

ICMR-NATIONAL INSTITUTE OF VIROLOGY
Department of Health Research, Ministry of Health & Family Welfare,
20-A, Dr. Ambedkar Road, Camp, Pune 411 001
Ph: 020-26006290 / 209 E-mail: nivpurchase@yahoo.co.in, purchase-niv@gov.in, Fax 02026126643.

No.RC/Laundry/22-23

11th April, 2022

**NOTICE INVITING TENDER
FOR LAUNDRY SERVICES**

Sealed quotations in the prescribed form along with the detailed information of the agency (as per format enclosed) addressed to “The Director, ICMR- National Institute of Virology, 20-A, Dr. Ambedkar Road, Post Box No.11 Pune – 411001”, should be deposited in the Tender Box / Inward Section, Administration Section on or before 11.00 a.m. on any working day, **on or before 04/05/22**. Kindly note that late / incomplete offer will not be considered. For further details please visit eprocurement.gov.in, www.niv.co.in or www.icmr.nic.in

Director

ICMR- NATIONAL INSTITUTE OF VIROLOGY
TENDER FORM FOR LAUNDRY SERVICES

Name of the firm:

S.N.	Type of laundry clothes	Rate per Unit/No. (Rs.)	Approximate quantity for both the campuses (Monthly)
1	Lab. aprons, half sleeves cotton		40 to 50
2	Doctor's Coat, Lab. Coats, cotton / Color Coats full sleeves		850 to 900
3	Towel		300 to 350
4	Curtains Big size (15 X 20 Feet)		10 to 15
5	Curtains small size		10 to 15
6	Napkins (Plain Duster)		650 to 700
7	Pillow Cover		300 to 350
8	Bed Sheet		300 to 350
9	Blanket Dry Clean		90 to 100
10	Floor Mat		10 to 15
11	Table Cloth (15 X 20 Feet)		10 to 15

The quantity mentioned above may vary. Rates should be written clearly and inclusive of all taxes/charges etc.

Budget Approx. – 1 lakh.

Signature with seal of the firm

Date:

ICMR-NATIONAL INSTITUTE OF VIROLOGY
20-A, Dr. Ambedkar Road, Camp, Pune 411 001
Ph:+91-020-26006290 Fax: 26126643/26122669

TENDER FORM FOR LAUNDRY SERVICES

Contents: (1) Part-I: Terms & Conditions and (2) Part-II: List of items on Contract.

Part-I: Terms & Conditions:

1. Tenders should be submitted in the enclosed prescribed form (Part-II) only.
2. Submission and Opening of Tenders:
 - (a) Place for submission of Tender: Inward Section, ICMR-NIV,20-A Dr. Ambedkar Road, Pune - 411001.
 - (b) Contact Person for submission of Tender. Mrs. AB Palkar, Admn. Officer (Purchase)
 - (c) Last date and Time for submission of Tender: 04/05/2022 on or before 11.00 a.m.
 - (d) Date and Time for Opening of Tender: 04/05/2022 at 2.00 p.m.
 - (e) The envelope should be super scribed "Tender for LAUNDRY SERVICES due on (04/05/2022)" and to be submitted to the address given below so as to reach before due date & time.

The Director
ICMR-National Institute of Virology,
20-A, Dr. Ambedkar Road, Camp,
Pune 411001 (India)

Tenderer's full address should also be indicated on the envelope..
 - (f) NIV will not be responsible:
 1. For delayed/late tenders submitted/sent by post/courier etc.
 2. For non receipt of tenders at proper place of this Institute.
 3. Any tender inadvertently received by NIV after the due date & time will not be accepted/considered under any circumstances.
3. The tenders must be written clearly without any cancellations / corrections or overwriting. If there exist a difference in the amount quoted in words and numeric the lowest of them will be taken as the tender amount.
4. Full profile along with list of your customers (Government/Private Organizations) may be submitted with Name of the contact person, telephone, fax and e-mail etc.
5. We have two campuses in Pune, one at 20-A, Dr. Ambedkar Road, Camp and the other at Sus Road, Pashan. The agency should provide services to both the campuses without extra cost.
6. GST Number must be indicated in the offer.
7. Rates quoted in the tender should be inclusive of all taxes, GST, delivery charges up to our Store Room of our two campuses (Camp & Sus Road, Pashan, Pune) etc. and should be valid till expiry of the contract.

8. No change in Price structure will be allowed during the contract except/otherwise, if statutory tax/levies are changed by the Central/State Government through notifications/regulations. If price is reduced, the benefits should be passed on us.
9. The quantities mentioned in the enclosed list are only approximate and they may vary from time to time.
10. The contract will be valid for a period of one year. Period can be extended on annual basis if necessary subject to satisfactory services.
11. Parallel contracts for similar items can be placed with one or more parties
12. **SECURITY DEPOSIT**: Successful tenderers will have to furnish Security Deposit equivalent to 3% of the total value of the products likely to be supplied by them during the contract period, subject to a minimum of Rs. /-. To calculate the amount of Security Deposit, the rates quoted by the firm in the Tender Form and the approximate quantities indicated in the Tender Form multiplied by twelve will be the base. Security Deposit must be submitted in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee valid till fourteen months from the date of award of the contract from a Commercial Bank drawn in favour of the Director, National Institute of Virology, Pune within fifteen days of placement of the order. If the firm fails to furnish the Security Deposit within time, the contract shall be deemed as terminated automatically without any further correspondence on the subject. The security deposit can be forfeited for non-execution of our Orders within the delivery period or due to unsatisfactory services during the currency of Contract.
13. No interest will be paid on Security Deposit. It will be returned only to those who submit their claim for refund of their deposit, after completion of contract, along with a pre-receipt duly signed by authorized signatory. Security Deposits that remains unclaimed for consequent three financial years will be forfeited and credited to the Govt. treasury.
14. In the event of Non-acceptance of the offer by any of the Tenderers, it will be offered to the other Tenderers on the waiting list.
15. The contract can be terminated without any notice in case the performance of the agency is found consistently unsatisfactory or due to the serious lapse on the part of the agency.
16. Pre-receipted bills in respect of the supplies made during the month should be submitted latest by the 5th of next month. The payment will be made only after satisfactory certification by the officer concerned o this Institute.
17. One copy of these terms and conditions should be signed and returned to us along with the tender in token of acceptance of these terms and conditions.
18. Empanalled agency should take the laundry clothes and return them after washing and ironing every week. In case of urgent work, your personnel should come immediately on our telephonic request to collect the clothes and arrange early washing.
19. Loss/Damage to any clothes or property of NIV shall be replaced by the agency immediately at their own expenses.

20. Decision of the Director, ICMR-NIV is final and binding and no correspondence in this regard will be entertained in all the cases including on the points not covered above.
21. All disputes subject to Pune jurisdiction only.
22. The Director, ICMR-NIV reserves the right to accept or reject any/all offer in part or in full without assigning any reason/s thereof.

DIRECTOR
ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE

I/We agree to abide by all the TERMS AND CONDITIONS mentioned above.

SIGNATURE OF THE TENDERER

Date:

NAME AND ADDRESS OF THE FIRM WITH SEAL:

(Phone/Fax No./e-mail address may also be mentioned for easy communication)