

**REQUEST FOR PROPOSAL(RFP)**

**Invitation of Annual Bids for 'RUNNING OF LAUNDRY SERVICE Request for Proposal (RFP)  
No SSG/QM/3001/CONTRACT Dated 17 Jan 25**

1. Bids in sealed cover are invited for supply of items and execution of works as listed in part II RFP. Please super scribe the above mentioned Title, RFP number and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.

2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below-

- (a) Bids/queries to be addressed to : **The Principal, Sainik School Goalpara**
- (b) Postal address for sending the Bids : **As mentioned above**
- (c) Name /designation of the contact personnel : **Lt Cdr Avnish Sethi, Adm Officer**
- (d) Telephone numbers of contact personnel : **9954981876**
- (e) E-mail ids of contact personnel : **ssgoalpara@sainikschoolssociety.in**

3. This RFP is divided into five parts as follows:-

(a) **Part I**- Contains general information and instruction for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period, Mode of tenders etc.

(b) **Part II**- Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical specifications, Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV**-Other details.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to Change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, Should it become necessary at any stage.

## **PART I - GENERAL INFORMATION**

1. **Last date and time for depositing the Bids** : **06 Feb 25 at 1700 hrs.**

(Date to be mentioned in terms of DD MM YEAR)

The sealed Bids (both technical and Commercial, in single bids are called for) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids** : Sealed Bids should be either dropped in the Tender Box in-front of Adm Officer's Office at Sainik School Goalpara, or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery /non receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. **Time and date for opening of Bids 1600hrs on 07 Feb 25.**

(If due to any exigency, the due date for opening of the bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. **Location of the tender Box** : **Infront of Adm Officer's Office Sainik School Goalpara,**(Only those Bids that are found in tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid).

5. **Place of opening of the Bids** : **At the office of Adm Officer.** The Bidders may depute their representative, duly authorized in writing, to attend of Bids on the due date and time Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. **Single Bid System** : The Bid would be opened on the time and date mentioned above.

7. **Forwarding of Bids technical bid – Applicant should submit following along with bids :-**

- (a) Registration Certificate or Trade license (copy to be enclosed).
- (b) Annual turnover of last 3 yrs (copy to be enclosed).
- (c) GST Details (copy to be enclosed).
- (d) Earnest Money Demand Draft, exempted for MSME (copy to be enclosed).

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarification sought not later than 7 (Seven) days prior to the date of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
10. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tender will be rejected.
11. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
12. **Validity of Bids:** The Bids should remain valid for 03 months from the last date of submission of the Bids.
13. Other standard condition of RFP given as part III Appx 'C' to DPM 2009 is applicable. These condition can be viewed at <http://www.mod.nic.in>

**PART II - ESSENTIAL DETAILS OF ITEMS/SERVICES**

Request for Proposal (RFP) No SSG/QM/3001/CONTRACT Dated 17 Jan 25.

1. **Schedule of Requirements** – List of items/ services/ Supply Ordered is as follows :

**TENDER SCHEDULE**  
**RUNNING OF LAUNDRY SERVICE AT SAINIK SCHOOL GOALPARA**

**EARNEST MONEY : 40000/-**

SI No	Items (Washing & Pressing)	Rate	Remarks
(a)	SHIRT (khaki,White,)		Rate Rs.....per cadet per month for eight washes & pressing (one wash will include maximum of 17 clothing items as mentioned)
	TROUSER(khaki,Grey)		
	Sports kit(Jersey,Vest sporting)		
	Night Suit,		
	Shorts(Black,White,Khaki)		
	Bed Cover		
	Bed Sheet,		
	Towels,		
	Pillow Covers,		
	Tracksuit (upper & lower)		
Jersey Pull Over(winter)			
(b)	Washing of MI room clothing items and Mess linens		Rate ..... Rate quoted per hundred clothes to be delivered within a week. However, uniforms of Mess staff are to be delivered within four days.
	Mess Uniform of Mess Staff		
	Cap for cooks		
	Uniform of Office Peons, Chowkidars		
	Uniform of Officers,		
	Uniforms of NCC Staff		
	Curtains and seat covers of vehicles etc		
	Curtain (Door & windows)		
	Flags of School & NCC flags		
	Table cover		
	Chair back and rest cover		
	Cushion cover		
	Towels		
(c)	Band uniform washing & pressing		
(d)	<b>ADDITIONAL CLOTHING OF CADETS</b>		<b>RATE per item</b>
	Blazer		Rs. _____
	Blanket		Rs. _____
	Quilt covers		Rs. _____
	Mosquito net		Rs. _____
	Trouser( Woolen)		Rs. _____
(e)	Private clothing of cadets (Washing and Pressing)		

<b>CLOTHING OF STAFF</b>			
(f)	Private clothing of staff (Washing and Pressing)		Rs. _____
	Blazer (Dry Clean)		Rs. _____
	Blanket (Dry Clean)		Rs. _____
	Bedsheet		Rs. _____
	Bedcover		Rs. _____
	Shirt		Rs. _____
	Trouser		Rs. _____
	Saree		Rs. _____
	Suit set		Rs. _____
(g)	Private clothing of staff (Pressing Only)		
	Shirt		Rs. _____
	Trouser		Rs. _____
	Saree		Rs. _____
	Suit set		Rs. _____

- Rate to be all inclusive.
- Name of Detergent.....

**Note :-**

1. During school vacations, atleast two (02) washer men are to remain available to provide services.
2. Cloth Drying Machine is to be invariable provided by the Vendor. No cloth is to be dried on the ground.
3. Eight washes in a month should be uniformly distributed in each hostel with set periodicity twice in a week and also quote rate for each wash cloth (Press and washing)
4. The contractor must procure his own resources sufficient enough for collection / return of the washings.
5. Rebate Per Month Rs. 3000/-
6. Electricity charge as per use.
7. Room Rebate / per month Rs 500/-
8. L1 will be decided on the lowest price of the maximum items used by the cadets subject to documents submitted as per the RFP

Date :

Signature : .....

**Note :**

1. Also to mention the name of detergent to be used.
2. Vendors in possession of automated machine will be given preference.

Name : .....

Mob No. ....

Address : .....

.....

Vendor Signature with rubber stamp

2. **Technical Details:**  
**(Detail Tec Specification of item to be purchased/ Service):** Clear details of items are mentioned in the schedule of requirements.
3. **Consignee details** - Sainik School Goalpara, P.O. – Rajapara, Distt- Goalpara (Assam), Pin. 783133.
4. **MODE OF DESPATCH** - The store shall be dispatched to the consignee by supplier under his own arrangement and cost.
5. Container Pack – **(As per requirement)**

### **PART III – STANDARD CONDITIONS OF RFP**

1. **JURISDICTION OF COURTS** : The District Court, Goalpara from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
2. **Liquidated damages** : In the event of the seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training etc. as specified in this Supply Order, the Buyer may, at his discretion, withhold any payment until the completion of the Supply Order. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the Supply Order price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.
3. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) in the form of DD for an amount of **Rs.40000/- (Rupees forty thousand only)** along with their bids. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.
4. **Termination of the Contract** : The Buyer shall have the right to terminate this contract in part or in full in any the following cases:-
  - (a) The delivery of the material is delayed for not attributable to Force Majeure for more than (01 month) after the scheduled date of delivery.
  - (b) The Seller is declared bankrupt or becomes insolvent.
  - (c) The delivery of material is delayed due to causes of Force Majeure by more than 01 month.
  - (d) The Buyer has noticed that the Seller has utilized the services of any Indian/foreign agent in getting this Supply Order and paid any commission to such individual/company etc.
  - (e) As per decision of the Arbitration Tribunal.
5. **Notices** : Any notice required or permitted by Supply Order shall be written in the English Language and may be delivered personally or may be sent by FAX or registered pre-paid mail/ airmail, addressed to the last known address of the party to whom it is sent.
6. **Taxes and Duties**
  - (a) **Sales Tax/ VAT/GST/ OTHER TAXES**
    - (i) if it is desired by the Bidder to ask for Sales tax/VAT/GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of sales tax and no liability of tax will be developed upon the Buyer.
    - (ii) The taxes will be paid on basic price, sellers are not to be charge VAT on service charges and other taxes unless permitted by law for which a copy of notification should be attached with invoice/Bill
    - (iii) Remaining clauses as given in DPM refer <http://www.mod.nic.in>
7. **Inspection of Items & Work**

The items being supplied and works being carried out will be inspected by a board of members of SSG as nominated, on behalf of the Principal. A joint inspection will be carried out on completion of the work and works completion certificate needs to be issued by the Board for processing of payment.
8. **Release of payment**

The payment will be made through NEFT with-in one month of submission of bills.
9. Payee Authority - Principal, Sainik School Goalpara
10. Successful bidder will submit 3 percent performance guarantee of value of the contract.
11. The period this contract shall be extendable upto 03 months at the discretion of the Sainik School Goalpara.

**PART IV – OTHER DETAILS**

1. Legal addresses of Buyer and Seller.

**SELLER**

**BUYER**

Sainik School Goalpara  
P.O. – Rajapara  
Distt. Goalpara (Assam)  
Pin. 783 133