



Revenue Officers' Training Institute
Gothapatana, Bhubaneswar, 751003



0674-6558871
0674-6558870
0674-6558872

e-mail : rotigothapatana@gmail.com

**Tender Notice for Laundry Services at Revenue Officers' Training Institute
Gothapatna, Bhubaneswar**

Revenue Officers' Training Institute, Gothapatna, Bhubaneswar, Odisha, invites sealed tenders for outsourcing of Laundry Services at Revenue Officers' Training Institute, Gothapatna, Bhubaneswar.

The interested agencies / firms may quote their best offer along with the complete details and also required to submit the technical and financial bid separately. The bids in Sealed **Cover-I** containing "**Technical Bid**" and Sealed **Cover-II** containing "**Financial Bid**" should be placed in a third sealed cover subscribed "**Laundry Services at Revenue Officers' Training Institute, Gothapatna, Bhubaneswar**" and should reach at the office of "**The Director, Revenue Officers' Training Institute, Gothapatna, Bhubaneswar**" on or before **20th March 2017 by 11.00 AM**. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day at **03.00 PM** at **Revenue Officers' Training Institute, Gothapatna, Bhubaneswar**.

Requirements

Revenue Officers' Training Institute (ROTI), Gothapatha has the requirement to launder the bedsheets, pillow covers, blankets & Towels used by inmates of ROTI hostel/ guest house on weekly basis during the training period or as and when required depending on work load. The washed linen will be delivered within 24 hours of receipt for processing.

Workload

The Institute has inbuilt capacity for 112 bedded Hostel. The quantity of linen items to be washed at present is approximately 112 bed, Blankets & Towels which may vary from time to time depending on actual number of trainees attending a particular training course and use of items in guest room/ office.

Washing Chemicals/Detergents

The vendor shall be responsible for procurement of all the detergents/washing chemicals of the specification as per approved washing formula (only from laboratory tested reputed firms and ISI marked where ever possible). The institute authorities can make surprise check to verify that the items used are as per approved formula and right quantity of these are being used.

Terms Of Payment

The monthly bills will be raised by the vendor, based on actual work done during the said month after satisfactory verification & certification by the designated officials and countersigned by the Administrative Officer, ROTI.

Supervision & Quality Control

- A. Revenue Officers' Training Institute, Gothapatna shall have the right to terminate the contract of the services rendered by the vendor, which are not of the requisite standard.
- B. Management shall demand and be supplied with a sample of any washing chemical or detergent for inspection and analysis & if required to be sent for testing by the approved laboratory.

Prerequisite Criteria For Qualification

- A. **Location:** Agency should be preferably based in Bhubaneswar, Odisha
- B. The firms will be selected on L1 basis of price quoted to be reckoned on the basis of Lowest Average Price.
- C. **Authenticity & Operational Capability:**
 - I. The tenderer should have been in business in govt. organizations/PSU or private sector for a period of at least for 3 years in laundry services for which the quotation / tender are submitted. The vendor on a non— judicial stamp paper should give a declaration to the effect. The firm should also submit list of organization where it is running its service in the last three years. The vendor is required to submit performance report from such organization where it has been providing services in laundry.
 - II. Surprise/Scheduled visit to the premises where it is running the laundry services, by the representatives of the institute shall be made to verify vendor capacity and standing.
 - III. The Vendor will give a certificate that the firm has not been black listed in the past 3 yrs. by any Government/ private Institution.

EMD:

The bid must be accompanied by an Earnest Money Deposit/ bid security of Rs. 5000/- (Rupees- Five thousand) Only in form of Bank Draft in favour of Administrative Officer, ROTI.

Contract Agreement:

The successful vendor shall have to execute a Contract Agreement with the Institute in the prescribed proforma.

In the event of the contract being determined or rescinded under provision of any of the clause/condition of the agreement, the performance guarantee shall stand forfeited in full and in case of any dispute the matter is to be adjudicated by the Arbitrator appointed by the **Revenue Officers' Training Institute, Gothapatna.**



OSD-cum-Director, ROTI

**REVENUE OFFICERS' TRAINING INSTITUTE,
Gothapatna, Bhubaneswar**

**Terms & Conditions and Scope of work for outsourcing laundry
service (Washing and Pressing)**

**For the Tender Papers of out sourcing laundry services (Washing and Pressing)
for Revenue Officers' Training Institute, Gothapatna, Bhubaneswar for the year
2017-18**

1. The firm should be registered under OVAT, ACT-2004 and having valid VAT Clearance Certificate in Form VAT-612.
2. Attested copies of valid Service Tax / VAT Clearance Certificate have been TIN /SRIN should be furnished along with the Tender paper.
3. Rs. 5,000/- (Rupees Five thousand only) as EMD in shape of Bank Draft/ Banker's Cheque favouring the Administrative Officer, Revenue Officers' Training Institute, Gothapatna, Bhubaneswar should be submitted along with the tender paper.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted rate will be inclusive of all Taxes. The percentage of VAT is to be mentioned clearly against each item. The rates need to be quoted in tabular form.
6. The rates quoted by the tenders should be valid for one year.
7. No conditional tender will be accepted by the authority from the tenderers.
8. No advance payment will be made to the party after acceptance of tender or execution of order.
9. Original documents are to be produced for verification by the members of the committee.
10. If any information/document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.
11. It is the responsibility of the tenderers for timely delivery of the articles at the site of Revenue Officers' Training Institute, Gothapatna at their own cost.
12. The tenderers should furnish in a sealed cover (to be sealed on sealing wax) duly subscribed as "TENDER FOR LAUNDRY SERVICES FOR THE YEAR 2017-18" on the top to the sealed cover.
13. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
14. The Tender Committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The Committee is not bound to accept the lowest rates.
15. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
16. All pages of the bids are to be signed & stamped by the tenderer.
17. The duly filled in Tender's Profile as enclosed is submitted along with tender.
18. For any services/supply, the firm / organization should not be blacklisted by any Govt. organization. If found later on, the action deemed fit will be initiated against the firm as per the law.
19. The Director, Revenue Officers' Training Institute, Gothapatna, Bhubaneswar reserves the rights to terminate the contract at any time without notice if the supplier/firm fails to make the supply Within the specified time or in accordance with the specifications & samples.
20. The tenderer shall indemnify the Institute in case of any penalty imposed by any public Authority for violation of any rule or breach of peace.
21. Collection and transport of dirty linen: Vendor will be responsible for collection of dirty linen from the ROTI hostel.
22. Vendor will identify torn linen at the time of collection, process & wash them. Only torn linen will be replaced by the Institute.

23. The contractor will process linen as per approved washing procedure and approved washing formula.
24. Standard universal precautions to be followed while collecting & handling linen.
25. The Institute shall not provide any sort of accommodation to the staff or person deployed by the contractor and no Cooking / lodging will be allowed in the premises of the Institute at any time for the Laundry Services.
26. The provision of appropriate manpower, material supplies, required for performing the tasks processes of the laundry services, shall be borne by the contractor.
27. The complete job of collecting of dirty linens from earmarked place/places and supply of cleaned linens to earmarked place/places of the Institute shall be carried out by the contractor.
28. The tenderer will be wholly responsible for providing laundry services in the Institute. The linen must be washed and ironed properly up to the satisfaction of Institute authorities. If any defect, damage or deficiency is noticed, payment in part or full may be held & penalty may be imposed.
29. The firm will segregate torn linen at the time of sorting before washing process is commenced & report to designated officer.
30. Collection, distribution of clothes should be carried out within the period as specified by Institute authorities.
31. If any complaint of misbehavior and misconduct comes into the knowledge of the Institute authorities then all such responsibility shall be of the contractor and any loss owing to negligence or mishandling by the laundry staff, the contractor shall himself be responsible to make good for the losses so suffered by the Institute.
32. No escalation of rates quoted will be allowed during the period of contract.
33. The contractor shall not engage any sub-contractor or sublet/transfer the contract to any other agency/person.
34. In case the agency fails to execute the job after signing the agreement/deed or leave the job before completion of the period of contract at their own accord, the Director shall have the right to forfeit the security money deposited by the agency for the execution of the contract .
35. The contract can be terminated by the first party (ROTI, Bhubaneswar) by giving two months notice. The second party (the contractor) if so desire to terminate the contract will be required to give two months advance notice.
36. The initial period of contract will be for one financial year and may be extended further depending on Performance of the Agency and at discretion of OSD-cum-Director, ROTI, Bhubaneswar.



OSD-cum-Director, ROTI

Annexure-II

PRICE BID / FINANCIAL BID

List of items for Laundry Services (Washing and Pressing)

Sl. No.	Description Linens / Clothes	Price (Per Piece)
1	Bed Sheet(single)	
2	Pillow Cover	
3	Blanket	
4	Bed Sheet(double)	
5	Towel	
6	Others (Specify)	

Declaration.

I/We hereby declare that the rates I/We have quoted are equal to or less than the rates quoted by me /us to other Government, quasi-government or private hospitals for the same items.

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and Confirm to accept and abide the same.
2. No other charges would be payable by the Institute.

Signature of Bidder / Authorized
Signatory Date & Seal

Annexure— I

Inviting of sealed quotations for Laundry Services (Washing and Pressing) at
Revenue Officers' Training Institute, Gothapatna, Bhubaneswar

TECHNICAL BID

1. Name & Address of the Firm/ Service Agency with phone number, email. name and telephone/ mobile
2. Constitution of Firm/Agency individual/Sole proprietor firm/partnership firm/company
3. Name, Address & Designation of the authorized person (Sole: proprietor/partner /Director)
4. Experience in the work of providing Laundry Services (read terms and conditions for eligibility) (annex in separate sheet)

SI. No.	Name of Organization with complete address and telephone numbers to whom services provided	From	To	Contracted Amount (Rs. Per Month)	Reason for Termination

5. Set-up of your Organisation, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service:
 - a. Is the establishment registered with the Government; please give details with document/evidence.
 - b. Do you have Labour license. Please provide details and attach a copy.
 - c. Undertaking of the Agency confirming the availability of the adequate manpower of requisite experience for deployment in ROTI, BHUBANESWAR.
6. Are you covered by the labour Legislations, such as, ESI,EPF, Gratuity Act etc.
7. Please attached the notarial declaration of following in Rs. 100/- Stamp paper.
 1. Adherence to the provision of PF & minimum wages act.
 2. Service Agency/firm will not employ any child labour.
 3. Personnel /labourers will be the employee of Agency/firm & there will be no employer-employee relationship between them and ROTI
8. Please attach copy of last Return of Income Tax.
9. Please attach balance sheet [duly certified by Chartered Accountant for last three (3) years]
10. PAN No. (Please attach copy)

11. Service Tax Registration No. (Please attach copy)
12. Acceptance of terms & conditions attached (Yes/No). Please sign each page of Terms and Conditions as token of acceptance and submit as part of tender document.
13. Power of Attorney/authorization for signing the bid documents.
14. Please submit an Undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Also submit that proprietor/firm has never been black listed by any organization.
15. Details of the DD/Pay Order of Rs.5, 000.00 EMD/Bid Security.

(EMD) DD No.

Date:

Payable at-

Signature of Bidder / Authorized
Signatory Date & Seal