



OFFICE OF AMENITIES
INDIAN INSTITUTE OF SCIENCE
Bangalore – 560 012

No. R (AC) /Laundry- Retender/Dec- 2024

Date: 04.12.2024

REQUEST FOR PROPOSAL

for

OPERATING LAUNDRY SHOP AT JANATHA BAZAR, IISc

The Indian Institute of Science is a premier research and academic institution of higher learning in the Country having more than 500 faculty, 4000 students and 1000 support staff in its sprawling campus of around 400 acres. The Institute also hosts many National / International – Conferences, Workshops, Seminars, Symposia, Training programs on its Campus.

The Institute is planning to provide a laundry shop for the benefit of students, faculty, staff, and visitors to the Institute.

The Institute is hereby seeking ‘Request for proposal’ from vendors for providing laundry shop for the Institute community in Janatha Bazar at IISc Campus

| Sl. No. | Type of Shop | Shop No. | No's | Place |
|---------|--------------|----------|------|---------------|
| 1 | Laundry Shop | 9 | 1 | Janatha Bazar |

A. Preliminary Requirements

The Vendors and Vendor firms should have

- a) Previous Experience of providing services to major Government / Public Sector/Private Sector Institutions of reputation.
- b) The Vendor/Firm/Franchisee should be running similar type/ category shops on its own during the last 03 (three) financial years in the state of Karnataka.
- c) They should possess a valid License issued by appropriate authority, if required based on the nature of business.

THE EXISTING LAUNDRY SHOPS ON THE CAMPUS ARE NOT ELIGIBLE TO APPLY.

B. General Scope

The washing, dry cleaning, and laundry services are for the Institute community, including students, faculty, staff, residents, and visitors to the Institute.

General Scope for all categories of vendors

1. The vendors / agency will be provided with an earmarked space on the campus for establishing a laundry shop at a nominal License fee of Rs.15/sft. plus, taxes as applicable will be shared by all the occupants on a pro-rata basis, which implies that each occupant will pay in proportion to the license fee.
2. The Institute will provide an electricity connection (Metered) to the shop/ premises, and the vendor will be charged at the rates at which BESCO supplies such power to the Institute. Electricity consumption in the common area will be charged on a pro-rata basis, which implies that each occupant will pay in proportion to the license fee.
3. It is expected that the shops will offer concessional rates for their services provided in the campus, in view of the lower establishment costs.
4. The rate list (Rates for services rendered) mutually agreed with the successful vendor, will be valid for a period of 1 year. An upward revision of 5 % per annum is allowed every year.
5. The Vendor/Franchisees should be able to digitize their transactions and accept payments through PoS Machines / M wallets, etc.
6. Use of plastic is completely prohibited. Plastic bags or disposable plastic cups, if found, a penalty of Rs. 5000/- will be levied for the first instance and if repeated, the license will be terminated.
7. All items/equipment/storage/display must be contained within the allotted area.
8. Sub-letting or Sub-contracting is not permitted under any circumstances, if any violation is noted, the contract will be terminated immediately, and security deposit will be forfeited.
9. The agency must have no outstanding debts with IISc and should not be involved in any litigation with IISc and other parties.
10. The price of items/value of the service should be clearly and prominently displayed in front of the facility.
11. In case the Contract is awarded, the successful bidder should start the operations within one month from the date of award of the contract; any delay will lead to cancellation of award of contract.

THE VENDOR/FRANCHISEE WHO WISHES TO SUBMIT THE PROPOSAL MAY PLEASE VISIT THE SITE BEFORE THE PROPOSALS ARE SUBMITTED.

C. General Terms and Conditions

1. The Contract will be for a period of 3 (Three) years with annual renewal based on review/ community feedback. The contract can be extended for a further period on mutual consent at the discretion of the Institute.
2. The Institute reserves the right to terminate the contract by giving a months' notice without assigning any reasons. However, if any serious lapses are noticed, the License will be cancelled, and the vendor shall vacate the premises immediately. The Vendor can also terminate the contract by giving 3 months notice and clearing all the dues to the Institute, if they are not willing to continue.
3. The Vendor/Franchisees should possess a License to run the establishment by the appropriate authority.
4. The Vendor/Franchisees shall obtain and produce a License under the Contract Labour (Regulations and Abolition) Act 1970 from the Labour Department, if it is required as per Law. Child Labour should not be employed.
5. The Vendor/Franchisee shall strictly observe the required standards to maintain a proper account of payments including minimum wages, statutory benefits (ESI, PF etc.) being made to the workers of the Agency. They shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against such liabilities which are likely to arise out of the Agency's failure to fulfill such statutory obligations.
6. The Contract is only to provide services to the Institute community at the Janatha Bazar and at no stage; this should be construed and interpreted as Labour Contract.
7. The successful Vendor/Franchisee needs to deposit a Security Deposit of a sum equal to 11 months License fee, in the form of Demand draft.
8. On award of the contract to the successful bidder, the bidder must make an agreement as per the terms & conditions of the Institute and in the format to be provided by the Institute.
9. The Vendor/Franchisee shall solely be responsible for any injury, damage, or accident to their workers or for any loss or damage to the equipment/property in the areas of work because of fire/negligence/carelessness of its workers.
10. The Vendor/Franchisees must provide the names and addresses of the workers employed by them. Their workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. Their workers shall follow the security regulations as directed by the Security & Fire Fighting Officer of the Institute. Workers shall not form a Union or carry out Trade Union activities on the Campus.
11. No accommodation will be provided on the campus for the workers of the Vendor/Firm/Franchisee, and they shall make their own arrangements.
12. The proposal should be completed in all respects.
13. The proposal shall be valid for a period of 180 days from the date of its opening.

14. The proposal and cover should bear the name and address of the Vendor/Franchisees, and all documents should bear their seal and signature.
15. The Institute reserves the right to accept or reject any or all the proposals wholly or partly without assigning any reason thereof.
16. On all matters pertaining to this contract, the decision of the Director of the Institute shall be final and binding.
17. Any disputes arising out of this tender shall be settled by mutual negotiation. The courts at Bangalore shall have exclusive jurisdiction over this tender in the event such settlement cannot be reached.
18. In technical evaluation, institute reserves the right to verify the technical specifications through various sources including the submitted brochure, company website, etc. Inconsistency or ambiguity in information may lead to disqualification. Feedback of the existing vendors from Institute Community will also be taken into consideration. In case of any negative feedback from Institute Community, institute reserves the right to summarily reject the bid during technical evaluation without any further clarification.
19. Damage/loss of cloth will invite an appropriate penalty. Mishandling and mismanagement of clothes will attract penalties. The appropriate penalty clauses will be included in the contract award letter.

D. Mode of furnishing the Proposal

Interested bidders shall submit the proposal i.e. expression of interest in TWO BID system in two separate sealed covers. The first cover or **COVER 'A'** (Annexure-1) should contain technical details, and second cover or **COVER B** should contain commercial bid. Both cover 'A' and cover 'B' should be kept in a bigger cover and super scribed as "EXPRESSION OF INTEREST FOR RUNNING A LAUNDRY SHOP AT JANATHA BAZAR, IISc."

An EMD of Rs. 10,000/- in the form of Demand Draft drawn in favor of "The Registrar" Indian Institute of science, Bangalore.

The **COVER A** should have the following documents:

Interested bidders shall submit the proposal i.e. expression of interest in the prescribed format along with following documents.

10. Copy of the License obtained from the competent authority to run Dry cleaning services.
11. Copies of audited financial statements for the preceding three years i.e, 2021-2022, 2022-2023 and 2023-2024.
12. Copy of PAN Card
13. Copy of the GST Certificate
14. Testimonials of present / previous contract at other locations
15. Certificate issued by the Labour Department (Central/State)
16. Copy of the EPF, ESI Registration No. / certificate
17. Certificate of Ethical Practice (specified below)

COVER B- Commercial bid should be duly filled in form which is given in Annexure -2.

The sealed cover containing Cover ‘ A’ and Cover ‘ B’ may please be super-scribed as “EXPRESSION OF INTEREST FOR RUNNING A LAUNDRY SHOP AT JANATHA BAZAR” and submitted to the Office of the Deputy Registrar (Amenities), Indian Institute of Science, Bengaluru-560 012 on or before 18/12/2024 up to 04.00 p.m.

If the Cover-B is exposed / unsealed the bid will be summarily rejected. The standard Annexure-2 format has been provided with the tender document to be filled in by all the bidders. Bidders are requested to note that they should submit their financial bids in the format provided and no other format is acceptable.

The sealed cover containing the proposal complete in all respects and the copies of the documents may please be super-scribed ‘Proposal for operating a Laundry’s shop’ at Janatha Bazar, IISc to the Deputy Registrar (Amenities), Indian Institute of Science, Bengaluru- 560 012 on or before 18/12/2024 up to 04.00 p.m.

If the bidders need any further information/clarification on the above OR wish to visit the site, please contact the Amenities Section – Phone No: 080-22932370 & office.css@iisc.ac.in

E. Mode of Selection

The bidders are invited to submit their technical and financial proposals in separate sealed envelopes to the Deputy Registrar, Amenities, New Admin Building, Indian Institute of Science, Bangalore – 560 012. The evaluation of the technical proposal will be carried out by a Sub Committee without accessing the financial part of the proposal. A subcommittee from the Institute will make a site visit to the establishments of the selected bidders and bidder should have at least one branch in Bangalore for evaluation. (Supporting documents should be attached).

The final selection will be made based on the prices of services. Prices of the quoted items will be summed, and average will be taken as the price. The lowest one of the averaged prices will be considered for selection of vendors. The quoted prices will not be changed within one year from the date of allotment. After two years a maximum of 5% of the rate will be hiked if necessary. Interested vendors/firm/franchisee shall submit the proposal in the prescribed format and supported with the copies of the following documents:

1. Copy of the License obtained from the competent authority to run Dry cleaning / Laundry services.
2. Copy of PAN Card
3. Testimonials of present / previous contract at other locations
4. Certificate issued by the Labour Department (Central/State)
5. Copy of the EPF, ESI Registration No. / certificate if required
6. Certificate of Ethical Practice (specified below)

The sealed cover containing the proposal complete in all respects and the copies of the documents may please be super-scribed “Proposal for operating Laundry shop at Janatha Bazar, IISc” at the Institute and to be submitted to the Office of the Deputy Registrar (Amenities), Indian Institute of Science, Bengaluru-560012 on or before 18/12/2024 up to 04.00 p.m.

If the Vendor/Franchisee needs any further information/clarification on the above OR wishes to visit the site, please contact the Amenities Section – Phone No.080- 2293 2370 or send a mail to office.css@iisc.ac.in

F. Disclaimer:

1. IISc reserves the right to accept or reject any or all proposals without assigning any reason and is not obliged to correspond with the agencies in this regard.
2. IISc reserves the right to issue amendments to the Request for Proposal by issue of addendums, at any stage, without liability or any obligation and without assigning any reason. The request for proposal does not give rise to any rights and is not an offer or an invitation to offer.
3. All the documents and other information submitted by an applicant to IISc shall remain and/or become the property of IISc. The Institute will not be liable to return any application(s) or any information provided therewith.
4. Submission of proposal by a party shall not create any contractual obligation between that agency and IISc.
5. The bidding agency shall bear all costs associated with the preparation and submission of its proposal. IISc shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the process.

FORMAT FOR SUBMISSION OF PROPOSAL i.e. EXPRESSION OF INTEREST

| Sl. No. | Particulars | Information furnished |
|---------|--|-----------------------|
| 1 | Name of the Vendor/Franchisee | |
| 2 | Address | |
| 3 | Registered Address (for establishments) Telephone No. Mobile No. e-mail ID Website | |
| 4 | Name of the service proposed | |
| 5 | No. of years of experience in running similar establishments | |
| 6 | Month and year of Establishment | |
| 7 | Name of Proprietor/Partner (Copy of the ownership/partnership needs to be enclosed) | |
| 8 | Annual turnover during the last 3 financial years 2021 - 22 2022 - 23 2023 - 24 (Copies of the Audited financial statements/certificate issued by Chartered Accountant to be enclosed) | |
| 9 | Whether the firm is an income-tax Assessee? If yes, please give the details of PAN No. and copy of the latest Assessment order | |
| 10 | Registration No. | |
| 11 | EPF No. | |
| 12 | ESI No. | |
| 13 | GST No. | |
| 14 | Do you have an office at Bengaluru? If so, please provide the Address and Tel No. | |
| 15 | Do you have branches. If so, furnish the details | |
| 16 | Details of present infrastructure. Please furnish the details of the equipments, cost and year of purchase. | |
| 17 | Details of the people employed. Please furnish the number of persons employed, their educational qualifications, etc. | |
| 18 | Name at least 2 Reference of repute with address and tel.no's (enclose the certificates) | |
| 19 | Whether rate list attached to this proposal? If Yes please submit the details. | |

* Furnish the details whichever is applicable to you.

17. Details of Previous contracts

| Period of Contract | | Name & Address of Organization | Type of Contract Undertaken | Number of Persons serviced | Value of Contract (annual) and other details |
|--------------------|----|--------------------------------|-----------------------------|----------------------------|--|
| From | To | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

18. Give details of current contracts/shops being run, if any, of similar nature being rendered by you and which will be open for inspection by our committee

| Period of Contract | | Name & Address of Organization | Type of Contract Undertaken | Number of Persons serviced | Value of Contract (annual) and other details |
|--------------------|----|--------------------------------|-----------------------------|----------------------------|--|
| From | To | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

List of documents enclosed (specify)

COMMERCIL - BID

(The Commercial Bid should be submitted in a separate cover duly super scribed as “Commercial Bid” for Laundry Shop at Janata Bazar IISc., Bengaluru.)

| Sl. No. | Items | Washing and Pressing | Only Washing | Only Pressing |
|----------------|---------------------------------|-----------------------------|---------------------|----------------------|
| 1 | Shirt | | | |
| 2 | Pant | | | |
| 3 | Kurta | | | |
| 4 | Dhoti | | | |
| 5 | Saree | | | |
| 6 | Blouse | | | |
| 7 | Suit Set | | | |
| 8 | Double Bed Sheet | | | |
| 9 | Single Bed Sheet | | | |
| 10 | Shorts | | | |
| 11 | Towel | | | |
| 12 | Short Top | | | |
| 13 | Long Top | | | |
| 14 | Silk Sarees | | | |
| 15 | Charges for pickup and delivery | | | |

Place:
Date:

**Signature of the Vendor/Authorized person
with seal**

CERTIFICATE OF ETHICAL PRACTICES

I/we assure the Institute that neither I/we nor any of my/our workers will do any act/s, which are improper/ illegal during the execution of the contract that may be awarded to us.

Neither I/We nor any of my/our workers/representatives will indulge in any corrupt activities/practice in my/our dealing with the Institute.

I/We will have no conflict of interest in any of our work/contracts at the Institute.

SIGNATURE

We have understood the scope and the terms and conditions and will agree to the same.

Place:

Signature of the Vendor/Authorized person

Date:

with seal