

**SAINIK SCHOOL SUJANPUR TIRA**

Tele : 01972-272024

No: SSST /QM /LAUNDRY /2021-22                      Date \_\_\_\_\_

Cost of the form Rs. 500 /- paid vide DD No. \_\_\_\_\_ dated \_\_\_\_\_

Earnest Money Rs 2000 /- paid vide DD No. \_\_\_\_\_ dated \_\_\_\_\_

**TENDER FORM FOR RUNNING OF AUTOMATED LAUNDRY EQUIPMENT  
TOWARDS PROVISIONING OF LAUNDRY (DHOB) SERVICES FOR THE  
PERIOD FROM 01 MAY 2021 TO 30 APR 2022**

(Any alteration / addition made in the tender form will make it null and void)

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1. Sealed tenders are invited from agencies of good repute having sound financial background and experience of running automated laundry equipment by **1700 hrs on 06 Apr 2021** for provisioning of mechanised laundry services purely on contractual basis from **01 May 2021 to 30 Apr 2022**.

2. Tender forms are available at school office on payment of **Rs 500/-** (non-refundable) through **PNB/SBI/CANARA DEMAND DRAFT** in favour of **PRINCIPAL, SAINIK SCHOOL SUJANPUR TIRA**, payable at Sujapur Tira, up to **1700 hrs on 06 Apr 2021**. Earnest money of **Rs 2000/-** in the form of Demand Draft, refundable on finalization of tender, in favour of Principal Sainik School Sujapur Tira, as mentioned above, is to be remitted along with filled-in tender form. Photocopy of Money Receipt issued by the School, vide which the tender form was purchased, shall also be attached with the filled in Tender Form for verification. In case the tender form is down loaded from the School website, received by post, or by any other means, it shall accompany two separate demand drafts for **Rs.500/-** (non-refundable amount towards the cost of the form) and **Rs.2000 /-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **1000 hrs on 08 April 2021** in presence of the bidders / authorized agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders without assigning reasons thereof.**

3. **Documents required to be attached with the tender document (in original/physical Form):**

- (a) EMD for an amount of Rs. 2000/-
- (b) Self attested copy of proof of identity and residence of the tenderer (s).
- (c) Self attested copy of Registration of Firm
- (d) Self attested copy of PAN No. under income tax Act.
- (e) Experience of at least two years in performing such services with washing machines and other equipments.

4. Tender will be summarily rejected if the documents from Sl 3(a) to (e) are not found attached with the tender. All the documents must be self attested.

5. **TERMS AND CONDITIONS FOR PROVISIONING OF LAUNDRY SERVICES.**

- (a) The rates quoted should be for high quality mechanized laundry services inclusive of all charges, tax including VAT, for service at the school premises on stipulated dates & timing. Separate rates shall be quoted for all categories as given in paragraph 4 below.
- (b) The contract shall be for the period from **01 May 2021 to 30 Apr 2022.** However, it will come into effect from the date of actual issue of orders. The firm must quote IT, Sales Tax, CST, PAN, TIN, as applicable and attach documentary proof for the same along with the tender paper.
- (c) The tenderer is to note that once contract is finalized, if necessary, after due negotiations of rates, has to deposit security amount of Rs.15,000/- in the form of DD, before the indent for services is placed.
- (d) The school shall provide laundry space along with equipment installed therein, electricity, steam and water supply for the laundry services.
- (e) The appropriate washing material and manpower required for laundry services will have to be ranged by the tenderer at their own cost.
- (f) The material used ( Soap, Detergents etc.) are to be clearly mentioned in the tender. Cloth will be washed with standard washing powder like **Front Load Surf Excel** in laundry equipment installed at School Dhobi Ghat only. No hand washing to be done except prior permission from Admin Officer.
- (g) The laundry must be washed and ironed properly up to the satisfaction of the authorities. If any defect or deficiency noticed, payment in part or full may be withheld.
- (h) The tenderer will ensure timely availability of washed and ironed laundry for the cadets and staff members.
- (i) The job includes collecting of dirty laundry from hostels, washing, drying, ironing and handing over of cleaned laundry to respective Hostel Supdt. Mechanized Laundry services will be provided as per the roster regulated by the school from time to time, on all the week days. White clothes if any have to be served with ultramarine blue, before drying. Ironing services will be provided on all days between 1600 to 1800 hrs at school premises.
- (j) Wear and tear of noticed during the collection must be pointed out to that Hostel Supdt. Defect if any found later on will be the responsibility of the tenderer. In case of fading/damage and missing of cloth a minimum of Rs. 300/- per item will be recovered from contractor as a penalty.
- (k) Addition/alterations/modifications in the existing laundry premises are not permissible without prior approval of school authority. Any damage to the school property/fixtures will have to be rectified/ replaced by the contractor.

- (l) **The machinery and equipments are to be handled and maintained properly. Any damage due to mis-handling and negligence shall be sole responsibility of the tenderer and the cost of repair/replacement will wholly be borne by the contractor.** Defect rectification, if any, to be carried out by the contractor within 48 hrs of noticing of defect by an IFB Authorized service representative only.
- (m) Subletting of any kind in any form is not permissible.
- (n) The attendance and other relevant records shall be kept by the tenderer at his own cost and be produced by him on demand of the Principal or any other officer deputed for this purpose by the Principal.
- (o) In case any person engaged by the tenderer is found to be inefficient, quarrelsome or found indulging in unlawful or union activities, the contractor shall replaces such person with a suitable substitute at the direction of the school authority.
- (p) The school shall not be liable to 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 department at any time.
- (q) The tenderer shall make the payment to the employed staff for the laundry services as per minimum wages act of Govt. of HP through cheque or ECS.
- (r) The agency shall abide by all the provisions of the Minimum Wages Act applicable from time to time and any other laws and rules applicable to him in this regard.
- (s) In case by virtue of the workman's Compensation Act, The Government if obliged to pay compensation to such person employed by the tenderer in execution of the work. The Govt will be entitled to recover from the tenderer the amount of compensation so paid.
- (t) List of employees, employed by the vendor will be provided after finalization/ before commencement of the tender for issue of Security Passes. Police verification of antecedents and medical fitness of the staff deployed will have to be got done by the contractor and reports submitted to the Principal Sainik School Sujampur Tira.
- (u) The contractor shall comply with all the legal requirements for obtaining license under Contract Labour (R&A) Act, 1970 etc. if required.
- (v) The tenderer has to maintain the all the relevant records, registers and documents as required by the labour department, regional provident fund commission and Employees State Insurance Corporation or other local bodies as per the existing rules or as amended from time to time. The agency shall be responsible for providing all benefits to the eligible employees as per rules/law.

- (w) In case of any violation of statutory provision under Labour Laws/ or otherwise on behalf of the contractor there will not be any liability on the school.
- (x) Every worker engaged in Laundry services shall wear the prescribed neat and clean uniform including the protective devices according to season affixing thereon the badge mentioning the name and designation of the worker which shall be provided by the contractor at his own cost.
- (y) The department will be under no legal obligation to provide employment to any of the personnel of the contractor and the department recognizes no employer-employee relationship between the department and the personnel deployed by the contractor.
- (z) The contractor shall engage the laundry staff between the age of 18-50 years and if any complaint of misbehavior and misconduct comes in to the knowledge of the school authority then all such responsibility shall be of the contractor and any loss owing to negligence of mishandling by the laundry staff, the contractor shall himself be responsible to make good for the losses so suffered by the school.
- (aa) It will be the sole responsibility of the contractor that the man engaged are trained and the contractor will be liable for damages, any mishap, directly or indirectly caused by staff deployed by him.
- (bb) In the event of irregular or failure of adherence to service schedule on the stipulated date and time , or rejection of the serviced items, and if no satisfactory remedial action is accomplished within seven (07) days of demand, the school is at liberty to get the required services from the local market without prejudice. The excess cost paid over and above the contract rate of such services locally availed, inclusive of charges and departmental charges will be recoverable from amount due to be paid to the service provider by way of redemption of monthly bill or from the security deposit. In addition, a penalty to the extent of Rs.100/- will be imposed for any day during the month if the Principal, Sainik School, Sujapur Tira is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the service provider.
- (cc) Electrically charges will be levied as per the HP SEB rates /actual consumption and shop rent at the rate of Rs. 1000/-pm. Contractor will pay Rs 700/-per month to school as a flat rate for water charges & Rs. 500/- will be charged extra for Hot water from Oct to March.
- (dd) Request for enhancement of contract rates under any circumstances, will not be considered, once the rates are finalized. Hence, the bidder is to quote rates accordingly, keeping the market forces factor in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school, etc. shall be verified before award of the contract.
- (ee) Payment will be made by crossed cheque only, once in a month on submission of the corrected and verified bill through the staff in charge, for total

number of washes, laundry services actually given to the students. Payment will be made within a month from the date of the receipt of the corrected bill. **TDS will be deducted** from each payment, where applicable, as per latest Income Tax Rules. No advance payment is permissible. However, for services rendered to the staff, approved charges may be collected from the member of the staff, directly.

(ff) Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security amount deposited with the school, without any notice and the contract shall be awarded to the next agency, without any prejudice.

(gg) In case of any dispute, the decision of the Principal, Sainik School Sujanpur Tira shall be final which will be disposed off with in the Hamirpur court jurisdiction only.

(hh) The sealed envelope of the tender paper of items will be stipulated with the category for which the tender is submitted i.e. **'TENDER FOR PROVISIONING OF LAUNDRY (DHOBI) SERVICES for 2021-22.**

(ii) An agreement bond is to be executed on a non-judicial paper of Rs.50/- value by the approved supplier/ contractor before placement of order.

(jj) The Principal SSST reserves the right to fine upto Rs. 5000/- or terminate the contract in case of unsatisfactory services.

4. **SPECIFICATIONS OF RUNNING OF AUTOMATED LAUNDRY EQUIPMENT TO PROVIDE**

(a) **COMPREHENSIVE LAUNDRY (DHOBI) SERVICE CHARGES PER CADET PER MONTH (WASHING AND IRONING FOR STUDENTS CLOTHING ITEMS OF ALL TYPES LIKE COTTON, TERRICOT, WOOLEN, SYNTHETIC)**

Rs. \_\_\_\_\_

(b) **IRONING CHARGES FOR BOTH UNIFORM AND CIVVIES**

Srl	Item	Rate (per item)
(i)	Trouser	
(ii)	Shirt	
(iii)	Blazer, coat	
(iv)	Kurta-Pyajama	

**WASHING INCLUDING IRONING CHARGES (WHERE APPLICABLE) FOR OTHER ITEMS**

Srl	Item	Rate (per item)
(i)	Bed sheet/Bed Cover	
(ii)	Table cloth	
(iii)	Quilt cover	
(iv)	Pillow cover	
(v)	Towel	
(vi)	Curtain door/window	
(vii)	Blanket	
(x)	Saree	

(d) **DRY CLEANING CHARGES FOR BOTH UNIFORM AND CIVVIES**

Srl	Item	Rate (per item)
(i)	Trouser	
(ii)	Blazer, coat	
(iii)	Saree	
(iv)	Blanket	

5. The above mentioned details with terms and conditions from Sl. No 1 to 3 (u) have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel : \_\_\_\_\_

E-mail (if any) : \_\_\_\_\_

**Enclosed Demand Draft for**

**(a) Rs.500/- towards cost , and / or**

**(b) For Rs. 2000/- as EMD along with this Tender Form.**

(Tick / Strike out as applicable)

To

The Principal,  
Sainik School  
Sujanpur Tira-176110  
Distt. Hamirpur (HP)

