee. In case of a cloth getting spoiled or damaged or misplaced by the Contractor, the following Compensation shall be levied depending on case to case basis.

Sl. No.	Issue	Compensation (Free Washes)	Remarks
1.	Loss of Clothes	10 free washes of the same item type	If the same item is not in regular service, an equivalent alternative will be given.
2.	Damage to Clothes	5 free washes of the same item type	applicable for torn, burnt, shrunk, or mishandled items.
3.	Stained Clothes	2 free washes of the same item type	Only if the stain is caused during the laundry process

- The Contractor has to pay the approved fine amount to the complainant student within 7 days of intimation and payment should be made directly to the bank account of the complainant student.
- The Student Affairs /IPE authority reserves the right to alter/modify the decision of the Laundry Committee.
- Changes in the detergent or chemical or any other consumable used for Laundry Services, without permission of Institute would result in a fine of **Rs. 2,000/- on the Contractor.**
- Each instance of unprofessional behaviour (lack of personal hygiene of staff, misbehaviour by workers etc. as determined by the committee etc.) will lead to a fine of **Rs 3,000/-** on the Contractor.
- Absence of proprietor or his representative (empowered to take decision) from Student Affairs / IPE Authority meetings on due invitation (which will be held approximately once every month) will attract a fine of **Rs. 3,000/-**.
- **For any rules stated in the agreement:**
 - a. First violation of the rule implies fine as per the rule.
 - b. Second and subsequent violations of the same rule within 30 days of previous fine will be 50% addition to the initial amount of fine on the Contractor.
 - c. If any of the above rules are violated 10 times (taken as a total) the Contractor will be automatically disqualified, and the contract may be terminated. However, this is not the only criteria for termination. The Institute reserves the right to terminate the contract at any time, considering the frequency and seriousness of the violations.

ACCEPTANCE OF TENDER TERMS
(To be given on Company Letter Head)

Date: DD/MM/YYYY

To,

The Director
Indian Institute of Petroleum and Energy
Visakhapatnam – 530003

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of the Tender /Work/Service:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely _____ as per your advertisement, given in the above-mentioned website(s).
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.,), which form part of the contract agreement and I/ we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
5. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

CERTIFICATE FOR 'NO RELATION' WITH IIPE EMPLOYEES

(To be submitted on Bidder's letter Head)

This has reference to our proposed contract for '**Laundry Services**' to be entered into with Indian Institute of Petroleum and Energy.

- (i) I/We am/are not a relative/blood relation of any key managerial person of IIPE Visakhapatnam.
- (ii) We are not a firm in which any key personnel of IIPE Visakhapatnam or his/her relative is a partner;
- (iii) I/We am/are not a partner in a firm in which any key managerial person of IIPE Visakhapatnam or his/her relative is a partner.

Signature of Contractor

Place:

Date:

BID SECURING DECLARATION FORM
(ON COMPANY LETTER HEAD)

Tender Ref No.:

Dt:

To,

The Registrar
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.

I / We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

- (a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) Having been notified of the acceptance of our Bid by the purchase during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Manpower, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not successful Bidders, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Officer authorized to sign the bid documents on behalf of the bidder.

Specimen Signature : _____

Name : _____

Designation : _____

Duly authorized to sign the bid for an on behalf of (Complete Name of Bidder)

Dated on ____ day of _____ Year ____ (Date of Signing)

Firm's Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

BIDDER INFORMATION FORM

Company Name: _____

Registration Number: _____

Registration Address: _____

Name of Partners /Director: _____

City: _____ Postal Code : _____

Company's Establishment Year: _____

Company's Nature of Business : _____

Company's Legal Status (tick on appropriate option)	1) Limited Company	
	2) Undertaking	
	3) Joint Venture	
	4) Partnership	
	5) Others	
Company Category	1) Micro Unit as per MSME	
	2) Small Unit as per MSME	
	3) Medium Unit as per MSME	
	4) Ancillary Unit	
	5) SSI	6) Others

Contact Details:

Contact Name: _____ Designation: _____

Email Id : _____

Phone No: _____)

Mobile No: _____

Bank details

Name of Beneficiary:

A/c. No. CC/CD/SB/OD:

Name of Bank :

IFSC (Bank) :

Branch Address and Branch Code:

Other Details

Vendor's PAN No. _____

(Signature of the Bidder, with official seal)

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION
(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/ State Government/ Public Undertaking/ Institute nor any criminal case registered/ pending against the firm or its owner/ partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated, the firm blacklisted and performance Security shall be forfeited.

In addition to the above Director, IIPE will not be responsible to pay the bills for any completed / partially completed work.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

CERTIFICATE BY BIDDER- DPIIPE REGISTRATION
(Certificate on Company Letterhead)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed).

I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered for this tender no. _____ dated _____ listed by IIPE Visakhapatnam.

Signature with Date
and
Stamp of the Bidder

DECLARATION FOR LOCAL CONTENT**(on OEM's letter Head)**

(to be given on Company Letter Head – for tender value below Rs. 10 crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date:

To

The Director

Indian Institute of Petroleum and Energy

Visakhapatnam – 530003

Sub: Declaration of Local Content

Tender/Bid Reference No. _____

Name of Tender/ Work: _____

1. Country of Origin of Goods/Service/Work being offered: _____
2. We hereby declare that goods/service/work offered has _____ **% local content** (Please mention exact %).
3. Details of location at which local value addition will be made/ made: (Complete address to be mentioned)

"Local Content" means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

"False declaration will be in breach of Code of Integrity under Rule 175 ((1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law."

Yours Faithfully,

(Signature of the Bidder, with official seal)

PART – II: PROFORMA OF PRICE BID
(On the official letter head of the bidder)
FINANCIAL BIDS: LAUNDARY SERVICES

Annexure-I

Sl.No.	Item(s) Description	Basic Cost quoted by the bidder			GST %	GST amount	Total Amount with taxes (Rs.)
		Washing and Ironing	Only Washing	Only Ironing			
1.	Pant + Shirt						
2.	Shirt						
3.	Pant						
4.	Pant (Jeans)						
5.	T-Shirt						
6.	T-Shirt+Pant (Jeans)						
7.	Salwar+ Kurta						
8.	Salwar						
9.	Kurta						
Grand Total							

Grand Total (In Words): Rupees _____ **Only**

The bidder must quote prices for all the items mentioned above. Failure to quote for any item will result in summary rejection of the bid

(Seal and Signature of the Bidder)

(i) **Optional Items:**

Sl.No.	Item(s) Description	Basic Cost quoted by the bidder			GST %	GST amount	Total Amount with taxes
		Washing and Ironing	Only Washing	Only Ironing			
1.	Coat						
2.	Coat+Pant						
3.	Woolen Coat						
4.	Jacket						
5.	Saree						
6.	Bed-Sheet (Single)						
7.	Bed-Sheet (Double)						
8.	Bed-Sheet (Single) with Pillow Cover						
9.	Bed-Sheet (Double) with Pillow cover						
10.	Curtains						
11.	Shoes/Sandal/Footwear						
12.	Innerwear						
13.	Soft Toys						
14.	Backpack/Bag/Ladies Hand Bag						
15.	Rain Coat/Apron						
16.	Hand Gloves/Cap						
17.	Mosquito Net						
18.	Carpet						
19.	Table Cloth						
20.	Sherwani						
21.	Doormat						
22.	Towel						
23.	Innerwear						
Grand Total							

(Seal and Signature of the Bidder)

(ii) **Dry Cleaning Items:**

Sl.No.	Item(s) Description	Basic Cost quoted by the Bidder	GST%	GST amount	Total Amount with taxes
1.	Shirt				
2.	Pants/Trousers/Jeans/Similar Items				
3.	Sweater/Hoodie/Pullover/Sweatshirt				
4.	Kurta/Kurti				
5.	Salwar/Churidar/Skirt				
6.	Blazer/Coat				
7.	Suit2 Pcs				
8.	Suit3 Pcs				
9.	Blanket (Single)				
10.	Blanket (Double)				
11.	Saree				
12.	Ornamental Saree				
13.	Lehenga Set/Gown(heavy)				
14.	Jacket/Jerkin				
15.	Muffler/Scarf/Dupatta				
16.	Sherwani				

The bidder must quote prices for all the items mentioned above. Failure to quote for any item will result in summary rejection of the bid.

Notes:

- (i) Any other item(s) not covered above shall be mutually discussed and rate as fixed by institute shall be applicable.
- (ii) The **Optional Items & Dry-Cleaning rates** will be negotiated and finalized by the Institute with the successful bidder. The Institute may engage other agencies for these items if needed.

(Seal and Signature of the Bidder)

Checklist to be Submitted along with Technical Bid for 'Hiring of Laundry Services' at IIPE Permanent Campus:

Sl No.	Documents	Submitted (Yes/No)?
1.	Name of the Firm/Company/Agency(Attach a copy of registration)	
2.	Address of the Registered office	
3.	Should have Operationally Registered Branch in Andhra Pradesh/Telangana Sate (Valid proof of documents to be submitted)	
4.	PAN (Attach a copy)	
5.	GST Registration (Attach a copy)	
6.	Financial Turnover of the Bidder (FY:2021-24) : 10 Lakh(s)	
7.	Rate of Compensation for Damage by bidder as per Annexure-A	
8.	Acceptance of Tender terms and conditions as per Annexure-B	
9.	Certificate for No-Relation with IIPE Employees as per Annexure -C	
10.	Bid Securing declaration form as per Annexure-D	
11.	Bidder information as per Annexure-E	
12.	Declaration of Clean Track/No Legal Action as per Annexure-F	
13.	Certificate by Bidder- DPIIPE Registration as per Annexure-G	
14.	Declaration of Local- Content as per Annexure-H	
15.	Dry Cleaning items as per Annexure-J	
16.	3 Years of Past Experience (prior to bid opening date): The list of successful executed contracts with reputed institutes/organizations/PSUs/University etc., (Attach a proof of document).	
	Name of the Client and full address	Telephone and FAX number of the client
		Tenure of contract
		Value of contract
17.	In addition to the above, all other necessary documents must be submitted as specified in the bid document, wherever required.	

Financial /Commercial Bid/BoQ: Price Bid /Commercial bid to be submitted as per the prescribed format as **Annexure-I in Part-II(Envelop-2) on the CPP Portal.**

Notes:

a) The bid without any of these documents shall be treated as incomplete. The bids with documents NOT matching with the above eligibility criteria and incomplete documents will be declared as 'Not eligible'. All the above documents should be clearly stamped and signed by the authorized signatory of the bidder. All supporting documents in support of the above clauses shall be produced along with Technical Bid documents. As the Technical Score for each bidder is evaluated based on these documents, bidders are advised to attach as many relevant documents as available with them. All documents shall be serially numbered.

(Signature of the Bidder, with official seal)

IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IPE VISAKHAPATNAM WILL PROCESS THE TENDER AS PER IPE VISAKHAPATNAM STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IPE VISAKHAPATNAM WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHO'S BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer