



NOTICE FOR INVITING QUOTATION

Date :- 04-09-2024

Subject: Notice Inviting For Laundry Service Quotations

Sports Authority of India Netaji Subhas National Institute Of Sports, Old Moti Bagh, Patiala- 147001 invites offline sealed Quotation from the reputed,experienced Launderers & Dry Cleaners service providers for Laundry/Ironing/Dry Cleaning services for SAI NS NIS, Patiala(Annexure -1)

The sealed quotations shall be dropped physically in the box available at GAD department, Room No.31 SAI NS NIS, Patiala before 4:00 PM on 10th september 2024. The price finalised shall remain valid for a period of one year from the date of acceptance or would be decided by the Competent Authority.

The quotations received incomplete in any manner or after the scheduled date and time shall be summarily rejected. The authority reserves the right to reject all or any quotation without assigning any reasons thereof.

The Quotation has to be submitted as per the Annexure-1 in the perscribed format.

Assistant Director (GAD)

TERMS AND CONDITIONS

1. The contract shall be signed within 10 days of intimation of successful Vendor SAI NS NIS, Patiala. The contract will be for a period of one year and shall commence from the date of signing of the agreement. Executive Director, SAI NS NIS, Patiala, however, reserves the right to terminate/curtail the contract at any time after giving fifteen days notice if the selected agency is not able to fulfill its activity within a period of seven days of request of its service for laundry / dry cleaning services or for breach of security deposit requirements.
2. The selected/contracted agency shall be required to collect the items which are being used at various rooms in hostel, guest houses/ administration block of SAI NS NIS, Patiala on every Alternate day and sometimes everyday (if required by SAI NS NIS, PATIALA) from the hostel block on regular basis and transport it to the agency's premises for wash / dry / iron or dry clean as the case may be.
3. The selected/contracted agency shall be liable to prepare the list of items taken for laundry/dry cleaning and recorded in the register on routine basis, to be kept at the hostel reception. The selected vendor shall prepare and submit a monthly bill to SAI NS NIS, PATIALA which shall be based on consolidated list of items taken on daily basis.(Copy of the record register to be place along with the bill)
4. The agency shall use high quality washing detergents, reagents, disinfectants, softeners, whitening agents for maintaining the softness and durability of linens being washed / dry cleaned. The agency shall use only mild scents for the clothes/fabrics. Woolen / quilt and silk items shall only be dry cleaned.
5. If any item is delivered damaged/deteriorated/turned/lost after being washed/ dried/ treated/ ironed / dry cleaned by the agency then the material shall be rejected by the competent authority of Academy. In such cases, the agency shall be liable either to replace the same with fresh ones of same brand/quality or pay for the price of such items at the relevant market price. The decision of the Executive Director, SAI NS NIS, Patiala in this regard shall be final and binding on the agency

ANNEXURE - 1

Price Quotation

S. No.	Name of consumables/Articles	Approximate Quantity Per Year	Unit Price (Rs.)	Total price * including all taxes/charges
1.	Bed Sheets with iron	6376		
2.	Blankets with iron	246		
3.	Curtains with iron	240		
4.	Quilts	34		
5.	Quilt Covers with iron	67		
6.	Pillow Covers with iron	5186		
7.	Pillow	500		
8.	Hand Towels	164		
9.	Bath Towels	1143		
10.	Door Mats	As per Requirement		
11.	Dining Table Sheets with iron	64		
12.	Linen	As per Requirement		

*Total price must be included all the taxes/charges (if any).

Signature

Name & address of the firm-

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GST No.....

PAN No.....

GENERAL INSTRUCTIONS TO VENDORS

- SAI NS NIS, Patiala is seeking a reputable and financially sound laundry or dry cleaning company to handle their Laundry/ironing/Dry Cleaning services for items mentioned in Annexure-1. Established hotels with in-house laundry services can also apply if they provide valid documentation. The scope and details of the services required are outlined in the financial bid, and the needs may change. The company must have adequate staff and equipment to meet the requirements.
- Location from where the material is to be collected: SAI NS NIS, Patiala.
- In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the quotation papers.
- In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the quotation and all other related documents must be signed by all partners of the firm.
- The vendor should also submit the following documents along with their offers in support of: -

Documents to be enclosed with Quotation:

- a. Certificate of Incorporation, Articles & Memorandum of Association in case of a company/ partnership deed in case of a partnership firm.
 - b. Certificate of Registration under GST Act,
 - c. Certificate of Registration under Shops & Establishment Act, for Laundry/Dry cleaning services.
 - d. Price Quotation in the prescribed format.(on the letterhead of vendor)
 - e. Copy of GST registration number.
 - f. An undertaking to the effects that their firm has not been blacklisted by the state Government/Public Sector Undertakings/Corporations.
- The Vendor should quote in figures as well as in words the rate and amount Quoted by them. The amount for each item should be worked out and the requisite totals given. **The rates quoted shall be inclusive of all rates for the items of work described,**

including materials, labour, machinery, carriage & transport, supervision, overheads & profits, mobilizing, and other charges whatsoever including any anticipated or un-anticipated difficulties etc. complete for proper execution of the work/services as per specifications and no claim whatsoever for any extra payment shall be maintainable. However, any changes in the taxing structure shall be payable extra.

- GST, works contract tax, or any other tax, any royalties, duties, levies, cess, entry tax, Octroi, profession tax, turn over tax, or of like on material or finished work in respect of this Contract shall be payable by the vendor and the Employer will not entertain any claim what so ever in respect of the same, and nothing extra shall be paid/reimbursed for the same subsequently. **However, any changes in the taxing structure shall be payable extra.**
- The vendor has to sign each and every page of this quotation document.

The L-1 vendor has to sign a formal agreement on stamp paper (Rs.100/-) within Ten days of Notification of Award. The format of the agreement will be provided along with the award letter.

- On acceptance of the Quotation, the name of the accredited representative(s) of the vendor, who would be responsible for taking instructions from the Employer shall be communicated to the Employer.
- **The Vendors are advised to inspect and examine the location of the site from where material to be collected for laundry / dry cleaning purpose, its surroundings and satisfy themselves before submitting their Quotation as to the nature of the service and other aspects pertaining to the service, the form and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their Quotation. The Vendors shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The Quotation shall be responsible for arranging and maintaining at his own cost all materials, tools and plants, facilities for workers and all other services required for executing the service unless otherwise specifically provided for in the Contract documents. Submission of a Quotation by a vendors implies that he has read this notice and all other Contract documents and has made himself aware of the scope and specifications of the work to be done & local conditions and other factors having a**

bearing on the execution, of the work.

- The Executive Director, SAI NS NIS, Patiala reserves the right to accept/reject all quotations without assigning any reason, what so ever.
- The Vendors shall quote the rates in English Language and international numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures THE LESSER OF THE TWO will be treated as valid rate
- All entries in the Quotation shall be typed.
- **The vendors must submit their official address and official-mail ID.**
- Submission of documents pertaining to **PAN no.** and **GST No.** are mandatory, failing which the tenders are liable for rejection.
- **AUTHORISATION AND ATTESTATION:** Quotations shall be signed by persons duly authorized/empowered to do so. Certified copies of such authority and relevant documents shall be submitted along with the Quotation.
- **VALIDITY OF OFFER:** The offer shall be kept open for acceptance for a period of **THREE MONTHS** from the date of opening of Quotation. In case SAI NS NIS, PATIALA calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the Vendor.
- **EXECUTION OF CONTRACT:** The successful vendor responsibility under this Contract commences from the date of issue of the Letter of Intent/Award by SAI NSNIS, PATIALA. The successful vendor shall be required to execute an agreement in the prescribed form, with the SAI NS NIS, PATIALA, with in the specified time after the acceptance of his quotation. The expenses for completion and making the required number of copies and compilation of Contract Documents duly bound/titled and stamping/registration of the agreement with prescribed authority, if necessary, shall be borne by the vendor.

PERFORMANCE SECURITY: Upon acceptance of quotation, the successful vendor must deposit the **Performance Security of Rs.15,000/- (Rupees Fifteen Thousand Only)** as a security deposit for the period of the contract within 10 days from the date of issue of Letter of Intent/Award in the form of demand draft in favor of Executive Director, SAI NS NIS,PATIALA drawn on a Nationalized/Scheduled Bank payable at

Patiala, Punjab. Failure to deposit the Security Deposit within the stipulated time, may lead to Cancellation of the award of work.

- The Executive Director, SAI NS NIS, Patiala reserves the right of **forfeiture of Security Deposit** in addition to other claims and penalties in the event of the contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract. The Executive Director, SAI NS NIS, Patiala reserves the right to set off the Security Deposit, against any claims of any other contracts with SAI NS NIS, Patiala.
- **No interest** shall be payable Security Deposit or on any moneys due to the contractor.
- **EVALUATION AND REJECTION OF QUOTATION AND OTHER CONDITIONS:**
 - 1 The acceptance of Tender will rest with Executive Director, SAI NS NIS, Patiala which does not bind itself to accept the lowest quotation or any Quotation and reserves to itself full rights to reject any or all of the quotation without assigning any reasons whatsoever.
 - 2 Conditional Quotation, Quotation containing absurd or unworkable rates and amounts, Quotation which are incomplete or otherwise considered defective and Quotation not in accordance with the Quotation conditions, specifications etc., are liable to be rejected.
 - 3 SAI NS NIS, Patiala will not be bound by any Power of Attorney granted by the vendor or by changes in the composition of the firm made subsequent to the execution of the contract. SAI NS NIS, Patiala may, however, recognize such Power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
 - 4 If the Vendor deliberately gives wrong information in his Quotation, Executive Director, SAI NS NIS, Patiala reserves the right to reject such Quotation at any stage or to cancel the contract, if awarded and forfeit the Earnest Money/ Security Deposit/ any other moneys due.
 - 5 The successful vendor should not sub-contract the part or complete work detailed in the Quotation specification without written permission of SAI NS NIS, Patiala. The vendor is solely responsible to SAI NS NIS, Patiala for the work awarded to him.
 - 6 The Vendor must have a 24X7 complaint attending service setup. In case of any call, the same must be attended within two hours.