

Daulat Ram College
(University of Delhi)
4, Patel Marg, Maurice Nagar, Delhi-110007.

TENDER NOTICE

Applications are invited under sealed covers superscribed “**Tender for Laundry Services**” from experienced individuals / agencies for operating/ managing Laundry Services at Girl’s Hostel of the college. Last date of submission of applications is 30th November, 2016 at the College Office during working hours (9.00 am – 5.00 pm) on all working days (except Saturday).

Late applications will not be considered.

The tenderer should enclose the following documents/information duly self- attested along with the tender documents. In case of non-submission of any of these documents, tender application will be summarily rejected and no further communication will be entertained in this regard:

- a) Documentary proof for running the Laundry in Central Govt./State Govt./ Public Sector Undertaking / Autonomous Bodies and Educational Institutions / hospitals/Private companies of repute **OR** the tenderer should have been in business of providing laundry services in at least one hotel/guest room with 25 or more rooms/ should be owner of business providing laundry services for a period of at least one year from the concerned person/authority. The required experience should be within last three years from the date of submission of documents.
- b) Affidavit to the effect that the tenderer has never been black listed by any organization.
- c) Copy of I.D. proof/ PAN card and ITR or Bank statement for the preceding year.

INTRODUCTION

Daulat Ram College Girl’s Hostel is the residential facility for bonafide undergraduate students of the College. The main objective of the laundry service is to provide hygienic laundry services at a reasonable cost to the hostellers and authorised guests.

The selected agency/individual shall be allotted space in the hostel to perform the task of Laundry work for hostellers for the specified period of contract.

The electricity and water connections/supply are also provided by the college on payment basis.

SCOPE OF WORK

The work involves washing and ironing of clothes of hostellers and authorised guests / staff. The services to be provided at present are for approximately 180 hostellers. This number is likely to increase in near future up to 203.

TERMS AND CONDITIONS

1. The agreement shall initially be for a period of 11 months i.e. w e.f. January, 2017 to May, 2017 and from July, 2017 to May, 2018 but further extendable up to two academic years with mutual consent of both the parties subject to satisfactory performance and fulfilling of terms and condition of the agreement.
2. The laundry timings will be from 9.00 am to 3.00 pm on all working days. Space for Laundry is provided in the premises.
3. All the washing machines, electrical irons will be installed by the contractor at his / her own cost.
4. The contractor shall ensure that the quality of washing to the satisfaction of the hostellers and thus liable to make good any loss caused to the hostellers with mutual consent. **Only ISI marked washing material (detergent/ softener) is to be used.**
5. The contractor will provide adequate staff (women only) for Laundry work and shall ensure that they are civil, polite, clean, sober and honest in their dealing with the hostellers. They will wear uniform with I- card during the duty hours in the premises.
6. The contractor will submit the bio-data and recent passport size photographs of his/her staff and himself / herself for the college record.
7. The contractor shall pay following charges:
Security Deposit: ₹ 25,000/-
Monthly Rent: ₹ 2,000/- for the term of contract.
Electricity & Water: As per actual
8. The contractor shall not lease out the contract to anyone else, if it is found out so, the College shall have the right to take any appropriate action against the contractor which it deemed fit to be.
9. The contractor shall be responsible for the maintenance, loss or breakage of electrical fittings and fixtures. No extra fitting/fixtures will not be installed by the contractor without prior approval of the College authorities.
10. The contractor shall be responsible for the upkeep of the allotted premises in accordance with the byelaws of health prescribed by the Govt. Health Department / Civic Authorities of Delhi.
11. No alterations /additions shall be allowed in the authorized premises.
12. The contractor will observe all the directions concerning laundry given by the Warden/ Supervisor from time to time during the session.
13. The Hostel Committee / Warden reserves the right to review the Laundry services rendered by the contractor from time to time and in case of any failure / non-compliance / misuse, the said contract can be terminated without any notice.
14. Sudden closure of the premises and stoppage of work without prior permission from the Principal/ Warden may result in cancellation of the license / contract and forfeiture of the security deposit.
15. The rates once decided should be strictly adhered to and cannot be changed in any circumstances without prior approval of the Principal / Warden.

16. Proper records of work be maintained on daily basis and should be submitted to Hostel Office for scrutiny.
17. Payment will be made on monthly basis through RTGS. The contractor will submit the required Bank details at Hostel Office.
18. The Principal is the final authority in all matters.
19. The College will not be responsible for any loss because of natural causes or otherwise reasons beyond the scope of the contract.
20. All disputes will be subject to the Delhi jurisdiction.

PRINCIPAL