

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA SURATHKAL HOSTELS TRUST®

POST-SRINIVASNAGAR, MANGALURU – 575 025 (D K)

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TENDER DOCUMENT

Tender Notification No: 1/NITKSH/ Laundry/2023-24/ Supdt.

Date: 05/02/2024

Name of Goods	Providing Laundry services at NITK, Surathkal Hostels
E M D Amount	₹ 25,000.00
Contract Period	For One year from the date mentioned in the work order
Date and Time of Pre-Bid Conference	On 12/02/2024 at 4.00 PM, Committee Room, NITKSH
Last Date for submission of Quotation	04/03/2024 before 3.00 PM
Bid Opening Date	04/03/2024 at 4.00 PM (if possible)
Contact person of TIA for tender query	Professor In-charge, Hostels, Phone: +91-824-2473849, Mob: 6364244536 Email: hosteloffice@nitk.edu.in
Address for Submission of Quotation	NITK Hostel Office, First floor, Sahyadri Hostel Block building, Srinivasnagar, Mangalore – 575025.



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Tender Notification No: 11/NITKSH/ Laundry/2023-24/ Supdt.

Date: 05/02/2024

NOTICE INVITING TENDER (NIT)

The sealed Tenders are invited for the following items in **two cover systems** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or its authorised dealers to reach this office on or before the scheduled date and time. The tender (Technical bid) will be opened on the same day if possible in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

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Note: NITKSH shall not be responsible for any postal delay to non-receipt /non-delivery of the bids or due to the wrong addressee.

Sd/-

Professor In-charge, Hostels

SECTION 1: INSTRUCTION TO BIDDER (ITB)

1. The bid should be submitted in two covers System-Technical Bid and Financial Bid:

1.1 Envelope No.1 – Technical Bid: The agencies should give details of their technical soundness and provide a list of customers of previous supply of similar items to Universities, Institutes or Government Departments/ Undertakings/ public sectors with contact details. The details of the Bidder/ profile should be furnished along with a copy of all related documents. This envelope should be sealed and duly super-scribed as “**Envelope No. 1 – Technical Bid**”. The full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Professor In charge, NITK, Surathkal.

1.2. Documents to be submitted in the technical bid:

- a) The Bidder should possess a Licence certificate from the Competent Authority.
- b) List of Owner/partners of the firm and their contact numbers
- c) The Bidder should possess an Income tax PAN Number.
- d) The Bidder should possess GST registration and TIN. If GST is not applicable obtain a certificate from Chartered Accountant (CA).
- e) **EMD in an original form valid for a minimum of six months, through DD drawn on any scheduled bank in favour of “Professor In charge, NITK Hostels, Surathkal”, payable at Surathkal should be submitted. EMD shall bear no interest. Any bid not accompanied with EMD is liable to be treated as non-responsive and rejected.**
- f) The contract form given in section 5 needs to be submitted.

The above documents should be furnished in the technical bid envelope.

2. Envelope No.2 – Financial bid: The agencies should submit their financial bid as per the format given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initiated. This envelope should be duly superscribed as “**Envelope No. 2 – Financial bid**”. The full name and address of the Bidder should also be mentioned on the envelope and should be addressed to Professor In charge, NITK, Surathkal.

Both Envelope No. 1 and 2 should be kept in another separate envelope duly superscribed with the following details.

(i) Tender Notification Number (ii) “Tender for the supply of.....” (iii) Not to Open before (Date and Time)

Mention “Kind Attention: Contact Person’s Name and Phone Number”, and submit at the address given in the Notice Inviting Tender.

3. The Financial Bid shall be in the format of the Price Schedule given in Section 4. The Contract form as per the format given in section 5 shall be submitted. The incomplete or conditional tender will be rejected.

4. The NITKSH reserves the right to cancel or reduce the quantity at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.

5. Performance Security of ₹ 1,00,000/- (Rupees One Lakh) in terms of DD/ Bank Guarantee by scheduled banks shall be given by the successful bidder for the total period of the contract. The validity of the Performance Security must cover the contract period plus two months.

6. **The release of EMD:** The EMD shall be released after receipt of performance security from the successful bidder and the EMD of the unsuccessful bidder will be returned within 45 days.
- 11 **The validity of bids:** The rate quoted should be valid for a minimum of 90 days. No claim for escalation of the rate will be considered after opening the Tender.
- 12 Clarification of Tender Document:
A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days before the last date for the receipt of bids
- 13 Amendment of Tender document: At any time before the last date for receipt of bids, NITKSH may for any reason, whether at its initiative or in response to a clarification requested by a prospective bidder, modify the Tender document by an amendment.
- 14 **NITKSH may at its discretion extend the last date for the receipt of bids.**
- 15 The bids shall be written in English language and any information printed in another language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
- 16 The NITKSH reserves the right to accept any bid other than the lowest or even reject all the bids. The decision of the NITKSH Purchase Committee is final in all matters of tender and purchase.
- 17 The bidder should give the following declaration while submitting the Tender.
- 18 Quantity variation: The NITKSH reserves the right to increase/ decrease the quantity.
- 19 The Lowest bid (L1) will be finalized based on the item-wise lowest price. The bidder/s who will not participate in any item will be treated as non-responsive.
- 20 Any other details required may be obtained from the contact person given in the notice inviting tender during office hours.
- 21 **Pre-Bid Conference:**
- i. A Pre-bid Conference will be held as per the schedule. All prospective bidders are requested to kindly submit their queries to the address indicated above to reach the Professor Charge, NITKSH one day before the Pre-Bid Conference (On 4.00 pm).
 - ii. A Pre-bid Conference shall be held as indicated in the Invitation to Bid. All prospective bidders are requested to kindly attend the Pre-bid Conference. To facilitate NITKSH for the proper conduct of the Pre-bid Conference, all prospective bidders are requested to kindly submit their queries (with an envelope bearing Tender No. and Date on top and marked "Queries for Pre-bid Conference") to reach NITKSH as indicated in Invitation to Bid.
 - iii. NITKSH shall answer the queries during the pre-bid conference, which would become a part of the proceedings of the Pre-bid Conference. These proceedings will become a part of clarifications/amendments to the bidding documents and will become binding on all prospective bidders. These proceedings would also be hosted on NITK website www.nitk.ac.in for the benefit of all the prospective bidders. Before formulating and submitting their bids, all prospective bidders are advised to surf through the NITK website after the Pre-bid Conference, in order to enable them to take cognizance of the changes made in the bidding document.

- iv. Any Statement made at the pre-bid conference shall not modify the terms of the bidding documents unless such statement is made part of the clarification proceeding of the Pre-Bid Conference.

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we are/are liable to be banned from doing business with NITKSH and/or prosecuted.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Seal of the Bidder's Firm

Date :

SECTION 2: CONDITIONS OF CONTRACT

1. In case of multiple service providers, the hostel office will allot a particular block(s) to each technically qualified bidder/s with the item-wise lowest bidder.
2. The allotment of hostel blocks to different service providers will be at the discretion of the Hostel Office.
3. The bid will be rejected if the price bid is disclosed along with technical documents.
4. All incomplete submissions will be rejected.
5. Any violation of the terms of the service will lead to immediate termination of the contract.
6. The collection of clothes from the Girls Hostel Block will be done by Lady Staff.
7. The Hostel office has the right to modify the terms and conditions if required.
8. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

SECTION 3: SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

[To be filled up by the Department / Center of NITKSH, Surathkal]

Item(s) Name to be Procured : Providing Laundry services at NITK, Surathkal Hostels

Type (Equipment/Software/Furniture/Others) : Others

Contract Period : For One year from the date mentioned in the work order

Performance Security is to be given by the : ₹ 1,00,000/- (Rupees One Lakh)
Successful Bidder after the release of the Purchase
Order (in Rupees)

SECTION 4 - PRICE BID (for indigenous Supplies)

[To be used by the bidder for submission of the bid]

Reference Number:

Date:

(Wash + Ironing)

Sl. No.	Particulars	Total Estimated Quantity Per Block/ Per Year	Rate (Wash + Ironing)	Total
		A	B	C = A*B
1	Jeans Pant	2,000		
2	Half Pant/Shorts	2,500		
3	Pant	2,500		
4	T-Shirt	2,500		
5	Shirt	2,500		
6	Lungi/Dhoti	500		
7	Bed Sheet (Single)/Bed Spread	500		
8	Pillow Cover	500		
9	Socks/Napkins	500		
10	Banian	2,000		
11	Kurta	2,000		
12	Chudidar Set/ Top and pant	2,000		
13	Shorts	2,000		
14	Bath Towel	2,000		
15	Bath Towel (Thick)	1,000		
16	Blanket (Thick)	1,000		
17	Blanket (Thin)	1,000		
18	Kurtha Heavy Design	500		
19	Leggings	2,000		
20	Gown (Long)	500		
21	Short Gown Simple/Decorative	500		
22	Saree with Blouse (Cotton)	500		
23	Blazer	500		
24	Jacket	500		

(Lowest bidder will be as per item wise L1)

Place:

Seal of the Bidder's Firm

Date:

SECTION 5 : CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide to deliver them by the delivery schedule mentioned in section 3 tender document for the supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NITKSH, Surathkal during this period.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Seal of the Bidder's Firm

Date :