

RFP**INVITATION OF BIDS FOR LAUNDRY SERVICES
FOR THE FINANCIAL YEAR 2025-26****Particulars of the User issuing the RFP: Principal, Army Public School, Dagshai****Request for Proposal (RFP) No: APSD/Tender/Laundry Services /FY 2025-26****PART I – GENERAL INFORMATION**

1. Bids/tenders for the supply of the articles/services shown in the connected Schedule/Bill of Quantity (BoQ) will be received by the Army Public School, Dagshai, on or before 1800 hours on 30 Mar 2025. Submission of documents & bids be done as per procedure given below. The important dates for participation in tendering by all contractors are as under :-

Critical Dates. The critical dates with respect to the Tender ref No APSD/Tender/Laundry Services /FY 2025-26 are as follows :-

CRITICAL DATE SHEET			
Ser No	Item	Date	Time
(a)	Tender Published date	17 Mar 2025	0900h
(b)	Bid documents Downloading/ Sale start date	19 Mar 2025	0900h
(c)	Clarification start time and date	19 Mar 2025	1200h
(d)	Bid submission start date and time	20 Mar 2025	0900h
(e)	Clarification end time and date	28 Mar 2025	1800h
(f)	Bid submission end time and date	30 Mar 2025	1800h

2. This RFP contain the conditions of supply and a **Bill of Quantities (BoQ)/items** is uploaded on school website in which you should fill in your rates. Your rates are to include all duties, taxes, rates or impositions whatsoever levy able in respect of the vehicles (except in cases where the Bidder is allowed by the law under which such duties, taxes, rates or imposition and levies to obtain subsequent refund of sums so paid on presentation of the necessary certificate and unless otherwise started in the schedule). You are to sign with date, both, the RFP and **Schedule/Bill of Quantity (BoQ)**. It is essential that you should tender for all articles in Bill of Quantities (BoQ). You shall not make any alteration or addition to any of the documents of the RFP and connected documents. **Determination of L1 bidder will be on the basis of lowest rates quoted by the bidders for all services combined.**

3. Bids should reach APS Dagshai by the due date and time in separate sealed envelopes inscribed as follows :-

- (a) **“Technical Bid for Laundry Services.”**
- (b) **“Commercial bid for Laundry Services.”**

4. In the event of a discrepancy between description in words and figures quoted by a tenderer, the description in words shall prevail. The decision of Procurement committee will be final.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

5. **Eligibility Criteria for Vendors.** Vendors fulfilling the following criteria are eligible to submit the tenders :-

- (a) Registration of firm/agency/company.
- (b) TIN/GST Registration Certificate.
- (c) Income tax returns of the company /firm/agency for last three financial yrs ie 2021-22, 2022-23, 2023--24.
- (d) Attested copy of PAN Registration.
- (e) Turn over of firm/agency/company for last three financial years ie 2021-22, 2022- 23, 2023--24.

(f) Capital of firm/agency/company for last three financial years ie 2021-22, 2022-23, 2023--24.

(g) **Proof of Similar Works /Services Already Undertaken.**

(i) The vendor should have three years experience of similar works with Hotels/universities/schools of providing services amounting to not less than **Rs 10,00,000/- per annum**. Self attested and scanned copy of Supply/ work Orders to be enclosed.

(ii) Average Annual Turnover of more than Rs 10 Lakhs (Rupees ten lakh only) issued after 01 Jan 2025.

(h) Self attested and scanned copy of Bank Account details.

(j) Full Correspondence Address of the firm / Contractor with email Id and Phone Nos. Scanned Ink signed copy of acceptance letter to be enclosed.

(k) **Original EMD and acceptance letter will be dropped in tender box kept at APS Dagshai allowing with tender documents.**

6. **Last date and time for submitting the Bids: Before 1800h on 30 Mar 2025 . The Bids should be submitted by the due date and time. The responsibility to ensure this lies with the Bidder.**

7. **Manner of Depositing of Bids.** Bids should reach APS Dagshai by the due date and time in sealed envelopes inscribed with “**Technical Bid for Laundry Services**” and ‘**Commercial bid for Laundry Services**”. **Late tenders will not be considered.** No responsibility will be taken for delay for non-receipt of Bid documents. Draft for EMD will be produced before the procurement committee in original at the time of opening of bids.

8. **Clarification Regarding Contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the User in writing about the clarifications sought not later than 3 (three) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9 **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the User prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid may be withdrawn in the interval between the deadlines for submission of bids and expiration of the period will result in Bidder’s forfeiture of bid security.

10. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the User prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid may be withdrawn in the interval between the deadlines for submission of bids and expiration of the period will result in Bidder's forfeiture of bid security.
11. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of bids, the user may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
12. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
13. **Unwillingness to Quote.** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be deleted for the given range of items as mentioned in this RFP.
14. **Validity of Bids.** The Bids should remain valid till **90 days** from the last date of submission of the Bids.
15. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 5,000 /- (Rupees five thousand only)** in favour of Principal Army Public School, Dagshai along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft. **EMD is to remain valid for a period of 45 (Forty five) days beyond the final bid validity period.** EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements.** List of items / services required is as follows:-
Name/ Type of item/services/ APSD/Tender/Laundry Services /FY 2025-26
2. The details (BoQ) items to be washed and dry cleaned is attached at Appendix 'B'
3. **Negotiation Committee** After declaring lowest -1 vendor by the board of officer, negotiation will be made by the negotiation committee for finalization of contract with lowest -1 vendor.
4. **Liabilities.** All liabilities i.e. TDS or other taxes etc will be borne by the contractor. Contractor will be bound to abide by the Laws of the Central /State Govt on the subject.
5. **Periodicity** Vendor will provide washing and dry cleaning services weekly basis or as per time table given by APS Dagshai.
6. **Penalty Clause.**
 - (a) If the vendor fails to provide washing and dry cleaning services within stipulated time, the APS Dagshai shall be at the liberty to get services from other agency and the difference of the amount on such purchases will be deducted from security money/monthly bills and if such amount is in excess of the security amount the vendor will bear the balance amount if any.
 - (b) Inability to supply demanded services will be termed as violation of understanding. Warning letter will be issued to the contractor for non performance of work. The said work will be done by the contractor on the same day. In case the subject work is not done by the contractor even after issue of warning letter, penal deductions will be made @ 0.5% of the contract price. The penalty amount will be deducted from the monthly payment bill.
7. **Delivery Period.** As per time table fixed by APS Dagshai.
9. **Terms of Delivery Services** The vendor shall collect all clothes for washing from concerned Houses under own arrangement and and the same will be delivered to respective houses of APS Dagshai after washing/ironing & dry cleaning..
10. **Consignee details:** Principal, Army Public School, Dagshai.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

11. **Performance Bank Guarantee.** Performance Security Deposit to the purchaser amounting to 65,000/- will be furnished by the supplier in the form of Performance Bank Guarantee (PBG) issued by a Nationalized Bank or a Private Bank authorized to conduct Government Business. The PBG could be in the form of Demand Draft in favour of Principal Army Public School, Dagshai within 07 working days after signing of contract agreement and receipt validity of the same shall be for six months after the date of termination of the contract. Performance Bank Guarantee (PBG) will be refundable without any interest after the successful completion of the contract period but is liable to be forfeited if the contract has to be terminated due to unsatisfactory work or nonperformance by the contractor.
12. The contractor shall have to ensure proper upkeep, maintenance and usage of premises provided by school. Good quality washing powder alone will be used for washing etc.
13. In case of any damages or loss of any clothing items or any of the electrical fitting or any other items, the contractor will be responsible for rectifying/replacing such items at his own cost and expense.
14. The contractor shall keep the space provided to him for rendering the services neat and tidy at all times and shall not use the space for any other purpose. The maintenance of hygiene and cleanliness of the said premises will be the responsibilities of contractor.
15. The contractor will be liable to pay rent of Rs 5,000/-per month including vacations. Electricity and water charges will be levied to contractor as per meter reading on commercial rate. .
16. It will be the sole responsibility of the contractor to recover dues regarding washing and dry cleaning from the staff.
17. In case of failure on the part of contractor to deliver services as per the agreement, they shall be liable to pay penalty of Rs 100/- per default, which will be deducted from the bills due to the contractor. Damages/losses to the clothes during washing, ironing etc will be charged appropriately. The contractor will provide ironing services in each hostel of this school free of cost once in a week as per the schedule.
18. The contractor shall have to vacate the space provided within one month of receiving notice for such vacation.
19. That his agreement shall come into force after awarding of contract and shall remain force till 31 Mar 2026. The agreement may be terminated by the school authority on giving the contractor thirty days' notice.
20. On being declared insolvent by competent Court of Law, the contractor during the notice period for termination of the contract, in the situation contemplated above, shall keep on discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to remove all the persons deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption /hindrance/problem of any nature for the school.
21. The contractor will collect and return the clothes of the students of each hostel after washing ironing or dry cleaning as applicable.
22. No advance payment will be made. The payment will made within 20 days of following month after submitting the bill in account section of the school. The TDS will be deducted from payment.
23. The school authorities have the right to accept or reject the tender without assigning any reason.
24. The contractor shall wash uniforms of kitchen staff, bed covers of houses, curtains of school, Guest room and MI Room without any additional charges to the school. Ironing of uniforms/costumes during any function will be ironed without any additional charges.

For and on behalf of the Principal APS Dagshai

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25. There should not be any overwriting or cutting in the tender. If figures/words are to be amended it should be neatly scored out and the revised figures should be written above and the same should be attested with full signature and date. In the absence of attested signature, the tender is liable to be rejected.
26. Army Public School, Dagshai reserves the right to terminate the contract without giving any reason, if the services of contractor are not found satisfactory and in such eventuality security deposit will be forfeited and contract will be awarded to next party. However, the contractor will be obliged to complete the contract and no termination from his side will be allowed.
27. On acceptance of the tender, it will become a contract and shall be bound by terms and conditions.
28. Conditional offer other than our terms and conditions shall not be accepted.
29. The rates approved by the board will be applicable to the APS staff also.
30. The school is closed for vacation during which no payment will be made. However a selected staff will continue to function during the vacation.
31. **The tenderers preferably should be/have been dealing in similar class of items/services and which they have successfully completed during the last three years to any other organization and furnish the details thereof (with proof) along with tender documents. In case tender is awarded, the board detailed by School Management will check the same on ground.**

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

PART III – STANDARD CONDITIONS OF RFP

THE BIDDER IS REQUIRED TO GIVE CONFIRMATION OF THEIR ACCEPTANCE OF THE STANDARD CONDITIONS OF THE REQUEST FOR PROPOSAL MENTIONED BELOW WHICH WILL AUTOMATICALLY BE CONSIDERED AS PART OF THE CONTRACT CONCLUDED WITH THE SUCCESSFUL BIDDER (I.E. VENDOR IN THE CONTRACT) AS SELECTED BY THE USER. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE BID SUBMITTED BY THE BIDDER.

1. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract.** Normally the contract shall come into effect on the date of supply order signatures of both the parties on the contract except when some other effective date is mutually agreed to and specifically indicated / provided in the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. **Arbitrator will be appointed by the Chairman, APS Dagshai and hearing of the dispute or arbitration proceedings will be held at APS Dagshai. Disputes of any will be subjected to Distt Court Solan Only**
4. **Penalty for use of Undue Influence.** The bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the User or otherwise in procuring the contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution or the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Service Provider or any employed by him or acting on his behalf (whether with or without the knowledge of the Service Provider) or the commission of any other by the Service Provider or anyone, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the User to cancel the contract and all or any other contracts with the Service Provider and recover from the Service Provider the amount of any loss arising from such cancellation. A decision of the User or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Service Provider. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Service Provider towards any officer/employee of the Service Provider or to any other person in a position to influence any officer/employee of the User for showing any favour in relation to this or any other contract, shall render the Service Provider to such liability / penalty as the User may deem proper, including but not limited to termination of the contract imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the User.
5. **Access to Books of Account.** In case it is found to the satisfaction of the User that the Service Provider has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, Service Provider, on a specific request of the User shall provide necessary information/ inspection of the relevant financial documents/information.
7. **Non - disclosure of Contract documents.** Except with written consent of the User & Service Provider that party shall not disclose the contract or any provision, specification, r plan design, pattern, sample or information thereof to any third party.
8. **Termination of Contract.** The User shall have the right to terminate this Contract in part or in full in any of the following cases :-
 - (a) The Service Provider is declared bankrupt or becomes insolvent.
 - (b) As per decision of the Arbitration Tribunal.
 - (c) Poor and sub-standard services.
 - (d) Uncivilized behaviour incl use of abusive language, alcohol consumption and poor ethics.
 - (e) If vendor provided three unsatisfactory services in a month

9. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

10. **Transfer and Sub-letting.** The Service Provider has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

11. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract. **The rates shall remain unchanged as mutually agreed throughout contract period ie 01 Apr 2025 to 31 Mar 2026.**

12. APS Dagshai reserves the right to inspect the premises of the laundry at any given time.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** Two Bid system will be adopted for finalizing the contract. The broad guidelines for evaluation of Bids will be as follows :-

(a) **Technical Evaluation.** Technical Bids will be evaluated on the eligibility and qualifying requirements given at Page 2 Para 5 of RFP.

(b) **Commercial Bids.**

(i) Commercial Bids of only those bidders will be evaluated whose Technical Bids fulfill the eligibility and qualifying requirements of the RFP.

(ii) The Lowest Bids will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 3 below.

(iii) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation.

(iv) The Lowest Acceptable Bid will be considered further for placement of contract /Supply order after complete clarification and price negotiations as decided by the User.

2. **Technical Bid Format.** The Technical Bid Format is be used is attached at Appendix 'A'. Bidders are required to fill ti up correctly with full details and attached the required documents alongwith signed copy of the RFP.

3. **Price Bid Format to be used for L-1 determination.** The Price Bid Format is attached as BoQ at Appendix 'B'. Bidders are required to fill it up correctly with full details, as required under Part-II Of RFP.**Determination of L1 bidder will be on the basis of lowest rates quoted by the bidders for all three services combined.**

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

ARMY PUBLIC SCHOOL, DAGSHAI**TECHNICAL BID FY 2025-26**

1.	Name of Applicant / Company	Remarks
2.	Address for correspondence _____ _____ _____	
3.	Contact Person: _____ Telephone Nos. _____ Mobile _____ Email ID _____ Detail(s) of bank account(s) of the Firms/dealers/proprietors. Name of account ho _____ Account No _____ IFSC Code _____ Name of Bank _____ Address _____	
4.	Type of Organization: (a) An individual (b) A proprietary firm (c) A firm in partnership (Attach copy of Partnership) (d) A Limited Company (Attach copy of Article of Association)	
5.	Place and Year of Incorporation	
6.	Name of Proprietor / Director / Partners in the organization and their status along with their qualifications.	
7.	Documents in support of the turn over for past 3 (three) years up to 31st March 2024.	
8.	Any other Information	

DETAILS OF CONTACTS COMPLETED DURING THE LAST 3 YEARS**(DETAILS TO BE FURNISHED IN THE FOLLOWING FORMAT)**

Sr. No	Name of contracts	Scope of Services	Value of contract	Date of start/ completion	Name & Address of the client	Remarks

TURN OVER AND CAPITAL OF FIRM/COMPANY/DEALER FOR OF LAST THREE YEARS:

Sr. No.	Financial Year	Capital of firm	Turnovers
1	2021 - 2022		
2	2022 - 2023		
3	2023 - 2024		

DETAILS OF TENDER COST

Sr. No.	Draft No	Receipt No	Tender cost
1			Rs 100/-

DETAILS OF EARNEST MONEY

Sr. No.	Draft No	Receipt No	Earnest Money.
1			Rs 5,000/-

In addition to the above the applicant has to submit the following documents/ Information:

1. Copy of IT Returns
2. Copy of valid GST Number.
3. Copy of Balance sheet of last year.
4. Copy of PAN/GST NO/TIN NO

Notes

Tender will be rejected in case photocopy of GST certificate , Tender cost & Earnest Money is not enclosed.

Checklist

Sl. No.	Name of the Particulars	Documents Required	Attached (Yes/No)
1	Tender cost	Demand draft /Utr No	
2	Earnest Money	Demand draft /Utr No	
3.	Proof of PAN & GST	Copy of Certificate	
4.	Organization average annual turnover and capital for past three Financial years.	Copy of Supporting Documents	
5.	Credentials	Work Order / Completion Certificate (if any)	
6.	IT Returns for last 3 (three) years.	Copies to be submitted	
7	Self attested and scanned copy of Bank Account	Copies to be submitted	

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

ARMY PUBLIC SCHOOL, DAGSHAI
BoQ (COMMERCIAL BID) OF WASHING, DRY CLEANING AND IRONING SERVICES
FOR FY 2025-26

1. COMPOSITE RATE – STUDENTS

Rs _____

Washing, Dry Cleaning & Ironing items (per child per month) to include Pant, shirt, tracksuit-school and civil, tie, t shirt, short, night suit, lower ,warmer, (Upper + lower) skirt, towel, bed sheets- cotton (single), pillow cover & quilt cover cotton, Blazer, sweater, blanket single and double , dinner jacket, woolen clothes and other all civil clothes of students including ironing

(Two washes in a week or as per fixed by APS Dagshai, approx 10-15 clothes (school/civil dress) per wash to be washed, dry cleaned and ironed, the payment will be made per wash except charges of those students who go on leave more than 15 days in month).

2. RATE PER ITEM FOR STAFF

(a). <u>Dry Cleaning</u>	<u>Rates</u>
(i) Blazer	Rs _____
(ii) Jacket	Rs. _____
(iii) Blanket	Rs _____
(iv) Sweater	Rs _____
(iv) Tie-Staff	Rs _____
(v) Double bed blanket	Rs _____
(vi) Woolen quilt	Rs _____
(vii) Woolen bed sheet	Rs _____
(viii) Pant & shirt- staff	Rs _____
(ix) Ladies coat -staff	Rs _____
(x) Ladies suit -staff	Rs _____

(b) **Washing**

- (a) Bedcover -staff Rs _____
- (b) Towel -staff Rs _____
- (c) Carpet 6 x 4'' Rs _____
- (d) Carpet 2 x 5'' Rs _____
- (e) Curtain Rs _____

(c) **Composite rates for staff(clothes 25-30 clothes)** Rs_____ Per month

to includes Pant, shirt, tracksuit- school, t shirt, short, night suit, lower ,warmer, (Upper + lower), skirt, ladies suit, tops, kurta, lower bed sheet cotton, towel, bed sheets- cotton (single), bed sheets cotton (double), pillow cover & quilt cover cotton etc.

(d). **Ironing rates for staff**

- (i) Big clothes Rs _____ per cloth
- (ii) Small clothes Rs _____ per cloth

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

