



OS Deptt., Northern Zonal Office, Jeevan Bharti Building, 124, Connaught Circus, Tower II, 11th Floor,
New Delhi - 110001

Notice Inviting Tender Laundry Services in LIC Guest houses in Delhi

Sealed Tenders are invited from the Companies/Agencies engaged in Laundry Services to provide Laundry Services in LIC's 7 Guest houses situated in Connaught Place, Asaf Ali Road , Sunder Nagar, New Delhi (as per the details attached in Annexure-IV) for a period of Two Years extendable by another year on mutual agreement & satisfactory performance. As on date, approximate number of linen to be washed per week in all the guest houses is given below:

S. No.	Linen	No. of linens per week
1.	Double Bed Sheet	10
2.	Single Bed Sheet	200
3.	Towel Big	110
4.	Towel Small	60
5.	Pillow Cover	120
6.	Duster	20

The Tender Programme is as under:-

EMD = Rs.2000/-

- Date of release of Tender :09-10-2016
- Last Date for Submission of Tenders :31/10/16 till 3 P.M.
- Date of opening of Technical bid : 1/11/16 at 11.30 AM

A. The Sealed Technical Bid is to be submitted in Annexure - I

All documents in that serial order may be placed in a Sealed Envelope Marked " Technical bid for laundry services in LIC guest houses in Delhi

B. Price Bid

The Sealed Price Bids is to be submitted in Annexure-II

The Price Bid shall be submitted in a Sealed Envelope marked "Financial Bid for laundry services in LIC guest houses in Delhi.Please note that the Technical bid & financial bid have to be placed in a separate sealed envelope and super scribed" Bid for Laundry Services.in LIC Guest Houses in Delhi"



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Terms & Conditions:-

1. Bidder must assess the work/business before submission of his bids.
2. The rates to be quoted should be inclusive of delivery and other incidental charges etc. Taxes/Levies if any, should be specifically indicated separately in the quotations.
3. The Tenderer should abide by LIC's rules & regulation.
4. The Contractor should not assign the contract to any other person or allow any person to interfere in the management of Laundry Services.
5. In case the Contractor fails to render services to the satisfaction of the LIC of India, LIC shall be at liberty to get the work done by any other party or to enter into a fresh Contract for the remaining period at Contractor's risk and expenses.
6. All the expenses with regard to the execution of the Agreement on Stamp Paper of Rs.50/- shall be borne by the Contractor which shall be executed in Delhi.
7. In the event of committing any breach of Terms & Conditions contained herein by the Contractor, the LIC shall be at Liberty to terminate the Agreement forthwith and without prejudice to other rights and shall be entitled to forfeit the due payments if any.
8. The Complete job of collection of dirty Linen and supply of cleaned Linen to various Guest Houses shall be carried out by the Contractor as per Requirements.
9. The Contractor shall engage the Laundry Staff above the age of 18 years. For any complaint of misbehavior and misconduct of the employees, the responsibility shall be of the Contractor.
10. At any stage in the laundering process, the Contractor is liable for replacement of the damaged Linen with new one of same quality and quantity.
11. The successful firm shall have to undertake the job of washing of Linen only after getting written orders from the LIC of India NZO.
12. The Contractor shall have to return the washed Linen within two days from receipt of the Linen to the respective Guest Houses. The number of guest houses is likely to increase
13. For damage of Linen, penalty shall be charged as present value of Linen.
14. The Contract may be terminated or revoked at the discretion of Zonal Manager without assigning any reason by giving 30 days written Notice.
15. The Zonal Manager reserves the right to reject any or all Tenders without assigning any reason.
16. L1 will be arrived at by making sum total of rates qualified in R/O all the items mentioned Financial Bid on the basis of weightage mentioned therein.
17. Undertaking on Rs.10/- Non-Judicial Stamp Paper as per Annexure-III.
18. EMD:- The bidder will have to deposit Rs.2000/- Earnest Money Deposit (EMD) in Cash or by Demand Draft at the Cash Counter, Finance & Accounts Department at the above stated address and receipt obtained should be attached along with the offer letter. Cheques will not be accepted. Cash hour 10.00AM to 3.00pm(Mon to Friday) & 10.00AM to 12.30pm(Saturday). Bids submitted without EMD of Rs two thousand only will be summarily rejected.

Regional Manager(OS)
LIC OF INDIA
NZO



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Annexure:-I

Technical Bid

Name of Proprietor:	
Address of the Firm/proprietor	
Phone Number	
Name of Beneficiary in Bank Account	
Name of Bank and Branch	
Account Number:	
I.F.S.C. Code of the Bank	
PAN Card NO.(Attach Photocopy)	
List of Offices with addresses where Laundry Services are being provided by the Tenderer	
Copy/Copies of work orders issued by the reputed Pvt/Govt institutions during last two years.(Yes/No & attached)	

Signature of Bidder



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Annexure:-III

UNDERTAKING

To,
The Regional Manger (OS)
LIC of India,
NZO Delhi- 110001

1. The undersigned hereby bind myself enter into Laundry Services Contract with LIC of India, ZO for a period of Two Years on the Terms and Conditions as enclosed in this Tender Document.
2. I Shall abide by the LIC of India rules and regulations.
3. I shall not engage any staff below the age of 18 years.
4. I shall not assign the present contract to any other person/firm.
5. In case I fail to render the services to the satisfaction of the LIC of India authority, they shall be at liberty to get the work done by the other party or to enter in to a fresh contract of the remaining period on my risk and expenses.
6. All the expenses with regard to the execution of the Agreement on stamp paper of Rs.50/- shall be borne by me.
7. In the event of my Committing any breach of terms and conditions contained herein, the LIC of India shall be at liberty to terminate the Agreement forthwith and without prejudice to other rights.
8. The Complete job of collection of dirty linens and return supply of cleaned linen to various Guest Houses as per Requirement shall be carried out by me.
9. It is also certified that I have carefully read all Terms & Conditions detailed in the Tender document and I shall strictly follow the same.

Sign:
Name:
Address:
Telephone No.:



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LIC of India, NZO Delhi

Annexure : II

Price Bid

Rates may be quoted as per list given below without Taxes:-

S. No.	Linen	Rate per Item (In Rs.)	In Words	Weightage
1.	Double Bed Sheet			5%
2.	Single Bed Sheet			15%
3.	White Bed Sheet			15%
4.	Towel Big			15%
5.	Towel Small			10%
6.	Pillow Cover			15%
7.	Curtains			5%
8.	Duster			5%
9.	Quilt Cover			5%
10.	Mat			5%
11.	Napkin			5%

(Dirty linens are to be collected from the Guest House and delivered at the same GH after washing by the service provider.)

I have read all the Terms and Conditions Tender Document and I fully agree with them.
I will abide by the Terms and Conditions, of the Tender Document.

Signature of Bidder

Date:_____

Place: _____



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Annexure:-IV

The Address of different guest houses are given below:

Name of the Guest house	Addresses of the Guest Houses
Sunder Nagar Guest House	107, Sunder Nagar, New Delhi.
Jeevan Deep Guest House	LIC Guest House, Jeevan Deep Building, Vth Floor, Parliament Street, New Delhi.
H-52 Guest House	H-52, Connaught Place, H Block, New Delhi.
86 Janpath Guest House	86 Janpath, Connaught Place, New Delhi.
44 Janpath Guest House	44 Janpath, Connaught Place, New Delhi
M-139 Guest House	M-139, Connaught Place, M Block, New Delhi
Asaf Ali Guest	3/16, Saraswati Building, Near Delite Cinema, Asaf Ali Road, New Delhi.