

SAINIK SCHOOL CHHINGCHHIP
P.O. – THINGSULTHLIAH, DIST : SERCHHIP (MIZORAM), PIN – 796161
E-mail : sainikschoolchhingchhip@gmail.com , Mob. No. 7630010072
Website : sschhingchhip.mizoram.gov.in

REQUEST FOR PROPOSAL(RFP)

Invitation of Bids for 'Contract of Dhobi Services' Request for Proposal (RFP) No SSSC/QM/RFP/01/19CONTRACT dated 06 Mar 2019

1. Sealed Tenders in single-bid system are invited from Private agencies only registered companies or registered partnership firms and agencies for providing Dhobi services, having their own offices and supervisory structure for providing services at the offices, hospitals, schools, colleges and educational institutions.

2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below-

- | | |
|---|---|
| (a) Bids/queries to be addressed to: | The Principal, Sainik School Chhingchhip |
| (b) Postal address for sending the Bids: | As mentioned above |
| (c) Name /designation of the contact personnel: | Administrative Officer, SS Chhingchhip |
| (d) Telephone numbers of contact personnel: | 7630010072 |
| (e) E-mail id of contact personnel: | sainikschoolchhingchhip@gmail.com |

3. This RFP is divided into five parts as follows:-

(a) **Part I**- Contains general information and instruction for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period, Mode of tenders etc.

(b) **Part II**- Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical specifications, Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV** – Contains special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **Part V**-Other details.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to Change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, Should it become necessary at any stage.

PART I- GENERAL INFORMATION

1. Sealed Tenders duly super scribing “**Tender for Dhobi Services**” should be deposited/reach the Principal, Sainik School Chhingchhip, Serchhip (Dist) 796161 by due date and time. The responsibility to ensure this lies with the Bidder.
2. The various crucial dates relating to “Tender for Dhobi Services to the Sainik School Chhingchhip” are cited as under :-

S No	Contract Details	Date	Remarks
(a)	Date of issue of Tender and Availability	13 Mar 19	On School web site (https://sschhingchhip.mizoram.gov.in) & e-CPPP www.eprocure.gov.in/epublish/app
(b)	Last date of submission of Tender Documents	14 Apr 19 1700 hrs	-
(c)	Mode of submission	-	Offline/Drop in tender box placed at this school
(d)	Date and place of opening of tender	15 Apr 19 1000hrs	Adminstrative Officer’s Office

2. **Manner of depositing the Bids :** Sealed Bids should be either dropped in the Tender Box in-front of Adm Officer’s Office at Sainik School Chhingchhip, or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non –delivery /non receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. **Time and date for opening of Bids 15.04.2019 1000 hrs**
(If due to any exigency, the due date for opening of the bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. **Location of the tender Box :** Infront of Adm Officer’s Office Sainik School Chhingchhip
(Only those Bids that are found in tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid).

5. **Place of opening of the Bids: At the office of Adm Officer.** The Bidders may depute their representative, duly authorized in writing, to attend of Bids on the due date and time Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.

7. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original Memo / Letter pad inter alia furnishing details of TIN number ,GST / CST number, Bank address with EPF Account, PAN No., State/Central/Labour Registration Certificate, EPF Registration No., ESI Registration No., Service Tax Payee No., Mobile and Landline number and complete postal and e-mail address of their office.

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarification sought not later than 7 (Seven) days prior to the date 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:** No bid shall be modified after submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer 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.
11. **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 tender will be rejected.
12. **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 delisted for the given range of items as mentioned in this RFP.
13. **Validity of Bids:** The Bids should remain valid for 12 months from the last date of submission of the Bids.
14. **Cost of Tender Form:** Bidders are to remit **Rs 300/-** (Rupees Three Hundred only) with Principal, Sainik School Chhingchhip through Demand Draft / Banker's Cheque in favour of "Principal, Sainik School Chhingchhip" payable at **Mizoram Rural Bank, Chhingchhip (IFSC – SBIN0RRMIGB, Branch Code No. 08)** towards cost of the tender form in any Nationalised Banks.
15. **Filling of Tender Documents:** Filling of all the relevant points of tender documents is mandatory by the Tenderer. Anything missing on the document part will be treated as cancel of complete tender document. Tenderer will not have any right to claim on the subject issue.
16. **Credential of Tenderer:** Tenderer is supposed to submit the all relevant credential document along with the tender form.
17. Once the Sainik School Chhingchhip notifies the successful bidder that its proposal has been accepted, Sainik School Chhingchhip shall enter into separate agreement with the successful bidder and the terms and conditions of provisions of service etc shall be specified therein.

PART II-ESSENTIAL DETAILS OF SERVICES REQUIRED

Request for Proposal (RFP) No SSCC/QM/RFP/001/CONTRACT Dated 06 Mar 2019

1. **Schedule of Requirements:** Dhobi Services (Collection of soilclothes, Washing, Ironing, Packing and hand over respectiveward I/C.

2. **Quantified Work for Dhobi:**
 - (a) Three wash weekly will provide by the contractor for each cadet.
 - (b) Clothes will be unlimited and as per the requirement of cadets.
 - (c) Clothes will be collected from Hostel, dormitory wise. After washing and ironing, deliver the same to the Hostel. No payment of holiday period will be given to vendor.
 - (d) The contractor will pay the cost of cloth in case of lost/damage of any cadet.
 - (e) Branded detergent like Tide/Nirma/Surf excel/wheel/Surf Shop/Rin Shop etc will be used for washing of clothes.
 - (f) Blazer should not be washed but dry cleaned.
 - (g) Woolen clothes like Jersey Khaki/Jersey Grey/Jersey private will be washed in Gentle/Comfort shop.
 - (h) Suitable penalty will be imposed in case of clothes not cleaned/pressed properly including drying up proper especially in rainy/winter season.
 - (i) The delivery of washed/pressed cloths should not be delay in any circumstances as per time schedule given by the School.
 - (j) Proper record of washing clothes of all the cadets will be maintained and submitted along with monthly bill duly signed by the Duty Master.

3. The bid will be submitted in the following format:

Sr. No.	Rate per cadet/Boy washing/Ironing/Dry clean (Per Month)	Remarks

Vendor Signature with rubber stamp

Additional Washing of Clothing items of the Boys:

Sr No	Description	Washing only (in Rs)	Ironing only (in Rs)	Washing & ironing (in Rs)
(aa)	Blazer			
(ab)	Shirt Terricot			
(ac)	Trouser Terricot			
(ad)	Pant Woolen			
(ae)	Short Terricot			
(af)	Mink Blanket (Single Bed)			
(ag)	Dry Cleaning of Blazer			

Vendor Signature with rubber stamp

4. **No revision of rates will be permitted once the contract is entered into.**
5. **Items supplied against the supply order issued by the Principal, Sainik School Chhingchhip (Mizoram) will be inspected on receipt and items found damaged or inferior items will have to be replaced by the supplier and cost of delivery will be borne by the supplier.**
6. **The items will be ordered anytime throughout the period of contract and the supplier will execute the order as per the terms and conditions.**
7. **While quoting the prices, tenderers must bear in mind that sub-standard/adulterated items will not be accepted and therefore prices for genuine quality of items should only be quoted. The rates quoted should be inclusive of all charges at net supply rates at Sainik School Chhingchhip (Mizoram). Price of each item should be legibly written in figures. Any correction/alteration made in the tender form without authentication will not be accepted.**
8. **Consignee details -** Principal
Sainik School Chhingchhip,
P.O. – Thingsulthiah,
Distt- Serchhip (Mizoram),
Pin. 796161.
9. **Container Pack – (As per requirement)**
10. **Penalties:** Whenever and wherever it is found that the assigned work is not performed up to the complete satisfaction of this School, it will be brought to the notice of the contractor by this School and if no action is taken immediately, penalty of Rs.500/-per day will be imposed.
11. **Code of conduct:** The contractor shall strictly observe that their personnel:
 - (a) Are always smartly turned out and vigilant
 - (b) Take charges of their duties properly and thoroughly
 - (c) Perform their duties with honesty and sincerity
 - (e) Extend respect to all officers and staff of the school
 - (f) Shall not drink liquor on duty, or come drunk and report for duty
 - (g) Will immediately report in any untoward incident/misconduct or misbehaviour occurs, to contractor and this school.
 - (h) When in doubt, approach concerned person immediately
 - (i) Shall not smoke or use any tobacco products inside the School premises.

PART III – STANDARD CONDITIONS OF RFP

1. **Legal Jurisdiction:** All disputes will be subject to Serchhip, Mizoram jurisdiction only.
2. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs 10,000.00 (Rupees Ten Thousand Only)** along with their bids. EMD is to remain valid for a period of 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 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. EMD should be through Bank Draft/Account Payee Demand Draft/Bankers Cheque drawn in favour of **Principal Sainik School Chhingchhip payable at Mizoram Rural Bank, Chhingchhip (IFSC – SBIN0RRMIGB, Branch Code No. 08).**
3. **Termination of the Contract:** The contract will be in force from the date of confirmation of contract except when terminated earlier as provide herein and shall automatically expire thereafter unless extended further by mutual consent of both Buyer and the Seller. Buyer and sellers, however, be entitled to terminate the contract at any time by giving on calendar month's notice in writhing to theother. In the event on any breach of the conditionsof the contract on the part of seller, buyer may terminate the contract by giving notice of one month and may claim from seller compensation for any loss or damage caused as a result off the breach and amount of which will be determined by mutual agreement and shall be subject to approval of Chairman LBA whose decision shall be binding on both the parties.
4. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
5. **Transfer and Sub-letting:** The Seller 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.
6. **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 FAX or registered pre-paid mail/ airmail, addressed to the last known address of the party to whom it is sent.
7. **Taxes and Duties:**
 - (a) In respect Foreign Bidder : Not Applicable
 - (b) In respect of indigenous Bidders : Not Applicable
 - i. If Bidder desires to ask for excise duty or Tax extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
 - ii. If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/ tax will be entrained after the opening of tenders.
 - iii. If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.
 - iv. If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/taxwill be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not

be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

- v. Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within Supply Order terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.
- (c) Custom Duty : Not Applicable
(d) Excise Duty : Not Applicable
(e) Sales Tax/VAT : Not Applicable
(f) Octroi Duty and Local Taxes : Not Applicable
(g) TDS/GST : As Applicable

PART IV – SPECIAL CONDITIONS OF RFP

1. **Security Deposit:** Tenderer whose tender is accepted has to furnish the Security Deposit. Security Deposit amount should be valid up to 60 days beyond the date of completion of contractual obligations. The Security Deposit will be returned to the contractor on successful completion of all his obligations under the contract. In case the term of the contract is extended at mutual consents, the tenderer must get revalidated, if not already valid.

2. **Option Clause:** Not Applicable
3. **Repeat order Clause:** Not Applicable
4. **Tolerance Clause:** Not Applicable
5. **Payment terms for indigenous sellers:** Not Applicable
6. **Advance Payment:** No advance payment (s) will be made

7. **Paying Authority:** Principal, Sainik School Chhingchhip. The payment of bills will be made on submission of the following documents by the Seller to the paying authority along with the bill every month on or before 10th of the following month after completion of previous month task. The documents for payment should be submitted on or before 3rd of the following month.

- a. Ink-signed copy of contingent bill / Seller's Bill
b. Ink-signed copy of commercial invoices / seller's bill
c. Claim for statutory and other levies to be supported with requisite documents/proof of payment such as, proof of payment for EPF /ESIC contribution with nominal roll of beneficiaries.
d. Details of electronic payment viz. Account Holder's name Bank Name, Branch Name and Address, Account type Account Number. IFSC code, MICR Code (if these details are not incorporated in supply order / contract)

8. **Risk and Expense Clause:** On failure of the Contractor for Dhobi services of Sainik School Chhingchhip, within the time specified, Principal, Sainik School Chhingchhip has the right to get the work done under his own arrangement without written notice to the contractor and any expenditure incurred thereby, by Principal, is to be debited to the Contractor and to be borne by him.

9. **Force Majeure Clause:**
(a) Neither party shall bear responsibility for the complete or partially non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract). If the non performance results from such Force Majeure circumstances as Flood, Fire, Earthquake and other acts of God as well as War,

Military operation, blockade. Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstance and their consequences but in a same month.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form to the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than one working day from the moment of their beginning.

(d) Certificate from District Magistrate, Gopalganj or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than three working days (except for those mentioned in para (a) above, buyer reserves the right to terminate the contract totally or partially upon giving prior written notice of 05 days to the other party of the intention to terminate without any liability. Contractor will forfeit his security deposit.

PART V – OTHER DETAILS

1. Legal addresses of Buyer and Seller.

SELLER

BUYER

**Sainik School Chhingchhip
Chhingchhip
PO : Thingsulthiah, Pincode - 796161
Serchhip District
Mizoram**

**(Pankaj Rawat)
SqN Ldr
Adm Officer
For Principal**

**FORM TO BE COMPLETED BY THE TENDERER FOR SUPPLY OF ARTICLES TO
SAINIK SCHOOL CHHINGCHHIP**

1. Name of the Firm/Individual:
2. Address: Head Office/Registered Office :.....
3. Branches :.....
4. (a) PAN No..... (b) GST/ TIN No
5. Telephone/Telex No/Fax/Mobile No :.....
6. E-mail ID for online supply order.
7. Is your firm registered under
 - (a) The Indian Companies Act 1918 :.....
The Companies Act 1956
 - (b) The Indian Partnership Act 1932 :.....
 - (c) The Indian Factories Act :.....
 - (d) Any other Act :.....
8. Name and Address of your bankers -.....
stating the name in which account stands (A/c No. & IFSC code of the Bank).
9. Are you in the Central/State Govt. list :.....
of approved contractors if so give details
10. Are you financially solvent :.....
11. Articles in which the applicant usually deals
and the length of the applicants experience in trade
12. **DECLARATION**

I/We.....
(Give Name of Partners/properties or share holders in case of Firm) do hereby declare that the entries made in the application form are true to the best of my/our knowledge.

NOTES: All subsequent changes in the construction or working of firm, affecting the accuracy of the answers now given, should be promptly communicated to the school authority.

(Signature of the Tenderer)