

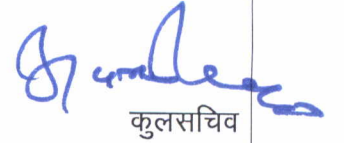
जामिया मिल्लिया इस्लामिया, नई दिल्ली-110025  
स्कूल छात्रावास के लिए धोबी (वाशरमेन) हेतु निविदा

ई-निविदा सूचना

जामिया स्कूलों के विद्यार्थियों के कपड़े, चादरों एवं तौलियों आदि की धुलाई हेतु मुहरबंद निविदाएँ आमंत्रित की जाती हैं। विश्वविद्यालय/कॉलेज/स्कूल में लाउंड्री प्रचालन का पर्याप्त अनुभव रखने वाले व्यक्तियों को प्राथमिकता दी जाएगी। विस्तृत नियम और शर्तों के साथ आवेदन पत्र जामिया मिल्लिया इस्लामिया के पक्ष में देय रुपए 500/- (अप्रतिदेय) के डिमांड ड्राफ्ट के भुगतान करके जामिया की वेबसाइट [www.jmi.ac.in](http://www.jmi.ac.in) से प्राप्त किए जा सकते हैं। निविदा (बयाना राशि रुपए 16,000/- के साथ) को स्कूल शाखा, कुलसचिव कार्यालय, जामिया मिल्लिया इस्लामिया, नई दिल्ली-25 में जमा कराने की अंतिम तिथि 18.02.2020, दोपहर 3:00 बजे तक है। निविदाएँ दिनांक 20.02.2020 को दोपहर 3:00 बजे खोली जाएँगी।

नोट: विस्तृत जानकारी विश्वविद्यालय की वेबसाइट [www.jmi.ac.in](http://www.jmi.ac.in) पर उपलब्ध है।

दिनांक: 20.01.2020

  
कुलसचिव

प्रतिलिपि:

1. मानद निदेशक (स्कूल), प्रथम एवं द्वितीय पाली
2. प्रधानाचार्य, जामिया सीनियर सैकेंडरी स्कूल/प्रोवोस्ट, जामिया स्कूल छात्रावास
3. जामिया मिल्लिया इस्लामिया वेबसाइट [www.jmi.ac.in](http://www.jmi.ac.in)
4. सूचना पट्ट, जामिया स्कूल छात्रावास



**JAMIA MILLIA ISLAMIA**  
**Maulana Mohammad Ali Jauhar Marg,**  
**Jamia Nagar, New Delhi-110025**  
**E-TENDER NOTICE**  
**BID DOCUMENT**  
**(Two Bid System)**

No. 644/Washerman Schools Hostels Tender/SB/RO/

16.01.2020

On behalf of the Vice Chancellor, Jamia Millia Islamia (JMI), New Delhi, INDIA, bids (Two-Bids System) are invited from reputed Firms/Contractor for the following:-

S. No	Name of work	Enquiry No.	Ref.	Capacity	EMD to be given in INR	Date of issue	Last Date & Time submission of bids	Date & Time for opening of bids
1.	Washerman Services	644/Washer-man Schools Hostels Tender/SB/RO/		400 Students (approx.)	16000/- through demand draft payable to REGISTRAR	17.01.2020	18.02.2020 3:00 p. m	20.02.2020 3:30 p. m

1. Intending Tenderers with satisfactory experience in an institution dealing about 400 boys/persons will be preferred. Tender form complete in all respects can be dropped In the Tender Box, placed in the Office of the School Branch, Registrar's Office, Jamia Millia Islamia, New Delhi-110025 **ONLY DULY MARKED 'TENDER FOR WASHERMAN SERVICES' ON TOP OF THE ENVELOP**. Tenders will not be accepted in hand and after closing date. Latest IT returns, Photocopies of Pan Card, Registration Certificate of Firm/Company, GST No. if any, are to be attached with tender application.
2. Tender forms along with Term & Conditions can be downloaded from the Jamia Website: [www.jmi.ac.in](http://www.jmi.ac.in) on payment of Rs. 500/- as Tender Fee along with the Earnest Money Deposit of Rupees 16000/- is payable by Demand Draft or Pay Order issued by scheduled bank in favour of "Registrar", Jamia Millia Islamia payable at New Delhi, India. The original DD/PO should be submitted to JMI on or before the due date of opening of technical bids. Tenders will be opened on the opening dates and time as mentioned against each. Tenderers can be present, if interested.

**Validity of Contract: Initially for Ten Months (i.e. excluding summer vacations) extendable for another one year on satisfactory performance**

**Note:**

Requests for postponement will not be entertained. Bids sent by Fax/post/Emails shall be rejected straightway.

**THE VICE CHANCELLOR, JMI RESERVES THE RIGHT TO ACCEPT/REJECT ANY OR ALL TENDERS EITHER IN PART OR IN FULL WITHOUT ASSIGNING ANY REASONS THEREFOR.**

**Registrar**

All the bidders may kindly note that all future corrigendum/amendments will be published on JMI website [www.jmi.ac.in](http://www.jmi.ac.in) All the prospective bidders are therefore requested to visit the website regularly for any such changes/update.

**Eligibility Criteria:**

- a) Incomplete tender form will not be entertained & no further communication will be done on the subject.
- b) The Contractors/Vendors/Tenderers should have a minimum of 3-4 years work experience of washing clothes/washerman in any government educational institutions set up. Should have knowledge and experience washing services.
- c) Tender form will be summarily rejected in case required documents as per the tender notice as per our website are not attached with the form.
- d) Tender will be accepted with the required EMD amount as per the Tender notice on the website.
- e) The Vice Chancellor reserves the right to accept or reject any or all tenders without assigning any reasons.
- f) Lowest tender will be decided on evaluated value of the total items and various other factors i.e. quality, reputation of the Tenderer etc.
- g) Split tender will generally be discouraged. However, earnest money of tenderers who refuse to accept part tender will be forfeited, subject to the discretion of Vice Chancellor/Registrar.
- h) Rates are to be quoted in rupees.
- i) Tender form complete in all respects can be dropped in the tender box placed in the office of the School Branch, Registrar Office, JMI only duly marked 'Tender for Washing/Clothes School Boarders on top of the envelop. No tender will be accepted after closing date.
- j) Tenderer will give an undertaking in the form of signing the tender form.
- k) The Tenderer, if selected must be prepared to start the service within 10 days from the date of signing the contract.

**Sequence of documents to be provided/enclosed in each copy of the bid documents:**

1. PAN and GST registration No.
2. Copy of Registration from concerned authority in case of Firm/Company.
3. Have Labour Licence (for a team with over 20 members).
4. Submit copies of Income Tax Return for the last 3 years along with duly certified accounts from the Chartered Accountant.
5. Have EPF/ESI Registration (for a team with over 20 members).
6. Experience certificate in respect of the similar service must be rendered in the past in Government University set up.
7. An amount of Rs. 500/- (Rupees Five Hundred only) will be submitted towards the tender form fee and EMD of Rs. 16,000/- (Rupees Sixteen Thousand only ) through Bank Draft/PO in favour of "REGISTRAR", Jamia Millia Islamia, in the Office of the School Branch, Registrar's Office, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025.



### Terms & Conditions:

The service provider is expected to provide the following services:

- a) The tender document is not transferable. The complete terms & conditions needs to be read by the Tenderer prior to sending his filled tender form.
- b) Initially, the agreement with the successful bidder will be for a period of ten months (i.e. excluding summer vacations). The same can be extended upto one year. After one year of operation the washerman services will be evaluated on the basis of the guidelines and rules detailed in this document and in the leave and license agreement to be drawn. If the washerman fails to meet the expectation and promises made, then the agreement can be cancelled at that time.
- c) Payment will be made only after receipt of the product/services at the Jamia school hostels and after satisfactory installation by the respective company. Payment will be made only by means of an Account Payee through NEFT/RTGS can be done as per available facility.
- d) The literature submitted by the firm should be self explanatory.
- e) Terms and Conditions for up gradation in future, if required, are to be mentioned in the offer.
- f) If any certificate, enclosed by firm are found to be fake/bogus/tampered, such agencies shall be black listed for a period of 10 years.
- g) Each firm has to submit a copy of Registration Certificate/Registration Number from the concerned authority wherever applicable.
- h) Tenders by Telex/Telegrams/Fax/E-mail will not be accepted.
- i) Late and incomplete tender forms shall be summarily rejected.
- j) Any further correspondences in this regard/post tender correspondence will not be entertained
- k) Last two year's list of client may be enclosed.
- l) For other details, terms and conditions, the firms are advised to refer to the tender documents.
- m) It is hereby brought to the notice of all prospective bidders' that if any change/additions/alterations are found to be made by them and the same is subsequently detected/noticed at any stage even after award of the supply order/services, all necessary action including stoppage of the supply/services order would be taken. In addition the bidders are liable to be prosecuted under law.
- n) The Vice Chancellor, JMI reserves the right itself not to issue the documents and/or to accept or reject any or all the offers at any stage of the process and/or modify the process without assigning any reasons whatsoever, and his decision in this matter is deemed as final and binding. The firm will not be entitled for any compensation for rejection of his application. However, demand draft of earnest money will be returned to the bidder in case tender is not accepted.
- o) Lowest rates do not guarantee the tender acceptance; rather the quality, reputation of vender after service, guarantee/warranty amongst others will be taken into consideration during finalization of Tender.
- p) Tenders will be opened at the School Branch, Registrar's Office on the dates & time given in the tender notice available on website: [www.jmi.ac.in](http://www.jmi.ac.in)
- q) All legal jurisdictions will be Delhi only.
- r) THE DECISION OF THE VICE CHANCELLOR, JMI WILL BE FINAL AND BINDING, ON ALL MATTERS PERTAINING TO ANNUAL TENDERING
- s) All correspondence should be addressed to the following address:  
**The Assistant Registrar, School Branch, Registrar Office, Jamia Millia Islamia, New Delhi-110025**
- t) Issues, not specifically clarified in the contract, shall be settled with mutual consent between the bidder and the mess committee, without vetting the basic premises of the contract.

**GENERAL TERMS AND CONDITIONS ALONG WITH THE RESPONSIBILITY OF CONTRACTORS.**

1. The contractor has to deposit Performance Security Amount of Rs. 40, 000/- (Forty Thousands) at the time of signing of agreement with JMI in the form of DD/Fixed Deposit Receipt/Bank Guarantee) in the name of **REGISTRAR, JAMIA MILLIA ISLAMIA.**
2. Payment will be made on monthly basis to the selected/approved Contractor at the approved rate by the Authority.
3. The Contractors/Vendors will be expected to raise/submit his bill for the month on the last day of the month. His payment would be released by Jamia Millia Islamia within seven working days of the following month. No advance will be made to the Contractor and hence it is important that the selected party must have financial capability to bear the expense himself.
4. If the Contractor fails to carry out the jobs as per the terms and conditions agreed upon, he is liable for forfeiture of Security Deposit in additions to penalty.
5. The tenderer shall not employ any child labourers, violation of this would lead to legal action against him.
6. The selected agency will be expected to start the work within the 10 days from the issue of award letter.
7. The contract can be terminated by giving one-month notice period by the University and three month notice by the contractor.
8. No accommodation will be provided on the campus for the workers and Contractor shall make their own arrangements.
9. The University reserves the right to negotiate the rates and other relevant details. The contract will be given on the basis of rates, reputation, and past experience. The final decision lies with the Jamia Millia Islamia and it owes no explanation/clarification to anyone.
10. The University is exempted from paying GST.

Authorized Signatory of the firm

Name:

Designation



### **Bid Submission:**

1. Bidders are advised to visit JMI website regularly to keep themselves updated as any change/modification in the tender will be intimated through the website only.
2. Bids shall be submitted in the Office of the School Branch, Registrar Office, Jamia Millia Islamia, New Delhi
3. Bidder who has downloaded the tender form from the JMI website: [www.jmi.ac.in](http://www.jmi.ac.in) **shall not tamper/modify the tender form including downloaded price bid template** in any manner. In case, if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with JMI.
4. Intending bidders are **advised to visit again** JMI website: [www.jmi.ac.in](http://www.jmi.ac.in) (Reference only) **regularly till closing date of submission** of tender for any corrigendum/addendum/amendment.
5. Tender forms along with the list of items can be download from the website: [www.jmi.ac.in](http://www.jmi.ac.in) Sealed tender forms to be submitted with tender form fee of Rs. 500/- along with Demand Draft as EMD for Rs. 16,000/- (Rupees Sixteen Thousands only) in favour of the "REGISTAR" Jamia Millia Islamia **and payable at New Delhi** from any Nationalized/scheduled Bank valid for three months with their application/downloaded tenders. The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which have submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also.
6. Technical Bids will be opened as per date/time as mentioned in the **Tender Documents**. After opening of Technical-Bids the results of their qualification as well as Price-Bid opening will be intimated later.

### **Submission of Tender**

**The tender shall be submitted in School Branch in Two parts, viz., Technical Bid and Price Bid**

All the pages of bid submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### MANNER AND METHOD FOR BID SUBMISSION

1. The tender documents is non-transferable
2. The tender cost & EMD is to be deposited in School Branch, Registrar Office, JMI **18.02.2020 at 3.00 p.m.**
3. All tenders in response to this invitation shall be submitted in two parts and clearly indicated in bold letters:-
  - (i) Part I (Technical Bid)
  - (ii) Part II (Price/Financial Bid)
4. The bidders are required to deposit EMD (Earnest Money Deposit) of Rs. 16,000/- (Rupees Sixteen Thousands only) (refundable within one month if not selected). The EMD of the bidder selected will be adjusted in the security deposit of Rs. 40,000/- (Rupees Forty Thousand only)

Tender should be accompanied with an EMD of Rs. 16,000/-, by way of Demand Draft in favour of "Registrar" Jamia Millia Islamia payable at NEW DELHI. EMD will not carry any interest and the same will be refunded to the unsuccessful bidders within 30 days from the date of tender opening or finalization of the tender whichever is later. Any tender without EMD will not be considered and the tender will be rejected. Only successful vendor's EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest after deducting dues if any, due to the University.

#### PART-I TECHNICAL BID

The following documents are to be furnished by the Contractor along with Technical Bid as per Tender documents:

- i. Signed and Scanned copy of **Earnest Money Deposit**
- ii. Signed and Scanned copy Certificates like Registration certificate, **PAN No, GST No.**
- iii. Signed and scanned copy of Tender Acceptance Letter & Letter of authorization to submit bid.
- iv. An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central/State/UT Government institution and there has been no litigation with any government department on any account.
- v. Signed & scanned copy of Name and address of registered office, Head Office and Regional office of the company with name and phone numbers of key persons.
- vi. Signed & scanned copy of Annexure - III,IV,V & VI
- vii. Signed & Scanned copy of his details of services that he would provide like minimum number of staff



## **PART-II PRICE/FINANCIAL BID**

The price bid may be quoted giving minimum price for providing services/standard and quality of washed clothes.

### **Note:-**

1. Part-I (Technical Bid) and Part-II (Price) should be downloaded in the prescribed format only, available on the system in **Part-I (Technical-Bid) or Part-II (Price-Bid)**.
2. Quotations not submitted in the manners specified above will be summarily rejected.
3. The bidders short-listed through technical bid after examine shall be selected for opening the price-Bid

### **5. Jurisdiction**

- Any disputes arising out of this contract, shall be subject to the final decision of the Vice Chancellor/Registrar, JMI.
- All legal matters shall be subject to jurisdiction of Delhi only.

### **Note:**

Bidders are requested to submit their quotations strictly in the formats given complete in all respect within the tender acceptance time as mentioned in this document.

  
**Registrar**

**TECHNICAL & SERVICE BID****ANNEXURE-I**

For providing Washerman/ Washing Services for the students of Jamia School Hostel, Jamia School Campus, Jamia Millia Islamia, New Delhi

Please submit attested copies of the following documents:

1.	Name of Company													
2.	Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)													
3.	Name of Proprietor / Contractor													
4.	Details of Labour Licence No if any: Date of issue: Date of expiry:													
5.	Type of Firm: Proprietary/Partnership/Pvt. Ltd/Ltd. etc.													
6.	Year of incorporation													
7.	Furnish following particulars of the Registered office a. Complete Postal Address													
	b. Telephone No.													
	c. E-Mail Address													
8.	Aadhaar No.													
9.	PAN No.													
10.	GST No.													
11.	<b>ITR</b> <table border="1"><thead><tr><th>Financial Year</th><th>Amount (in lakh)</th><th>Remarks, if any</th></tr></thead><tbody><tr><td>2016-2017</td><td></td><td></td></tr><tr><td>2017-2018</td><td></td><td></td></tr><tr><td>2018-2019</td><td></td><td></td></tr></tbody></table> <b>(Please enclose photocopies of the Income Tax Return for the last 3 financial years)</b>		Financial Year	Amount (in lakh)	Remarks, if any	2016-2017			2017-2018			2018-2019		
Financial Year	Amount (in lakh)	Remarks, if any												
2016-2017														
2017-2018														
2018-2019														
12.	Give details of the major client – Educational Institution/Universities, Government Departments, to whom services of same type have been provided by the bidder during the last 3-4 years in the following format. Performance will be given to whom those have special experience of Government University set up for said no. of years.													
13.	Please specify Whether your agency has been blacklisted or banned by any Govt. Department/Organization													

**Note:** The same should be downloaded from the website in the prescribed format

**WASHERMAN/WASHING SERVICES FOR JAMIA SCHOOLS HOSTEL**  
**PROPOSED ITEMS FOR TENDER**

Shirt, Pant, Bed cover, Pillow cover, Towel, Night suit pair, Jersey set, School Uniforms etc. (except winter wear)

**All clothes are to be washed by Washerman in a week except (under garments)**  
Washing and ironing charges per boy in Rupees.

**IMPORTANT:-**

**Monthly Rates to be charged per student for the above items in Rs. \_\_\_\_\_**

**Note:**

1. Rates to be quoted overall per student per month.
2. The washerman will do marking of clothes.
3. Clothes to be returned as kit wise for each individual boy.
4. In case of clothes lost or damaged the same will be paid by washerman.
5. If washerman misses any wash than it will be completed in next wash
6. Electricity Charges As per actual consumption
7. Material to be used: No soda, Washing Powder: Excel/Nirma

The same should be downloaded from the website in the prescribed format.



**SELF-DECLARATION TO BE GIVEN BY THE BIDDER**

Bid's Reference No. & Date:

Bidder's Name & Address

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

Email:

The Registrar  
Jamia Millia Islamia  
Jamia Nagar, New Delhi-110025.

I, the undersigned Bidder, having carefully read and examined in detail the Term & Conditions, specifications and all bidding document in regard to the supply of Washing services/instruments at Jamia Millia Islamia and accept the same.

I also do hereby declare

1. That I have not been black-listed/debarred by any Government/Undertaking
2. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
3. That the original mentioned documents submitted by us and prepared so as to prevent any subsequent alteration and replacement.

For and on behalf of the firm  
(Firm's Name & Address)

(Signature of Authorized Signatory)

Name:

Designation:

Phone No.:

Seal:

Date: .....

Place: .....

Photograph  
of the  
Bidder

**FORMAT FOR OTHER INFORMATION**  
**(TO BE FILLED IN BY THE BIDDER)**

**ANNEXURE-IV**

1. Name of the firm: .....
2. Address: .....
3. Telephone/Mobile No.: .....
4. Fax Number: .....
5. Email: .....
6. GST No.: .....
7. Firm Registration No.: .....
8. PAN No.: .....  
(Attach photocopy)
9. Earnest Money (Bids Security): .....
  - a) Bank Draft/Pay Order No.: .....
  - b) Date: .....
  - c) For Rs. ....
  - d) Drawn on: .....

(Signature of the authorized person)

Name of contact person: .....

Name of Firm: .....

Contact No.: .....

Place: .....

Company's Seal

Date: .....

**CONTRACT FORM**

(To be filled by the successful bidder)

This **AGREEMENT** made the .....day of .....20..... between the Registrar, Jamia Millia Islamia, New Delhi (hereinafter called "the Purchaser") of the one part and ..... (Name of Contractor) of ..... (City and Country of Supplier) (hereinafter called "the Contractor") of the other part:

**WHEREAS** the Purchaser is desirous that the selected bidder undertake the Service (Brief Description of Service) and responsibilities of providing washing services to the resident of Jamia School Hostel, JMI and has accepted a bid by the Contractor for the supply of the same for the sum of.....(Contract Price in Words and Figures) (Hereinafter called "the Contract Price").

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. In consideration of the payments to be made by the JMI to the Contractor as hereinafter mentioned, the Supplier hereby covenants with the JMI to provide the Services and take all responsibility of quality and quantity to take care of clothes to residents in conformity with the provisions of the Contract in all respects; failing which he will be penalized or his contract cancelled depending upon the nature of short fall in commitment.
3. The JMI hereby covenants to pay the Contractor for Washerman to washing clothes to Jamia Hostel residents and Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

.....  
REGISTRAR, JMI

NAME

PLACE

SEAL

.....  
SIGNATURE OF AUTHORIZED  
SIGNATORY  
NAME

DESIGNATION

Name of the Firm:  
Seal:



TENDER ACCEPTANCE LETTER

(To be given on Company's Letter Head)

To,

The Registrar  
Jamia Millia Islamia  
New Delhi-110025

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No.: .....

Name of the Tender/work: .....

Dear Sir,

1. I/we have filled the Tender document(s) for the above mentioned 'Tender/Work' from the website namely: .....as per your advertisement, given in the above mentioned website.
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ....to.....(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 totally/entirety.
5. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
6. I/we certify that all information furnished by the our Firm is true and correct and in the event that if 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 of terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)