

## **INSTRUCTIONS FOR SUBMITTING THE BIDS**

The bids will be submitted in two separate envelopes, which will clearly specify name of the tenderer / vendor and type of Bid (Technical / Commercial).

### **Envelope I (Technical Bid) :**

- (i) Tender application form duly filled up in all respect along along with passport sized photograph pasted on the space provided
- (ii) Proof of valid firm / company registration or renewal of registration
- (iii) License for essential commodities (if applicable)
- (iv) PAN no GST/VAT/TIN (photocopy)
- (v) Tender form fee (Demand draft amounting to Rs. 100/- prepared in favour of the Principal Sainik School Balachadi payable at Jamnagar Or Cash receipt issued by the school)
- (vi) Earnest Money deposit (Demand Draft amounting to **Rs. 10,000/-** prepared in favour of the Principal Sainik School Balachadi payable at Jamnagar Or Cash receipt issued by the school) as applicable

**Envelope II (Commercial Bid) :** Envelope II will consist of the rates quoted by the tenderer. Envelope II (commercial bid) will only be opened if all documents of Envelope I / technical bid are found in order.

**APPLICATION FOR TENDER FORM**  
**(Tender form fees Rs. 100/- non-refundable)**

(To be filled up by the Tenderer for issue of the Tender Form)

The Principal  
Sainik School, Balachadi ( Jamnagar)

Tenderer's  
Photo

Sir,

1. One copy of the tender form for **Providing laundry services** tenderer may kindly be given to me on payment of Rs. 100/- (Non-Refundable). My particulars are as under:-

- (a) Name of the applicant: \_\_\_\_\_  
(in Capital Letters)
- (b) Address of the Applicant: \_\_\_\_\_
- (c) Police Station: \_\_\_\_\_
- (d) Name of the Owner: \_\_\_\_\_
- (e) Tele. No, if any: \_\_\_\_\_
- (f) In case of particulars, details of partner with partnership deeds : \_\_\_\_\_
- (g) Name & Address of the Bankers with A/C No. \_\_\_\_\_
- (h) Financial Solvency:-  
(i) Value of movable property: \_\_\_\_\_  
(ii) Value of immovable property: \_\_\_\_\_  
(iii) Capital investment in the business: \_\_\_\_\_
- (j) Particulars of Experience:-  
(i) Length in the trade: \_\_\_\_\_  
(ii) Full particulars of the Contract: \_\_\_\_\_
- (k) **GST** No. and Sale Tax clearance certificate for the last 5 years:- \_\_\_\_\_
- (l) Copy of the Income Tax Certificate:- \_\_\_\_\_
- (m) Whether holding license for essential commodities: \_\_\_\_\_
- (n) Were/are you involved in any police case: \_\_\_\_\_
- (o) Tender form fees paid vide DD/School receipt No \_\_\_\_\_ dtd \_\_\_\_\_ for Rs. \_\_\_\_\_
- (p) EMD paid vide DD/School receipt No \_\_\_\_\_ dtd \_\_\_\_\_ for Rs. \_\_\_\_\_

2. I hereby declare that the above particulars are true to the best of my knowledge and belief and in case any of the above information is found false at a later stage, my tender may be rejected.

Date : \_\_\_\_\_

(Signature of the tenderer /applicant)

**Note :-**

- (i) The information as stated above, furnished by the tenderer must have the copies of the documentary evidence enclosed.
- (ii) Demand draft for tender form fees amounting to Rs. 100/- (non-refundable) and Demand Draft for Earnest Money Deposit (refundable) amounting to Rs. 10,000/- (Rupees Ten Thousand Only) prepared in favour of the Principal Sainik School Balachadi , payable at Jamnagar are to be submitted along with tender documents.
- (iii) Rates are to be quoted inclusive all taxes and material /services are to be provided/ delivered at Sainik School Balachadi. Available warranty and guarantee are to be mentioned separately.

**SAINIK SCHOOL BALACHADI(JAMNAGAR)**  
**TENDER FORM**

**WASHING AND IRONING OF CLOTHING ITEMS AND DRY CLEANING OF WOOLEN GARMENTS ON ELECTRIC LAUNDRY MACHINE FOR THE 2018-2019**

1. Full name of the tenderer : \_\_\_\_\_
2. Full address of the tenderer with telephone No : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **CONDITIONS**

(a) The rates will be quoted for washing and ironing for all the items listed in Part II of the tender form and will be operative for the year 2018-19 Clothing will be washed by the contractor for which recommended cleaning material will be used by himself.

(b) The clothing shall be washed and ironed once in a **05 (Five) days**. All garments shall be washed, cleaned, starched and ironed where applicable. The washes carried out should be satisfactory and if the work is rejected, no compensation will be paid on this account. All washing work will be carried out in the school campus on Electric Laundry Machine.

(c) Mess dresses, mess linen, School curtain / guest room linen / hospital clothing will be washed and ironed twice a week @ free of charges.

(d) The school clothing (Cotton/tarricotton) and linen that are to be washed and ironed will include :-

- (i) All items of clothing belonging to the boys including woolen blazers.
- (ii) Articles of bedding.
- (iii) The livery issued to all general employees by the school free of charges.
- (iv) Mess linen (dusters, table cloth, napkins etc) free of charges
- (v) Hospital linen free of charges,
- (vi) Office, Mess curtains etc
- (vii) Horse riding club, clothing material free of charges

(e) Rates may be quoted for washing and ironing on Electric Laundry Machine on monthly basis per boy per month. If the school is closed before the end of the month, the contractor shall be paid proportionately for the number of washes given by the contractor based on SIX washes with ironing (where applicable) in a month with the help of Electric Laundry Machine.

(f) The contractor will be provided accommodation 2 (Two) 'D' type (class IV) quarters along with washing plant room, with washing machineries and furniture on monthly rebate (for the purpose of repair maintenance of the same) as fixed by board of officers from time to time. Electricity will be charges as per the bills raised by the PGVCL and water charges will be charged separately as per the Rules and Regulations, and also the directions issued by the Principal from time to time.

(g) A list of clothing is given at Appendix 'A' to this tender form to be washed and ironed by the contractor. The list is also subject to alteration at the discretion of the Principal. The clothing and linen shall be washed once a week. Soiled clothing and linen shall be collected on a day time and place fixed by the Principal. Similarly, washed linen and clothing shall be accepted on a day, time and place fixed by the Principal.

(h) All work of this contract shall be carried out in a thorough and efficient manner and to the entire satisfaction of the Principal. If any other member of the school deputed by the Principal for the purpose the contractor shall not be entitled to be paid for such work. Only when the work is done satisfactorily the contractor will be entitled to the charges.

(j) If for any reason, washed and pressed linen and clothing are required earlier than the period specified (e.g.) visits of VIP to the school when all the students are required to wear uniform and bed linen to be changed. The Principal reserves the right to hire laundry services, purchase the items from open market, Govt/Semi Govt sources.

(k) If the contractor fails to remove the soiled linen and clothing and return the washed and pressed items in time as directed, he will be charged Rs. 25/- per every day of fault. The amount charged will be recovered from security deposit.

(l) The contractor will have to deposit the security with the school at the following rates being the value of the work executed. The total value of the contract will be calculated for 12 months.

Value up to Rs 10,000/-	20% of the value
Value above Rs 10,000/- to Rs 30,000/-	10% of the value
Value above Rs 30,000 to Rs 1,20,000/-	05% of the value
Value above Rs 1,20,000/-	03% of the value

(m) The tender will accompany with the earnest money a sum of Rs 10,000/- (Rupees Ten Thousand only) in cash or by demand draft on the name of the Principal Sainik School Balachadi which will be refunded in case the tender is not accepted or rejected. Receipt Number is to be quoted in this tender form.

(n) The contractor will be responsible for all items lost/ damaged by him and the full cost of the lost / damaged article/ articles will be recovered from him.

(o) The security deposit is liable to be forfeited if any of the condition stipulated is not satisfied. The decision of the Principal on all matters regarding washing of clothing will be final and binding to the contractor.

(p) The payment of the bills will be made within 15 days from the receipt of the bills if submitted correctly.

(q) The approximate number of boys whose clothing are to be washed and ironed (where applicable) are / will be about 580.

- (r) The contract will be terminated, if the contractor or any of his agents or his servants are found guilty or fraud in respect of the contract, directly, or indirectly give or promise to give or offer any bribe, gift, loan, reward or advantage pecuniary or otherwise to any officer or person in employment of the school.
- (s) The contractor or his employees or representative will not divulge any information in respect of the school that may come to their knowledge to any unauthorized person/persons.
- (t) The period of contract may be extended to 3 months at the discretion of the Principal.
- (u) The contractor will be responsible to bring stamp paper Rs 100/- (Rupees One Hundred only) for contract agreement.
- (v) Contractor's security or any balance remaining at the end of the contract will NOT be returned to the contractor until his account finally audited and settled and he executes the usual NO DEMAND certificate.
- (w) In the event of the security deposit being reduced by reasons of any non compliance of the contract, the contractor shall within 10 days from the date of being called top do so make good the amount required to complete the security deposit.
- (x) The Principal reserves the right to reject the tender and may call fresh tenders if necessary.
- (y) If the tenderer refuse to wash the clothing at the rates quoted in tender form, the earnest money deposit / security deposit will be forfeited.
- (z) The tenders will be opened by the 'Tender Board Committee' appointed by the Principal. The Tender Board committee has the right to reject the tender if they find error in tender form or tender form submitted alongwith the deficient documents.

Note: The Principal reserves the right to reject the tender without assigning any reason and may call the fresh tenders if necessary.

I have deposited a sum of Rs 10,000/- (Rupees Ten thousand only) as tender deposit money vide Receipt No \_\_\_\_\_ dated \_\_\_\_\_.

Date:

Signature of tenderer \_\_\_\_\_

**PART II**

4. I have understood the stipulations made in Part I above and I am willing to quote rates shown against each using Electric Laundry Machine keeping in mind that the Electricity charges would be paid by me not by the School REPEAT not by the School.

**(a) Washing & Ironing Charges**

Washing & Ironing charges for boys clothing for **six washes** in a month at the rate of Rs. \_\_\_\_\_ per student per month.

- (i) Rs. \_\_\_\_\_ per student per month for washing and ironing once a week.
- (ii) Rs. \_\_\_\_\_ per student per month for washing and ironing twice a week.

**(b) Dry Cleaning Charges**

- (i) Blazers woolen Rs. \_\_\_\_\_ each
- (ii) Jersey woolen Rs. \_\_\_\_\_ each
- (iii) Blanket Woolen Rs. \_\_\_\_\_ each

**(c) Private cloth**

- (i) Shirt / Trouser Rs. \_\_\_\_\_ each

5. I have deposited the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as tender earnest money vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

Dated :

\_\_\_\_\_  
(Signature of Tenderer)

Note : This tender form will be completed in all respect and forwarded to the Principal, Sainik School Balachadi (Jamnagar) in a sealed cover super scribed 'TENDER FOR PROVIDING LAUNDRY SERVICES',

**LIST OF THE ITEMS TO BE WASHED & IRONED**

Sl. No.	Nomenclature		Remarks
1.	Bed Sheets		
2.	Counterpanes		
3.	Nepkins/ Handkerchiefs		
4.	Mosquito Nets		
5.	Towel		
6.	Table Cloth		
7.	Pillow Cases/Covers		
8.	Curtains		
9.	Dusters		
10.	Shirt Khaki Cotton/Terri Cotton etc.		
11.	Shorts Khaki Cotton/Terricotton		
12.	Trouser Khaki Cotton/Terricotton		
13.	Sleeping suits		
14.	Hospital Linen		
15.	Liveries of General Employees		
16.	NCC Clothing Items		
17.	Student Blazer		
18.	Woolen Blanket		
19.	Horse riding club clothing		
20.	Track suit		
21.	Flag		
22.	Table frill		
23.	Socks		
24.	Bush Shirts Cotton/terricon		
25.	Private Cloth		