

**Janki Devi Memorial College  
Krishna Hostel for Girls Students  
Sir Ganga Ram Hospital Marg  
New Delhi-110060**

To

M/S-----

**SUB: QUOTATIONS FOR PROVIDING LAUNDRY SERVICES IN JANKI DEVI MEMORIAL COLLEGE (JDMC), KRISHNA HOSTEL FOR GIRLS STUDENTS,**

Sir,

Sealed Quotations are hereby invited by the Principal Janki Devi Memorial College (JDMC), for award of contract for providing Laundry Services in the Krishna Hostel for Girls Students for the period of one year (Sep 2023-Jul 2024) extendable for another term of one year subject to satisfactory performance of the tenderer and mutual agreement of both parties. The Laundry Services will be availed by full (106 residents) or less capacity from Sep 2023 to May 2024 however, June 2024 and July 2024 will be lean period due to summer break. You are accordingly requested to assess the business volume and submit your quotation in attached proforma in a sealed cover marked as 'Quotation for washing of Linen', so as to reach the undersigned by post or by hand latest by 03.00 PM. on 21.08.2023. The quotations will be opened on the same day 03:30 PM in the presence of those tenderers, who may like to remain present at the time of opening of the tenders. The quotation (s) received after stipulated time and date will not be entertained.

The award of the contract will be governed by the following terms and conditions: -

**Documents required for pre-qualification Bid**

1. Valid TIN/GST No.
2. PAN Number
3. PF Registration Number, if any
4. ESI Number, if any
5. License Number under Contract Labour Act, if any.
6. Proof of filing IT Returns for the last three Assessment Years (AY)
7. Firm should not be Black Listed by any Delhi Govt. /State Govt./Central Govt etc.
8. Firm should have adequate infrastructure for washing of Linen.
9. EMD of Rs. 25000/- in the shape of DD/Banker's Cheque in favour of Principal Janki Devi Memorial College
10. Tender form cost of Rs. 500/- in the shape of DD/Banker's Cheque in favour of Principal Janki Devi Memorial College
11. The vender shall collect clothes, Bed sheets, Linen from Hostel and return the same within two days after cleaning/washing & pressing/ironing of the clothes. Washing shall be done at Dhobi Ghat.
12. The Dhobi Ghat should be Pucca structure, made up of bricks / cement owned / tenancy by the Contractor or the land allotted by the Govt. for this purpose only. He should have his own MCD/ Delhi Jal Board supply water line connection/ K. NO. along-with the copy of latest paid Water and Electricity Bill.
13. Duly filled application form.





## RFQ

1. The tender must be submitted in two parts: -
  - I. Pre-Qualification Bid – Consisting of all required documents mentioned above
  - II. Price Bid -As per Performa at Annexure -1
2. The above said two bids must be submitted in two separate sealed envelopes, clearly marked as pre-Qualification Bid and price Bid respectively.
3. The pre-qualification & Technical bid will be opened on 21/08/2023 in the Principal Office at 03:30 pm by the Principal Janki Devi Memorial College in the presence of tenderers or their authorized representatives. Financial Bids of the technically qualified bidders will be opened on same day.
4. Assessment of washing of Laundry / Linen capacity will be done by a committee duly constituted by the principal for infrastructure suffices / site and only if found satisfactory, the bidder will be considered eligible for opening of his/her price bid
5. The bidder must assess the work/ business volume before the submission of his/her bid.
6. The rates to be quoted should be inclusive of collection, delivery and other incidental charges etc. taxes levies extra if any, should be specifically indicated separately in the quotations.
7. The tenderer should abide by the College rules and regulations.
8. The contractor should submit the Address, ID, Medical & Police verification report of the employees engaged by him.
9. The contractor should not assign the present contract to any person or allow any person interfere in the management of Laundry Services.
10. In case, the contractor fails to render services to the satisfaction of the Hostel authority, the letter shall be at liberty to get the work done by any other party or to enter a fresh contract for the remaining period on contractors' risk and expenses.
11. All the expenses with regard to the execution of the agreement on stamp paper of Rs. 100/ shall be borne by the contractor, which shall be executed in Delhi.
12. In the event of committing any breach of terms & conditions contained herein by the contractor, the Hostel authority shall be at liberty to terminate the agreement forthwith and without prejudice to other right and shall be entitled to forfeit earnest money/security deposit, as the case may be.
13. The provision of appropriate manpower, materials, supplies etc required for performing the tasks / processes of the laundry services shall be borne by the contractor and other necessary appliance required for completing the job shall also be arranged by the Contractor. Store facilities like almirahs, racks etc. shall be ensured by the contractor.
14. The complete job of collection of dirty linen and supply of cleaned and ironed linen to the Hostel in-charge shall be carried out by the contractor. This includes sluicing, washing hydro extraction (if required) drying repairing of the linens (if required), ironing, issue or distribution of cleaned linen etc.
15. The contractor should ensure disinfection of the linen before washing.
16. The timing of collection of linen should be regular, in the morning and evening or in the next morning depending on the quantum of linen as per the need of the Hostel.





17. The contractor shall engage the laundry staff above the age of 18 years. For any complaint of misbehaviors and misconduct of the employee, the responsibility for the same shall be on the contractor. Any loss owing to negligence for mishandling by the laundry staff, at any stage in the laundering process, the contractor is liable for replacement of the damaged linen with new one of same quality and quantity.
18. The contractor should ensure that no pollution of the environment occurs as a result of the activities of his employees.
19. TDS and GST TDS will be deducted as per rules. The firm should also submit the information as sought in the Performa enclosed as Annexure-II.
20. The tenderer will be required to deposit a sum of Rs.25,000/- (Rs. Twenty-Five thousand only) as EMD in the form of DD/Banker's Cheque in favour of 'Janki Devi Memorial College Girls Hostel' from any Nationalized/Scheduled bank, failing which the quotation will not be entertained. EMD deposited by the firms will be refundable without any interest after the contract is awarded to the successful bidder. The bid security will be liable to be forfeited in case the successful bidder denies the offer.
21. The EMD of the successful bidder will be refunded without any interest 30 (Thirty) days after expiry/completion/ termination etc of the contract.
22. The successful bidder is also required to deposit the Performance Security of Rs. 25000 (Rupees Twenty-Five Thousand Only) in the form of DD/Banker's Cheque in favour of 'Janki Devi Memorial College Girls Hostel' payable at Delhi within 10 days of issue of letter of award towards successful execution of Laundry Service Contract. The Performance Security will be liable to be forfeited in part or in full in the event of any loss suffered by the Hostel/College or if the work assigned to the firm/bidder is not found to be satisfactory. This performance security will be refunded without any interest 30 (Thirty) days after expiry/completion/ termination of the contract and on issue of "No Dues Certificate" from Hostel authorities subject to fulfillment of all contractual obligations by the bidder
23. The successful firm shall have to undertake the job of washing of linen only after getting written orders from the Hostel/College.
24. The contractor shall have to return the washed linen within three days from receipt of the dirty linen to the hostel failing which Rs. 400/- on first instance and Rs. 500/- on subsequent instances, shall be levied as penalty.
25. For damage of Linen, penalty shall be charged as present value of Linen  
+Rs. 400/- first instance and present value of Linen+ Rs. 500/- on subsequent instances.
26. The bidder will be fully responsible for any loss/damage to himself, any worker engaged him during collection/transportation/ washing/ handling of the machine etc. He shall also be fully responsible for disbursing the wages to the workers and their good conduct as per Labour Rule.
27. Erasing & overwriting in the quotation in any form will render the same invalid.
28. The lowest acceptable tender shall be considered further for placement of the contract after complete clarification and price negotiation as applicable.





29. Principal Janki Devi Memorial College reserves the right to reject any or all the quotations without assigning any reason thereof.
30. The contract may be terminated or revoked at the discretion of the Principal Janki Devi Memorial College without assigning any reason within 30 days of written notice.
31. The contract with the firm shall be interpreted under Indian Laws and in the case of any dispute between the contractor and the College, the sole authority for settlement of such dispute will rest with the arbitrator appointed by the Principal, Janki Devi Memorial College

*Dwaripal*



PRINCIPAL  
Janki Devi Memorial College  
(University of Delhi), Krishna Hostel  
Sir Ganga Ram Hospital Marg  
New Delhi-110060

प्राचार्य/Principal  
जानकी देवी मेमोरियल महाविद्यालय  
Janki Devi Memorial College  
सर गंगा राम हॉस्पिटल मार्ग नई दिल्ली-110060  
Sir Ganga Ram Hospital Marg, New Delhi-110060

Principal, Janki Devi Memorial College  
(University of Delhi) Hostel Krishna  
Sir Gang Ram Hospital Marg, New Delhi-110060

**ANNEXURE -1**

**PRICE BID**

Rates to be quoted as per list given below: -

Sl.no.	Linen	No of Linen/clothes (Approx.). Per Month	Rates per item (In Rs.)	In words
1	Bed Sheet	500		
3	Towel (Big/Small)	500		
5	Pillow cover	500		
6	Curtain	10		
7	Salwar/Kamij/ Dupatta /Shirt/T-Shirt/Jeans/Payjama/lower etc	10,000		



I have read all the terms and conditions of the Tender Document and I fully agree with them. I will abide by the terms and conditions, Penalty clause and liability clause of the tender document.

Date

Name & Signature of the Tenderer

Place

## UNDERTAKING

Name  
Address  
Ph.No.  
Email:

1. I, the undersigned hereby bind myself to hold laundry services contract for the Krishna Hostel Janki Devi Memorial College for a period of one year on the terms and conditions enclosed herewith this form.
2. I shall deposit a sum of Rs. 25000/- (Rs twenty-five thousand only) as Earnest Money Deposit (EMD) in the form of DD/Banker's Cheque from a nationalized bank/Scheduled Bank in favour of Janki Devi Memorial College Girls Hostel, New Delhi Payable at Delhi.
3. I shall abide by the College rules and regulations,
4. I shall not engage any staff below the age of 18 years
5. I shall submit the Address Proof, Medical & Police verification report of all employees engaged by me.
6. I shall not assign the present contract full or in part to any person or allow any person to interfere in the management of the laundry Services without the written permission of the Principal, Janki Devi Memorial College
7. In case, I fail to render the services to the satisfaction of the hostel authorities, they shall be at liberty to get the work done by the other party and to enter in to a fresh contract of the remaining period on my risk and expenses.
8. All the expenses with regard to the execution of this agreement on stamp paper of Rs. 100/- shall be borne by me.
9. In the event of my committing any breach of terms and conditions contained herein, the Hostel Authority shall be at liberty to terminate the agreement forthwith and without prejudice to other rights and shall be entitled to forfeit my earnest money deposit (EMD).
10. The provision of appropriate manpower, materials, supplies and transportation required for performing the tasks /process of the laundry service shall be borne by the contractor, Store facility like almirahs, racks, etc shall be ensured by me.
11. The complete job of collection of dirty linen and supply of cleaned linen to the Hostel shall be carried out by me. This includes sluicing, washing hydro extraction (if required), drying, repairing of the linens ironing, issue or distribution of cleaned linen etc. Disinfection before washing will have to be ensured by me.
12. The time of collection of linen will be regular in the morning and evening and / or in the next morning depending on the quantum of linen as per the need of the hostel. I shall engage the Laundry Staff above the age of 18 years and if there is any complaint of misbehaviors and misconducts, responsibility shall be of the Contractor and any loss owing to the negligence or mishandling by the Laundry Staff shall be borne by me.
13. I or authorized person shall collect dirty linen from Hostel premises, process them at a place authorized for the purpose by NCT of Delhi / MCD and deliver back the clean Linen to the hostel premises at the allotted place, time and days.

Date  
Place

Name &  
Signature of Tenderer.





Principal, Janki Devi Memorial College (University of Delhi), Krishna Hostel  
Sir Ganga Ram Hospital Marg, New Delhi-110060

APPLICATION FORM CUM CHECK LIST FOR PRE- QUALIFICATION OF  
WASHING OF LINEN OF KRISHNA HOSTEL JANKI DEVI MEMORIAL COLLEGE

1.	Name and address of the Dhobi Ghat	
2.	Name and address of the Firm	
3.	Phone No./Fax Number	
4.	Registration Number of Dhobi Ghat if any,	
5.	PF Registration No. if any	
6.	Copy of Labour License if any	
7.	Proof of Filing ITR of the firm/Proprietor for Last 3 Assessment Year (AY)	
8.	Copy of GST Registration Certificate & Proof of Filing of Last IT Return.	
9.	Experience/ Performance certificate of washing Linen in Govt. Institute/reputed private institution	
10.	PAN of the firm/Proprietor	
11.	Undertaking	
12.	Latest Electricity/ Water Bill of the firm	
13.	Details of DD for Tender Form cost of Rs. 500/-	
14.	Details of DD for EMD of Rs. 25000/-	

Certified that I have read and understood all the terms and conditions of the contract and I shall abide by them

1. I will be abiding by all the instruction issued by the Hostel Authorities from time to time and will maintain good conduct.
2. I certify that I have not been black listed by any State/Central Govt. / any Institution etc.
3. No criminal case / recovery process is pending against me /my firm.
4. Information furnished by me is correct to the best of my knowledge and beliefs. If found wrong at any point of time, my bid may be cancelled and my EMD may be forfeited.



Date

Place

Signature of Tenderer

Name of the Tenderer