


EXPRESSION OF INTEREST (EOI)

For

LAUNDRY SERVICES
(DRY CLEANERS AND DRESS IRONING)


Ashok Kumar


Biswajeet Mukherjee


Vinod K Jain

Date: 01.09.2016

EOI Notice No. 07

SUB: EOI FOR PROVIDING LAUNDRY SERVICES (INCLUDING DRY CLEANING AND DRESS IRONING)

EXPRESSION OF INTEREST

PDPM IIITDM Jabalpur invites expression of interest from eligible agencies/individuals to empanel for providing Laundry services (including Dry Cleaning and Dress Ironing) to the Institute as and when required.

Eligibility

1. Agency/firm/company/proprietor/individual should have minimum 2 years' experience of providing these services as mentioned above.
2. Agency/firm/company/proprietor/individual should have valid Registration certificate/PAN/TIN from the competent authority or a valid identity proof.
3. Agency/firm/company/proprietor/individual should submit his/ her character and antecedent report with EOI from concerned Police Station.
4. Agency/firm/company/proprietor/individual should quote their rates for services to be provided by them with EOI in Annexure -I


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General Terms and Conditions

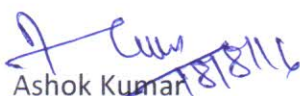
1. The PDPM IIITDM Jabalpur institute employees' blood/close relatives/dependents, cousins staying with them in Institute quarters are not eligible for allotment of any commercial establishments at PDPM IIITDM Jabalpur.
2. The PDPM IIITDM Jabalpur may provide some space if available in the premises for 24 months. In case of allotment of space, the contract agreement will be prepared & executed for 24 months only, commencing from the date of agreement and it may be extended depending on the performance of the firm/agency/company/proprietor/individual.
3. The Firm/ Agency/Company/Proprietor/individual will pay the fixed **monthly rent @ Rs. 200/-per month** to the PDPM IIITDM Jabalpur, if space will be provided for ironing, on request of firm/ individual/service provider .
 - i. Advance sum of three (3) months by means of NEFT/RTGS/DD/CHEQUE drawn in favour of Director, PDPM IIITDM JABALPUR in the Institute A/C of Allahabad Bank.
 - ii. The firm/agency/company/proprietor/individual should deposit the advance rent of three months within 10 days after the date of issue of the office order.
6. The selected firm shall pay electricity charges on commercial rates as charged by the MPEB Jabalpur from the Institute and at present it is Rs. 8.40 per unit or as decided from time to time by Institute authority, in case firm/ service provider will be provided the space for ironing.
5. The Firm/ Agency/ Company/Proprietor/individual shall pay the agreed monthly rent by 7th day of every month. It must be deposited in the Institute A/c No. every month on or before **7th day of the month** and the receipt of the same will be deposited in the **Office of the Dean (Students), PDPM IIITDM Jabalpur.**

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6. In case of late payment of monthly rent charges (i.e. License fees and electricity charges) the penalty will be charged as under;
- I. Penalty shall be imposed @ Rs.10/day, if the firm/agency/company/proprietor/individual could not pay the monthly within due limit.
 - II. If the firm/agency/company/proprietor/individual fails to pay the said monthly charges within the final deadlines given by the Dean (Students) Office (i.e. within 30 days of the issuance of the bills). It will be treated as null and void without any further communications in this regard, and the institute is free to provide the contact of these services to any other firm/agency/company/proprietor/individual.
7. The successful Firm/Agency/Company/Proprietor shall be required to furnish Bank deposit in form of banker's cheque or D.D of Nationalized bank located in Jabalpur of Rs.2000 (Rupees Two thousands only) as security deposit which shall be revalidated from time to time and shall be returned to the Firm/ Agency/ Company/Proprietor/individual after the expiry/ termination of the contract agreement period or extended contract period.
8. If there is any damage to any property of PDPM IIITDM Jabalpur or any payment dues to PDPM IIITDM Jabalpur or any demand from any authority of PDPM IIITDM Jabalpur regarding dues payable by the Firm/ Agency/Company/Proprietor/individual, **the PDPM IIITDM Jabalpur shall be empowered to recover the dues from the security deposit.**
9. The Firm/agency/company/proprietor/individual shall be allowed to perform its business only in the earmarked area or space which has allotted to them, if allotted.


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12. If the Firm/ Agency/ Company/Proprietor do not vacate the allotted space after the expiry of the contract agreement period or after one month of notice period of termination of agreement, the institute has right to vacate the space, and acquire it.
13. The Firm/ Agency/Company/Proprietor shall hand over the allotted space along with infrastructure if any in original condition to the PDDM IIITDM Jabalpur.
14. The Firm/ Agency/Company/Proprietor shall carry out only the specified approved activities in the campus and shall not carry any unspecified activities in contravention with the contract conditions.

If the Firm/ Agency/Company/Proprietor indulge in carrying out any unapproved activities, the PDDM IIITDM Jabalpur is at liberty to cancel the contract agreement of the Firm/ Agency/Company/Proprietor/individual with immediate effect.

15. The Firm/ Agency/ Company/Proprietor/individual shall maintain and develop their allotted space or shop without causing any damages to its surroundings during the period of contract agreement. The institute will not provide any furniture and fixtures for the allotted space.
16. The PDDM IIITDM Jabalpur reserves the right to cancel the contract after giving one month written notice to the Firm / Agency/Company/Proprietor/individual and also the right to inspect the operational work undertaken by the Firm/ Agency/ Company/proprietor/individual at all times and the Firm/ Agency/Company/proprietor/individual shall obey the orders and directions issued by the PDDM IIITDM Jabalpur.


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17. Selling of alcohol, tobacco products is completely banned or prohibited in the premises.
18. Any other condition found necessary by PDPM IIITDM Jabalpur management shall be included after discussion in the agreement.
19. The above Terms and Conditions shall be the part of the contract/License agreement.

Firm/ Agency/Company/proprietor/individual agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the following documents and information along with the Expression of Interest.

The prescribed application form (Annexure -1) duly filled by the applicant along with experience certificates, testimonials and documents showing their financial background are to be dropped in the quotation box available in the office on ~~16.09.16~~ up to by 1500 hrs. The EOI will be opened on the same date (of submission) at 1530 hrs in the conference room of the Institute. The parties will be required to meet the Committee for presentation, interview and finalization of the offer.

PDPM IIITDM Jabalpur reserves the right to inspect the Firm/ Agency/Company/Proprietor/individual work-sites by the nominated officer of PDPM IIITDM Jabalpur, if required.

The EOI does not constitute a solicitation. PDPM IIITDM Jabalpur reserves the right to change or cancel the requirements at any time during the Expression of Interest process.

PDPM IIITDM Jabalpur reserves the right to accept or reject any Expression of Interest (EOI) without assigning any reason and any liability or any obligation to inform the effected firms ground for action is not binding of PDPM IIITDM Jabalpur.

REGISTRAR


Ashok Kumar 18/8/16


Biswajeet Mukherjee 18/8/16


Vinod K Jain 18/8/16

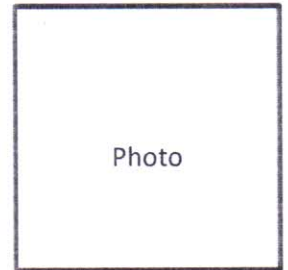
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Annexure-I

Date:.....

Application Form

Committee,
Laundry Services
PDPM IIIT Jabalpur



Sir,

I am interested to empanel for providing laundry services at PDPM IIITDM Jabalpur as and when required. Please consider my candidature. I have read the scope of work and terms and conditions of the contract and I agree to abide by these, in case, I am given the contract of laundry services.

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Address:.....

Permanent Address.....

.....

Mobile no.:

Encls:

- 1.
- 2.


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UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the PDPM-IIITDM Jabalpur and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the Work" and shall conduct the work strictly as per these parameters.
3. I/We also undertake that the firm ^{Individual} is not black listed by any of the Government Departments or Institution.
4. I/We further undertake that the information given in this EOI are true and correct in all respect and we hold the responsibility for the same.

Dated: _____

Place: _____

(Signature of applicant
with stamps of the firm)


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Annexure-3

Sl. No.	Item(s)	Ironing (INR)	Washing & Ironing (INR)	Dry Cleaning (INR)
1	Coat			
2	Coat+Pant			
3	Woolen Coat			
4	Jacket			
5	Pant +Shirt			
6	Shirt			
7	Pant			
8	Pant (Jeans)			
9	T-Shirt +Jeans			
10	Saree			
11	Salwar Kurta			
12	Salwar			
13	Kurta			
14	Bed-sheet (Single)			
15	Bed-Sheet with pillow cover (Double Bed)			
16	Towel (Small)			
17	Towel (full Size)			
18	Curtains			


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