

# HOMI BHABHA CENTRE FOR SCIENCE EDUCATION

Public Tender Notice No.01/2023-24

Public Tender No.: HBCSE/PUR/Laundry/2023

Homi Bhabha Centre for Science Education (HBCSE), Mumbai is a National Centre of Tata Institute of Fundamental Research, Mumbai which is under the aegis of Department of Atomic Energy, Government of India.

- 1) **HBCSE-TIFR**, Mumbai, India invites sealed bids in two parts, **Part– I: Techno-commercial Bid & Part – II: Price Bid** for the following:

Description of Work	Bid Security (EMD)
Providing Laundry Services at Homi Bhabha Centre for Science Education, V. N. Purav Road, Mankhurd, Mumbai – 400088, Maharashtra, India	Bid Security Declaration as per our format <b>FORM (I)</b> to be submitted on company's letter head.
Estimated Cost: ~ <b>Rs. 1.0 Lakh</b> per year (Including GST).	<b>Tender Fee: Rs. 500/- (Including GST).</b> (Rupees Five Hundred only) by way of Demand Draft in favour of "HBCSE" payable at Mumbai. Alternatively, this amount can be remitted by bank transfer. The details are as follows:
Type of Tender: Two Bid	HBCSE-TIFR Non Plan A/C, Account No.:1038019943 Bank Address: Central Bank of India Jigna Apartment, V.N. Purav Marg, Mankhurd, Mumbai – 400 088. IFSC Code: CBIN 0282523. The tender fee is non-refundable.

## **DURATION OF THE CONTRACT:**

Initially for one year. It can be extended further for 2 years, one year at a time, subject to satisfactory performance and with no increase in the Service Charges.

Downloading of Tender	<b>From : 03/05/2023, 09.30 hrs.</b> <b>To : 21/05/2023, upto 17.30 hrs.</b>
Submission of Tender	<b>From : 14/05/2023, 09.30 hrs.</b> <b>To : 23/05/2023, upto 17.30 hrs.</b>
Opening of Techno Commercial Bid (Part I). (If sufficient bids are received).	<b>On : 24/05/2023, at 11.30 hrs.</b>

**Pre-bid meeting:** Online pre-bid meeting with all the prospective bidders is schedule to **be held on 12/05/2023 at 15.00 hrs.** Interested bidders may send email to **[purchase@hbcse.tifr.res.in](mailto:purchase@hbcse.tifr.res.in)** for joining the meeting on or before **11/05/2023 till 17:30 hrs.** The details of the online meeting will be sent to the interested bidders by **12/05/2023, forenoon.** **It is important for the vendor to attend the pre-bid meeting to understand the exact requirements.**

## 2) INTRODUCTION:

Sealed Tenders are invited by **Homi Bhabha Centre for Science Education**, Tata Institute Fundamental Research, Mankhurd, Mumbai – 400 088. For and on behalf of the Centre Director, HBCSE, TIFR for **PROVIDING LAUNDRY SERVICES** at Guesthouse & Hostel, HBCSE, Mankhurd, Mumbai-400088.

## 3) CONTRACT PERIOD:

Quoted rates must be valid for One year from the date of issue of work order. The contract will be initially for a period of one year, extendable by another two years, subject to the satisfactory performance of the Outsourcing Agency, on the same terms and conditions and at the sole discretion of the Head Administrative & Operations, HBCSE, TIFR, Mumbai-400088.

## 4) ELIGIBILITY CRITERIA:

Bidder must meet the eligibility criteria specified below and must submit documents in support of the same in the technical bid.

- 4.1 Bidder must have fully function office in Mumbai must have been providing Laundry Services of various organizations/Institutions preferably in and around Mumbai.
- 4.2 Bid must be valid for a minimum period of **120 (One Hundred Twenty Days)** from the date for submission of bid.
- 4.3 The bidder should not have been blacklisted by the Ministries of the Govt. of India/PSUs/Corporate Sectors/Educational Institutions/any other reputed organizations. (Note: Duly filled format as given in the **FORM (D)**, has to be submitted by the bidder).
- 4.4 The bidder should have satisfactorily completed similar laundry service works of values as listed below during the last 3 financial years prior to 31 March, 2023.
  - a) Three laundry service works each costing not less than 80% of the present estimated cost Rs.1,00,000/- and serving a strength not less than 100 persons in Universities/Institutes/Colleges/ PSU/Corporate Sector. (OR)
  - b) Two laundry service works each costing not less than 60% of the present estimated cost 1,00,000/- and serving a strength not less than 200 persons in Universities/Institutes/Colleges/ PSU/Corporate Sector; (or)
  - c) One Laundry service work each costing not less than 40% of the present estimated cost 1,00,000/- and serving a strength not less than 250 persons in Universities/Institutes/Colleges/ PSU/Corporate Sector.
  - d) (Mode of proof: copy of purchase order/contract agreement proving “Award of Work”/Copy of completion certificate/Final Invoice. Letter indicating return of Security Deposit for proving satisfactory “Completion of Work” to be submitted cost work must be included in the work order/agreement/completion certificate).
- 4.5 The annual turnover in the business of laundry should not be less than Rs.2.0 Lakh during preceding three financial years each.

(Mode of proof: copy of Profit and loss account of the company for each of the 3 years ending 31<sup>st</sup> March 2022 authenticated by a Chartered Accountant.)

- 4.6 Self-declaration on letter head having facilities. (As per **FORM (H)**, duly filled in to be submitted.
- 4.7 Proof of IT return for last 3 years ending **31<sup>st</sup> March 2022**.
- 4.8 The bidder should submit copies of the Certificate of Registration, Permanent Account Number or otherwise the offer will be summarily rejected.
- 4.9 All bidders are requested to visit the HBCSE, TIFR, Mankhurd, Mumbai-400088 before sending the quotation and get required information from the In-charge, Services.
- 4.10 Bids should be forwarded by Bidders under their original memo/letter pad inter-alia furnishing details like GST Number, Bank address with NEFT Account, if applicable, etc. and complete postal and e-mail address of their office.
- 4.11 The bidder should submit the copies pertaining to his place of laundry premises like ownership papers/Tenant agreement /Latest Electrical bill.
- 4.12 The bidder should have laundry premises & office in Mumbai/ Thane/ New Mumbai city area.

## **5) SCOPE OF WORK:**

- 5.1 There is one Guesthouse with 76 rooms and one hostel with 27 rooms. Over & above, the residents of the hostel & Guests will avail the laundry services. Guest house and hostel remain occupied throughout the year.
- 5.2 The successful contractor will be collecting the laundry from the place designated by the In-Charge, Services, HBCSE. The contractor will collect the clothes from the HBCSE after every third day and will returned clothes after due cleaning and ironing on the fourth day from its collection. The penalty will be charged for any deviation as approved by the competent authority of HBCSE, Mumbai.
- 5.3 The number of clothes taken out for washing and ironing and brought back duly washed and ironed should be entered in the standard format maintained for the purpose.
- 5.4 The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner, if found subletting in any manner the contract will stand cancelled without prior notice.
- 5.5 A list of workers engaged by the contractor/agency for the clothes collection and delivery shall be submitted to In-Charge, Services, HBCSE for the security reason.
- 5.6 Washed & ironed clothes are subject to inspection by the authority at the time of delivery at our site.

- 5.7 The contractor shall maintain the sheet of collection and delivery of clothes/linen on a trip basis as per the format below.

Clothes delivery date & Time Gate Pass Challan No:			Clothes returned date & Time	
Sr. No.	Linen sends for Washing	Quantity	Quantity of linen returned	Remarks if any
1.	White Single Bed Sheets			
2.	Color Single Bed Sheets			
3.	White Towels			
4.	Color Towels			
5.	White Pillow Covers			
6.	Color Pillow Covers			
7.	Cotton Color Chadar			
8.	Solapuri Chadar			
9.	Blankets (Dry wash)			
10.	Bed Spread /Covers (Dry Wash)			
11.	Lab Coats			
12.	Window Curtains Small Size			
13.	Window Curtains Big Size			
14.	Window Curtains Extra Big Size			
15.	Table Cloth Small Size			
16.	Table Cloth Big Size			
17.	Sofa Cover			
18.	Chair Cover			
19.	Shirts / T-Shirts			
20.	Trousers / Jeans			
21.	Saree & Blouse			
22.	Salwar Kamij /Kurta			
Additional remarks if any: -				
Sign of Laundry Staff		In-charge Services	Sign of Laundry staff	In-charge Services , HBCSE

## 6) GENERAL INSTRUCTION: -

6.1 Tender Documents: The Tender document can be downloaded from HBCSE website <https://www.hbcse.tifr.res.in/tender/>

### 6.2 Submission:

6.2.1 The Tender shall be submitted in tender box which will be placed at the Main Gate, addressed to the Purchase Department, HBCSE, Mankhurd, Mumbai-400088 up to date mentioned on the Cover Page.

6.2.2 The tenderers shall seal the Technical-Bid and Price-Bid in two separate envelopes (Cover-1 and Cover-2) duly marking the envelopes as “Cover-1 Technical Bid” and “Cover-2 – Price Bid”. The two envelopes along with the covering letter, Power of Attorney, if any, shall then be sealed in an outer envelope. The envelope shall contain the following:

#### 6.2.2.1 Outer Envelope

- a) Covering Letter;
- b) Sealed Cover – 1; and
- c) Sealed Cover – 2

#### 6.2.2.2 Cover-1 – Technical Bid

- a) Duly filled and counter signature in Tender-Document with relevant details and complete in all respects. (Except price bid).
- b) Eligibility Criteria Documents mentioned in point (4).
- c) Proof of average annual turnover **FORM (K)**
- d) Duly filled forms A, B, C, D, E, F, G, H, I, J, K, L, & M

### 6.3 Cover – 2 (PRICE BID)

- 6.3.1 PRICE BID/COVER duly filled in **FORM (N)** (both in figures and words).
- 6.3.2 HBCSE is not responsible for delay or loss of tender document/bids in transit.
- 6.3.3 Bidders are requested to visit our **website** <https://www.hbcse.tifr.res.in/tender/> regularly to check for addendum/updates if any pertaining to this tender.

- 7) Bidder who does not comply with the terms and conditions of this schedule are liable for rejection without any further reference.
- 8) The premises of the bidders can be inspected anytime by the designated officials from HBCSE, Mumbai.
- 9) The information furnished by the bidder in Cover - I in the prescribed format provided by the HBCSE-Mumbai will form the basis for the evaluation. In exceptional cases HBCSE, Mumbai Campus or its representative reserves the right to obtain the additional documents / clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the HBCSE, Mumbai, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by HBCSE, Mumbai.

- 10) **Submission of bills & laundry payment:**  
The Contractor should submit the following documents at the time of submission of bill/s to the office of In-Charge, Services, HBCSE – Mumbai, Mumbai - 400088:
- The successful bidder should submit the Bill/s in duplicate on a monthly basis along with the routine linen charts signed by the contractor & In-charges Services, HBCSE **FORM (B)**.
  - The HBCSE will transfer the payment of the laundry payments on the given bank account within 45 days from its submission.
- 11) **Liquidated Damages Clause:**  
Any damage or loss of clothes/linen during Laundry Services, a fresh purchase of clothes/ uniform will be made by HBCSE – Mumbai and the cost of the same will be charged and debited from the due payment of Contractor's bill.
- HBCSE, Mumbai reserves the right of accepting the whole or any part of the tender or the portion of the quantity offered and the tenderer shall supply the same at the quoted price without assigning any reason whatsoever. Offer must be submitted in accordance with the instructions as per Terms and Conditions of the Tender.
- 12) **Jurisdiction:** - The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this tender.
- 13) **Settlement of Disputes/Arbitration:**  
It is incumbent upon the Contractor /transporter to avoid litigation and disputes during the course of execution. However, if such dispute take place between the contractor and the department, effort shall be made first to settle the disputes at HBCSE, Mumbai level. The contractor shall make request in writing to the Centre Director, HBCSE, Mumbai Campus, for settlement of such disputes/claim within 30 (thirty) days of arising of the cause of dispute/claim, failing which no disputes/claims of the contractor shall be entertained by HBCSE, Mumbai Campus. If differences still persist, the settlement of the dispute may be sought in the Court of Law in Mumbai.
- 14) **Penalty:**  
The Contractor will be charged penalty for lapses in services as below:

Sr.	Description	Penalty
1	Non reporting of a laundry person on designated date & time for collection and delivery of clothes	Up to Rs. 500/- per each instances. penalty amount will be deducted from the monthly bill
2	Loss of Clothes /Linen or Clothes /Linen not returned in 10 days.	Cost of Linen/Clothes. Penalty amount will be deducted from the monthly bill.
3	Damaged / Brunt Linen/ Cloths of Hostel & Guesthouse.	Cost of Linen/Clothes. Penalty amount will be deducted from the monthly bill.
4	Bad quality of linen washing and ironing	Doubled the tender service cost of the particular linen. Penalty amount will be deducted from the monthly bill.

The contractor shall pay any claim made by Institute/ Centre for any deficiency in service such amount may also be deducted from the bills pay able to the contractor. It may be noted that the Institute/Center shall have right to forfeit the security deposit in full or part for any due/damages by the contractor.

**15) MSE:**

As per Public Procurement Policy (PPP) for Micro and Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India, MSEs must in order to avail the Tender fee exemption must have valid UDYAM registration as on due date for submission of bid.

The MSEs who have applied for registration or renewal of registration with any of the agencies / bodies, but have **not obtained the valid certificate** as on close date of the tender, are **not eligible for exemption / preference**.

**Sd/-**  
**Head Administrative Operations**

## A - OPENING AND EVOLUTION OF BIDS

### A) Opening of Bids

1. Centre will open bid in the presence of bidder's authorized representative who chose to attend, as per the schedule given in tender notice. The bidders' representatives who are present shall sign the bids opening sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday Centre, the bids shall be opened at the appointed time and location on the next working day.
2. a) Bids that are received late shall not be considered further for evaluation, irrespective of the circumstances.

**b) Bidders interested in participating for bid opening, should depute their representatives along with an authority letter to be submitted to the Centre at the time of bid opening.**

### 3. Confidentiality

a) Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other person not officially concerned with such process until publication of the Contract Award.

b) Any effort by a Bidder to influence Centre in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of their Bid.

### 4. Clarification of Bid

To assist in the examination, evaluation, comparison and post qualification of the bids, Centre may, at its discretion, ask the Bidder for a clarification on their bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation in respects of prices shall be held except with the lowest bidder, (is) the discretion of Centre. Any clarification submitted by a bidder in respect to their bid which is not in response to a request by Centre shall not be considered.

### 5. Preliminary Examination

a) Centre shall examine the bids to confirm that all documents and technical documentation requested have been provided to determine the completeness of each document submitted.

b) All the bids received will first be scrutinized to see whether the bids meet the basic requirements as incorporated in the bid documents. The bids, which do not meet basic requirements, will be treated as unresponsive and ignored. **The following are some of the important points, for which a bid will be declared as unresponsive and will not be considered for further evaluation:**

- i) The bid is unsigned.
- ii) The Bidder is not eligible.
- iii) The Bid validity is shorter than the required period.
- iv) Tender Fee and /or Bid Declaration not submitted with technical bid.
- v) Bidder has not agreed to give the required Performance Guarantee.
- vi) Against the schedule of Requirement (incorporated in the bid), the bidder has not quoted for the entire Requirement as specified in the price.
- vii) The bidder has not agreed to some essential conditions(s) incorporated in the bid.
- viii) **"If a bidder quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered".**
- ix) The bidder had not completed previous contract of HBCSE satisfactory.



**6. Examination of Terms & Conditions. Technical Evaluation.**

- a) Centre shall examine the Bid to confirm that all terms and conditions specified in the bid document have been accepted by the Bidder without any material deviation or reservation.
- b) Center shall evaluate the technical aspect or the Bid submitted to confirm that all requirements specified in Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.

**7. Evaluation and comparison of bids**

- a) Centre shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- b) To evaluate a Bid, Centre shall only use all the factors, methodologies and criteria defined in the bid documents.

## **B -AWARD OF CONTRACT**

### **1. Centre's right to vary the Quantities at the time of Award**

- a) Centre reserve the right to decrease or increase the number of manpower service originally specified in the Schedule of Requirements in which case Centre may as for confirmation of rates in a sealed envelope before a fixed date.
- b) Centre's right to accept Any Bid and to reject any or all Bids without assigning any reason and for any purpose, deemed fit by the Centre.
- c) The Centre Director, HBCSE reserve the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder of Bidders.

### **2. Notification of Award**

- a) Prior to the expiration of the period of bid validity, Centre may notify the successful bidder in writing by registered letter or fax or email that the bid has been accepted and detailed work order shall follow.
- b) Until a formal order is prepared and sent, the notification of award constitutes a binding contract.

### **3. Order Acceptance**

- a) The successful bidder should submit Order acceptance within 21days from the date of issue of order and complete all formalities within the same period.
- b) Centre has the powers to extend the time frame for submission of order confirmation and submission of Performance Guarantee. Even after extension of time, if the order confirmation and Performance Guarantee are not received **interest @12% per annum** will be levied till date of receipt of Performance Guarantee.
- c) If the successful bidder fails to submit order acceptance and Performance Guarantee even after repeated reminder Centre reserve the right to cancel the order and in which case bidder will be debarred form participating in any tender for a period one year.
- d) PLACING OF ORDER: Centre reserve the right to place the order for part/full/reduced quantity/increased quantity/ reduced period than what is specified in the tender.

- 4. If the service charges quoted is same by different bidders, then Centre reserve the right to place order on bidder having the highest turnover or to split the order on more than one bidder as deemed fit and felt necessary.
- 5. TENDER: Received late or after due date will not be considered. HBCSE reserve the right to accept, reject or all tenders without assigning any reason thereof.

## **SPECIAL CONDITIONS OF CONTRACT**

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

**1. Bids will be evaluated by the Tender Committee.**

**2. Terms of the Tender Evaluation Committee (TEC)**

a) On the due date the bids will be opened and bids meeting the eligibility criteria only be referred to a tender evaluation Committee.

b) All bids will be evaluated with reference to the tendered specifications, performance of similar works carried out elsewhere by the bidder.

c) A committee will go through all the aspects of the tender, may visit bidder **premises in HBCSE, Mumbai** and short list such firms whose bids are found technically acceptable.

d) Centre representatives will proceed through a detailed evaluation of the bids in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination. Centre will examine the information supplied by the Bidders, and shall evaluate the same as per the specifications mentioned in this tender.

e) During the evaluation, the Centre can ask for relevant documents from the bidder necessary for evaluation.

f) The Committee will examine all the technical aspects of the bids received. Further, the Committee may seek additional information/feedback from other organizations where the bidder has carried out similar works.

g) The recommendation/decisions of the Technical Evaluation by Centre is final and binding on all the bidders.

**3) Bid Security Declaration:**

a) If the bidder withdraws or amends or impairs or derogates their bid during the period of bid validity, Centre reserves the right to suspend the vendor from participating in any tender for a period of **One year**.

b) Bid Security Declaration as per **FORM (I)** enclosed should submitted on the company letter head duly signed by officer authorized to submit the bid.

**4) Performance Guarantee**

a) Performance Guarantee to be furnished by the successful bidder for satisfactory performance of the contract. "Satisfactory Performance of the contract here means satisfactory completion of work in respect of works.

**5) Quantum of Performance Guarantee:**

a) **3% of the total value including all taxes, duties etc.**

b) Successful bidder, shall deposit an amount equal to **3%** of the value of the work including taxes as Performance Guarantee within **21 days** of award of work, valid till completion of work plus Two months for proper fulfillment of the Contract.

c) In case Performance Guarantee is not submitted within **21 days interest @ 12%** per annum will be levied till the date you submit the Performance Guarantee.

d) If the successful bidder fails to submit the Performance Guarantee / Performance Guarantee with interest or refuses to submit the Performance Guarantee even after reminders. Center reserves the right to cancel the order without notice and such bidder will be debarred for participating in any tender for a per of **one year**.

**6) Forms in Performance Guarantee can be submitted:**

a) Performance Guarantee should be in the form of Demand Draft in favor of Homi Bhabha Centre Science Education, TIFR, Mumbai or Fixed Deposit Receipt (FDR) pledged in favor of Homi Bhabha Centre Science Education, TIFR, Mumbai OR Bank Guarantee (BG) in favor of Center Director, Homi Bhabha Centre Science Education, TIFR, Mumbai as per the prescribed format. The Bank Guarantee should be from any one of the nationalized banks or Scheduled Bank and to be executed on non-judicial stamp paper of appropriate value. The bank Guarantee should be valid upto at least 2 months beyond the contractual date for completion of the order.

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**7) Refund of Performance Guarantee:**

a) Performance Guarantee shall be released /returned to the contractor after the completion of the work/contract period without any interest.

**8) Forfeiture of Performance Guarantee:**

a) Performance Guarantee is taken for due performance of the Contract and can be forfeited in the event of a breach of contract.

b) Bank Guarantee /Fixed Deposit Receipt obtained towards Performance Guarantee will be invoked when there is a specific breach on the part of the Contractor.

**9) Duration of Contract:**

a) Initially **One Year** form the date of issue of work order.

b) Contract may be extended with mutual agreement for a further period or two years one year at a time, if services provided is found satisfactory and there is no change in conditions of contract including Service Charges.

**10) Payment:**

**The Payment will be made as under:**

a) Payment will be made on monthly basis for services provided in the previous months as a reimbursement.

b) Centre will made after **deducting GST TDS, Income Tax TDS etc.**

c) Contractor shall submit all your bills with all necessary documents to

**In-Charge, Services,  
Homi Bhabha Center for Science Education,  
Tata Institute of Fundamental Research,  
V.N. Purav Marg, Mankhurd,  
Mumbai – 400 088.**

d) Payment will be made by the Centre by NEFT/RTGS after deduction of

i) CST TDS if applicable.

ii) Income tax as applicable and any other dues.

e) The place where services will have to be provided:

**Homi Bhabha Center for Science Education,  
Tata Institute of Fundamental Research,  
V.N. Purav Marg, Mankhurd,  
Mumbai – 400 088, Maharashtra, India.**

**11) Applicable Law and Jurisdiction of Court:**

a) Only the competent Court of Law in Mumbai will have the jurisdiction in respect of any dispute, concerning this contract, over the arbitration proceeding etc.

**12) Contact Person:**

For Co-ordination of work kindly contact **Shri J.B. Waghmare** at Homi Bhabha Centre for Science Education, TIFR, V.N. Purav Marg, Mankhurd, Mumbai – 400 088. Fortnightly basis the contractor should meet the Head Administrative & Operations for updates.

**Phone: +91-022-25072442**

**Email: [guesthouse@hbcse.tifr.res.in](mailto:guesthouse@hbcse.tifr.res.in)**

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## CHECK LIST

### To be enclosed with Techno-Commercial Bid

#### (Part I)

Sr. No.	Particulars	Provide Details	Enclosed
1	Demand Draft towards Tender Fee enclosed	D.D.No. ... Dtd.....	Yes / No
2	Copies of partnership registration.		Yes / No
3	Copies of Shop & establishment registration & or Certificate of incorporation enclosed.		Yes / No
4	Company Profile enclosed – as per <b>Form -A</b>		Yes / No
5	Eligibility Criteria Documents		Yes / No
6	<b>Form- C</b> showing details of works completed in the past 3 years together with copies of orders submitted.		Yes / No
7	Undertaking for Acceptance of Terms and Conditions as per <b>Form -D</b> enclosed:		Yes / No
9	Whether Bid Security declaration as per format submitted <b>Form -I</b>		Yes / No
8	Details of GST enclosed <b>Form -J</b>		Yes / No
9	CA Certificate indicating Turnover and Net Worth enclosed as per <b>Form -K</b>		Yes / No
10	Bid Form enclosed – <b>Form -L</b>		Yes / No
11	Amalgamation/Acquisition – <b>Form -M</b>		Yes / No
12	PAN Card Photo Copy enclosed		Yes / No
13	Copy of power of attorney to sign the bid enclosed(Applicable for LLP/partnership company / PVT LTD / LTD Company)		Yes / No

#### (Part II)

Sr. No.	Particulars	Provide Details	Enclosed
1	Price Bid Form - N		Yes / No

**Signature of the Bidder & Seal**

**Place:**

**Date :**

## **INFORMATION TO TENDERERS**

The Tender shall be evaluated under 2 (Two) Bid System

- 1) Technical Bid
- 2) Financial Bid

Technical Evaluation shall comprise of

- I. Mandatory requirements.
- II. Technical Evaluation criteria with marks.

All the mandatory requirements have to be fulfilled by the Bidder to go to the next stage of Technical Evaluation criteria with marks. The offer / bid of Bidders who are not meeting the mandatory requirements will be summarily rejected.

### **I. Mandatory requirements: -**

1. Copy of valid Establishment Registration Certificate of the Firm
2. Copy of PAN & GST Number
3. The bidder should submit the copies pertaining to contractor place of laundry premises like ownership papers/Tenant agreement /Latest Electrical bill.
4. The entire tender document duly counter signed (as a token of acceptance of all terms & condition indicated in the documents)

<b>II. TECHNICAL EVALUATION CRITERIA WITH MARKS</b>		
<b>Sr. No.</b>	<b>Technical Requirement</b>	<b>Max Marks</b>
1.	Company Profile	5
2.	The bidders should have an Office in Mumbai (Documentary proof e.g., Electricity bills etc., to be enclosed) for day-to-day management of contract and have Registration of statutory requirement of Mumbai, Maharashtra	5
3.	The Bidders should attend Pre bid meeting and visit HBCSE	10
4.	5 years Essential experience in providing similar type work (on site Laundry Services) in a reputed Organization and list of Work executed and in hand. (pl. enclose documentary evidence)	10
5.	Copy of One (1) Work Order for similar nature of work worth Rs. 3.0 Lakh or more or Two (2) Work orders worth at least Rs. 2.0 Lakh or more or Three (3) Work orders of Rs. 1.0 Lakh each (per annum) or more during the last three financial year (2020-2021, 2021-2022 and 2022-23).	30
6.	Performance Certificate from the existing clients (issued July 2023 onwards-minimum 3) (excluding HBCSE)	30
7.	Audited Financial Statement of last 3 years (Balance Sheet & P & L A/C)	10
<b>TOTAL:</b>		<b>100</b>
<b>The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A minimum qualifying mark is set and only those Contractors whose Technical proposals score 75% and above shall be considered for Financial Evaluation. Therefore, Financial proposed shall be evaluated. The Commercial Lowest bidder based on Laundry Service rates quoted for the Laundry Services specified in FORM (B). Part – 2 Financial Bid and evaluated according to weightage indicated in Paragraph 18.2 shall be the first preferred Contractor for the award of Work.</b>		

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**FORM – A****COMPANY PROFILE****(To be filled in by the Bidder)**

Sr. No.	Question	Response
1.	Company Name	
2.	Type of firm Proprietary / Partnership / Pvt. Ltd. / Ltd. / Single Person Company / LLP	
3.	Date of Incorporation	
4.	Company Head Office address	
5.	* Contact person(s) Name	
6.	* Phone Number	
7.	* Fax Number	
8.	* E-mail Address	
9.	Address of Pune office	
11.	* Contact person(s) Name	
12.	* Phone Number	
13.	* Fax Number	
14.	* E-mail Address	
15.	Number of Employees	
16.	State pending or past litigation if any within the last 3 years with details and explain reasons. Please also mention any claims/complaints received in the last three years.	
17.	Name of Designation of the Officer of the Contractor/ Bidder to whom all the reference shall be made for expeditious technical co-ordination	
18.	Whether Contractor is familiar with and has experience in the type of work specified	
19.	Indicate the number of similar jobs in hand, giving a brief description of scope of work and personnel employed	
20.	GST Registration and Date	
21.	Permanent Account No. (PAN)	

**Signature of the Bidder & Seal****Place:****Date :**



## FORM – B

**Monthly Format: Summary of Clothes/Linen issued for the Laundry.**

**Laundry Statement for the month of: ..... Date .....**

Sr. No.	Booklet / Gate Pass No.												Total Nos.
	Date	Nos.	Nos.	Nos.	Nos.	Nos.	Nos.	Nos.	Nos.	Nos.	Nos.	Nos.	
	Description												
1.	White Single Bed Sheet												
2.	Color Single Bed Sheet												
3.	White Towel												
4.	Color Towel												
5.	White Pillow Covers												
6.	Color Pillow Covers												
7.	Cotton Color Chaddar												
8.	Solapuri Chaddar												
9.	Blankets (Dry Wash)												
10.	Bed Spread/ Covers (Dry Wash)												
11.	Lab. Coats												
12.	Window Curtains Small (4.6 x 5.6 ft.)												
13.	Window Curtains Big (5.6 x 7 ft.)												
14.	Auditorium Curtain (7 x10.6 ft.)												
15.	Table Cloth Small Size												
16.	Table Cloth Big Size												
17.	Sofa Cover												
18.	Chair Cover												
19.	Shirts / T-Shirt												
20.	Trousers/J Jeans												
21.	Saree/Blouse												
22.	Salwar Kamij/Kurta												

**Note:**

- a) The Contractor should collect the linen as per the requirement of the In-charge, Services, HBCSE on a scheduled day.
- b) The linen collected to be washed / ironed and returned to the In-Charge, Services, HBCSE on a scheduled day
- c) At the time of collection of linen and individual receipt in a stated format to be given to the In-charge, Services indicating the date and time of delivery of washed & ironed clothes.
- d) The two copies slip stated above in **FORM (B)** showing number of linen collected to be noted and signed by both the laundry person and an official from the services team of HBCSE.
- e) The linen/clothes in addition to the above may be given by the Students / Resource Persons / Research Scholars / Guests / Visitors for the cleaning in the tendered rates.

**Signature of the Bidder & Seal**

**Place:**

**Date :**

**FORM – C**

**SCHEDULE OF EXPERIENCE SHOWING WORKS COMPLETED**

<b>Customers Full Address</b>	<b>Order No. and Date</b>	<b>Work and Location</b>	<b>Date for Completion of work as per Contract</b>	<b>Date of actual Completion of work</b>	<b>Remark indication reason for late completion of work</b>	<b>Has the work been completed Satisfactory? (Attach a copy of order and completion Certificates from the Centre)</b>	<b>Contact person Along with Tel. No., E-mail Address</b>

**Signature of the Bidder:**

**Name & Designation:**

**Company Seal**

**Date:**

## **FORM – D**

### **UNDERTAKING**

1. We have studied the complete tender document and accept all the terms and conditions.
2. It is certified that my firm/agency/company has never been black listed, debarred by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Maharashtra or any other State Government of Public Sector Banks or Local Bodies.
3. Work Carried out by us shown in **FORM (C)** have been carried out by us directly and not on back- to-back by third parties.

**Date :**

**Signature of the Bidder:**

**Place :**

**Name of the Bidder:**

**Company Seal:**

**Designation:**

## FORM – E

### FORMAT OF BANK GUARANTEE FOR PERFORMANCE GUARANTEE

(To be executed on appropriate value of stamp paper)

**(to be used by Successful bidder after placement of order)**

**To,**  
**The Centre Director,**  
Homi Bhabha Centre for Science Education,  
Tata Institute of Fundamental Research,  
V.N. Purav Marg, Mankhurd,  
Mumbai – 400 088.

1. In consideration of Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research, V.N. Purav Marg, Mankhurd, Mumbai – 400 088. (hereinafter called “Centre”) having agreed under the terms and conditions of Contract No..... Dated..... made between them and ..... (hereinafter called: The said Contractor(s)”) for ..... (hereinafter called “the said Contract”) having agreed to provide an irrevocable bank Guarantee for Rs..... (Rupees..... only) as a security / Guarantee form the contractor (s) for compliance of obligations in accordance with the terms and conditions in the said contract, we.....(indicate the name of the Bank) (hereinafter referred to as “the Bank”) hereby undertake to pay to the Centre an amount not exceeding Rs..... (Rupees.....only) on demand by the Centre.

2. We (indicate the name of Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Centre stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).

3. We, the said bank, further undertake to pay to the Centre any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) shall have no claim against us for making such payment.

4. The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the contractor(s) shall have no claim against us for making such payment.

5. We..... (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and that it shall continue to be enforceable till all the dues of the Centre under or by virtue of the said contract have been fully paid and its claim satisfied or discharged or till In-Charges Services on behalf of the Centre certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

6. We (indicate the name of Bank) further agree that the Centre shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Centre or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Centre against the said Contractor and to forbear and enforce any of the terms and conditions relating to the said Contract

and we shall not be relived from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Centre or any indulgence by the Centre to the Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. This guarantee will not be discharged due to the change in the constitution of the Bank or of the Contractor.

8. We (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Centre in writing.

9. This guarantee shall be valid up to ..... unless extended on demand by Center. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. .... (Rupees.....only) and unless a claim in writing is lodged with us on or before the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Signed and Sealed

Dated the ..... day of..... for .....  
(Indicate the name of Bank)

Signature of Bidder :

Name of the Bidder with No. :

Seal :

Email ID :

Phone No. :

**FORM – F**

**PROFORMA OF AFFIDAVIT TO BE SUBMITTED WITH PART – I**

I..... PARTNER /LEGAL ATTORNEY/PROPRIETARY/  
ACCREDITED Representative of M/s. .... Solemnly declare that:

1. I/We are submitting tender for the work..... against tender  
Notice No..... dated.....
2. Myself or our partners / Director do not have any relative working in Homi Bhabha Centre for Science Education, TIFR, Mankhurd, Mumbai 400 088.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in the Bid is complete, correct and true.
4. All documents/credential submitted along with this Bid are genuine, authentic, true and valid.
5. I/We have not been banned or de-listed by Government or Quasi Government or PSU's.
6. We hereby declare that there is no condition in the Price Bid.
7. We hereby authorize Homi Bhabha Centre for Science Education, TIFR, to seek references from our  
Banker .....
8. If any information or document submitted is found to be false/incorrect, Homi Bhabha Centre for Science Education, TIFR, may cancel my Bid and action as deemed fit may be taken against me/us including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of our Firm and all partners of the firm etc.
9. I/We accept the tender document as received by me/us from office of Homi Bhabha Centre for Science Education, TIFR, Mumbai. My/our tender may be rejected, if any tampering is found in original tender. I/We also undertake that I/We cannot raise any dispute in this regard
10. Our GST Number is.....
11. Our PAN Number is.....

**Signature of the Bidder & Seal**

**Place:**

**Date :**

## FORM – G

### Format of Indemnity Bond

(To be executed on Rs. 500/- Non-judicial Stamp Paper by the successful bidder before commencement of work at site)

Work Order No.:.....Date.....

In consideration of Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research (HBCSE/TIFR) having office at V.N. Purav Marg, Mankhurd, Mumbai 400 088., hereinafter referred to as “The Centre”, which expression shall unless it be repugnant to the context or meaning thereof, include its successors and assignors having awarded to M/s..... having registered office at ....., a firm carrying in such name and style the business of ..... (hereinafter referred to as “The Contractor” which expression shall unless it be repugnant to the context or meaning; thereof, include its partner(s)/ proprietor(s) for the time being or its surviving partner (s) or its heirs and executors, administrators and assignees, its successors and assignors) the contract for ..... and in compliance with the terms and conditions of the said contract.

We M/s. .... being the contractor shall save harmless and indemnify the Centre in respect of:

- a. Any expenses arising from any injury or accident or death of worker hired for this work or damage to property of any third party.
- b. Any claim made under any Act of Government of otherwise in respect of injury or damage as aforesaid.
- c. Any award of compensation or damages upon any claim as above.
- d. Any claim against the Centre by any member of the public or other third party in respect of anything, which may arise in respect of the works or in consequence thereof.
- e. Any claim which may be made upon the Centre whether under the Workman’s Compensation Act or any other statute in force during the currency of this contract or of common law in respect of any work of the contractor /or their family members(s) or of his sub-contractor(s).
- f. Any costs, charges or expenses arising out of any claim or proceeding and in respect of any award of compensation of damages arising therefrom.

For and on behalf of M/s.....

Date:

S E A L

Accepted By

**For and behalf of HBCSE, (TIFR), Mumbai**



**FORM – H**

**(Laundry Asset Declaration)**

I, hereby declare that the following facilities are available in my premises for the laundry services.

1. Automatic Washing Machine/s capable to take required load and quality Chemical / Detergent for washing.
2. Dry Cleaning Machine/s.
3. Calendar Machine/s.
4. Steam Iron/s
6. Boiler/s.
7. Electric Generator for back up.
8. Adequate running fresh water storage.
9. Experience to deliver the laundry clothes to customer hand to hand basis.
10. Adequate manpower.
11. Delivery Vehicles.
12. Number of staff working.

**Signature of the Bidder & Seal**

**Place:**

**Date :**

**FORM – I**

**Bid Security Declaration**  
**(To be submitted on Company's Letter Head)**

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the tender document or fail to execute the contract, we will be suspended for a period of one year from being eligible to submit bids for any tenders invited by HBCSE-TIFR, and its related entities.

**Signature of the Bidder & Seal**

**Place:**

**Date :**

**FORM – J**

**(PLEASE PROVIDE FULL INFORMATION WITHOUT WHICH YOUR BID MAY BE LIABLE FOR REJECTION. THIS MUST BE SUBMITTED WITH TECHNICAL BID)**

**A) GST payable : .....% extra**

**B) Your GST Tax Registration No.: .....**

**C) Bid Valid Till :.....**

**D) Your PAN No. :.....**

**Signature of the Bidder & Seal**

**Place:**

**Date :**

**FORM – K**

**CHARTERED ACCOUNTANT CERTIFICATE (CA)**  
**(On CA's Letter Head)**

1. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached.)

<b>Financial Year</b>	<b>Turnover</b>	<b>Net Worth</b>
2019-2020		
2020-2021		
2021-2022		

For.....

Chartered Accountants Name & Signature

Company Seal:

Phone No.:

Date:

## **FORM – L**

### **BID FORM**

(The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted)

Date:

(insert date (as day, month and year) of Bid Submission)

Tender No.:

(insert number form Tender Notice)

To:

(insert complete name of Owner)

We, the undersigned, declare that:

- a) We have read & understand the bidding document and have no reservations.
- b) We offer to execute the order in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services (insert a brief description of the Goods and Related Services).
- c) Our bid shall be valid for a period of 120 days, from the date of opening techno commercial bid (Part – 1) , and it shall remain binding upon us and may accepted at any time before the expiration of that period.
- d) If our bid is accepted, we agree to submit Performance Guarantee as per mentioned the tender document.
- e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- f) We have seen the site and have understood the site conditions.
- g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Submission Form).

- h) Name: (insert complete name of person signing the Bid Submission Form) duly authorized to sign the bid for and on behalf of (insert complete name of Bidder).
- i) Dated on \_\_\_\_\_ day of \_\_\_\_\_ ( insert date of signing).

## FORM – M

### FORMAT OF DECLARATION REGARDING AMALGAMATION ACQUISITION

No. ....

Date: .....

#### 1) Amalgamation/Acquisition

In the event of M/s -----proposes for amalgamation, acquisition or sale of its Business to any other firm during this contract period, M/s.----- and proposed Buyer/Successor of the Principal Company are liable to execute, fulfill contractual obligations without any deviations. For this purpose M/s. -----/M/s.----- ----- and proposed Buyer/Successor of the Principal Company shall indemnify itself to the Centre Director, Homi Bhabha Centre for Science Education, TIFR, V.N. Purav Marg, Mankhurd, Mumbai 400 088 to fulfill the contractual obligations as per the terms of HBCSE Tender and bids of M/s. -----No. ----- Dated-----and National Centre for Radio Astrophysics P.O. -----dated-....-.

The contractual obligations are Providing Laundry Services Guest House and Hostel at **Homi Bhabha Centre for Science Education, TIFR, V.N. Purav Marg, Mankhurd, Mumbai - 400 088** as per the above mentioned Order.

**Signature of the Bidder & Seal**

**Place:**

**Date :**

**FORM – N**  
**PRICE BID**

**PROVIDING LAUNDRY SERVICES** to HBCSE, TIFR, V. N. Purav Marg, Mankhurd, Mumbai - 400 088.

<b>Sr. No.</b>	<b>Items</b>	<b>Rates per piece (Rs.)</b>
<b>Part -I</b>		
1.	White Single Bed Sheet	
2.	Color Single Bed Sheet	
3.	White Towel	
4.	Color Towel	
5.	White Pillow Cover	
6.	Color Pillow Cover	
7.	Cotton Color Chadar	
8.	Sholapuri Chadar	
9.	Blanket (Dry Wash)	
10.	Bed Spread /Cover (Dry Wash)	
11.	Lab Coat	
12.	Window Curtains Small Size (4.6 feet x 5.6 feet)	
13.	Office Curtains Big Size (05 feet x 07 feet)	
14.	Auditorium Curtains Extra-Large (07 X 10.6 Feet)	
15.	Table Cloth Small Size / Side Frill	
16.	Table Cloth Big Size	
17.	Sofa Cover	
18.	Chair Cover	
Total Amount in Rs. :		
<b>Part -II</b>		
01.	Shirt /T-Shirt	
02.	Trousers/Jeans	
03.	Saree / Blouse	
04.	Salwar / Kamij & Kurta	
Total Amount in Rs. :		
<b>Total Amount in words Rs.</b>		

The rates quoted above should be only the unit price (i.e. inclusive of basic price, packing, transportation and any other charges) and exclusive of GST and any cess on GST.

We/I have read the terms & conditions, specifications & quantities of the work and agreed to abide by them. We/I agree to carry out the above work at the rate mentioned against the item.

**Signature of the Bidder & Seal**

**Place:**

**Date :**