



INDIA INTERNATIONAL CENTRE

40, Max Mueller Marg, New Delhi-110003

Telephone: 24609322, 24609323

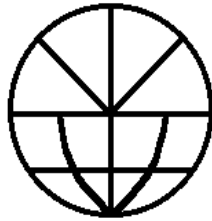
E-mail: purchase@iicdelhi.in

To,
M/s _____

LAUNDRY SERVICES CONTRACT

Dear Sir,

1. Sealed Tender is invited for entering annual service contract for above mentioned category of the contract for the period **01 April 2025 to 31 March 2026**.
2. You may quote for the services to be rendered as per Annexure-A, One Rate, without preconditions. All pages of the Tender form are to be stamped and signed.
3. Bidder can download the document and further amendments, from the IIC website (<https://iicdelhi.in/>) and submit the same to IIC in a sealed envelope superscribing on it **“Tender for SUPPLY OF OFFICE STATIONERY ITEMS”** so as to reach **“Purchase Officer, India International Centre, 40, Max Mueller Marg, New Delhi 110003”** on or before **27th February 2025 at 17:00 Hrs.** Validity of quoted rates will be for 90 days.
4. Check list provided in the Tender form is mandatory to be filled by the vendor by attaching all the required documents as asked for.
5. Please note that the Centre reserves the right to accept or reject any of the Tender in part or whole or all the Tenders without assigning any reason, nor is it bound to accept the lowest quotation & to divide the same between a number of suppliers without any liability on its part.
6. Late, incomplete, conditional, false, fictitious tenders or Tenders without deposit will be summarily rejected. Samples as required for checking at the Centre will be supplied by the vendor free of cost.
7. All Tenders should comply with the provision of New Food Safety and Standards Act 2006.
8. Please read the detailed terms and conditions, which form part of this tender document at Annexure-B, as the same are to be accepted by the Tenderer.



INDIA INTERNATIONAL CENTRE

40, Lodhi Estate, Max Mueller Marg, New Delhi - 110003

Telephone: 24609322, 24609323

E-mail: purchase@iicdelhi.in

ANNUAL TENDER 2025-26

TENDER FORM FOR LAUNDRY SERVICES CONTRACT

FOR THE PERIOD OF 01-04-2025 TO 31-03-2026

SECURITY DEPOSIT: 4% of Tender Value

INDIA INTERNATIONAL CENTRE

CHECK LIST FOR TENDER FORM

1	Name of Contract		
2	Name of the Vendor		
3	Status of the Vendor i.e. Whether applying as a Principal/Authorised Distributor/Dealer. Documentary proof to be enclosed. (Must)		
4	Complete Address of the Vendor		
5	Telephone No. / Mobile No /Fax No. /Email ID		
6	Name of Contact Person & Mobile No.		
7	Copy of Registration of Shop in Delhi for doing Business is enclosed. (Must)	Yes / No	
8	Whether EMD of Rs. 20,000 enclosed. Original DD/Cash receipt to be enclosed. (Must)	Yes/No	DD/Cash Receipt No. Date.....
9	Whether EMD exemption sought	Yes / No	(No EMD for existing vendor)
10	Whether Tenderer (Principal / Authorised Distributor / Dealer/ Merchant.) is having 3 yrs experience in supply of _____ business. List of suppliers to be enclosed in support of experience.		
11	Whether having PAN/GIR Regn No. A self-attested copy to be enclosed. (Must)	Yes/No	Regn No....., Date....
12	Whether self-attested copy(s) of Income Tax (Latest Income Returns enclosed) (Must)	Yes/No	
13	Whether having GST/ TIN Number / C.S.T. Self attested copy to be enclosed. (Must)	Yes/No	Regn No....., Date....
14	Whether Certificate for unconditional acceptance of all the terms and conditions of the tender on the Bidder's letter head enclosed as per format. (Must)	Yes/No	
15	Has your company been Black Listed by any company in Delhi, If yes, give details.	Yes/No	
16	Whether ESI & PF compliance is being done by the vendor for staff deployed.	Yes/No	(For Services Contract)

Vendor Signature with Stamp

LAUNDRY SERVICES CONTRACT FOR THE PERIOD 01/04/2025 TO 31/03/2026					
SL	ITEMS	UNIT	QTY	RATE	GST
1	Big Piece	PCS	250000		
2	Small Piece	PCS	300000		
3	Blanket	PCS	200		
4	Curtain (per panel)	PCS	1500		
5	Curtain Silk (per panel)	PCS	20		
6	Bed Cover	PCS	240		
7	Woolen Suit	PCS	400		
8	Sari	PCS	120		
9	Satin Frill	PCS	1000		
10	Cushion Cover	PCS	600		

Big Pieces: Bed Sheets, Table Cloths, Bath Towels, Party Sheets, Kitchen Linen, Maslachi Sheets, Wiping clothes, Staff uniforms, Cotton Kurta/Coats, etc.

Small Pieces: Pillow covers, Bath Mats, Hand Towels, Face Towels, Table linen, Napkins White, Waiter duster, Apron, Tray sheets, Tea Cozy, Soup Filters, etc.

Vendor Signature with stamp

GUEST LAUNDRY FOR THE PERIOD 01/04/2025 TO 31/03/2026			
GENTS CLOTH WASHING			
SL NO	ITEMS	WASHING RATE	PRESSING RATE
1	Shirt/T-Shirt		
2	Pant		
3	Kurta		
4	Pyjama		
5	Dhoti Lungi		
6	Night Suit		
7	Pullover		
8	Vest		
9	Underwear		
10	Socks		
11	Hanky		
GENTS CLOTH DRY CLEANING			
12	Suit 2 pcs.		
13	Suit 3 pcs.		
14	Coat		
15	Pant		
16	Safari Suit		
17	Shirt		
18	Kurta		
LADIES CLOTH WASHING			
1	Saree Cotton		
2	Saree Silk		
3	Blouse		
4	Midi/Short Frock		
5	Maxi/Long Frock		
6	Salwar		
7	Kameez		
8	Skirt		
9	Petticoat		
10	Jeans/Pants		
11	Panties		
12	Brassieres		
13	Hankey		
LADIES CLOTH DRY CLEANING			
14	Saree Plain Silk		
15	Saree Zari		
16	Salwar Kameez		
17	Maxi Long Frock		
18	Cardigan		
19	Shawl		
20	Blouse		
21	Skirt		
22	Jeans/Pants		
23	Saree Full Zari		

TERMS AND CONDITIONS FOR WASHING AND DRY CLEANING OF LAUNDRY
SERVICE CONTRACT FOR THE PERIOD 01 APRIL 2025 TO 31 MARCH 2026

1. You will be provided with space only for ironing of cloth (not for washing) in the basement of hostel block in the Main Centre. In case cloths Washed/Dry Cleaned by you found to be not properly Clean/Iron then you shall be required to again Clean/Iron the cloths without any charges.
2. Loss/Damage of any linen items will be recovered from you as per the following rates
 - (a) Furnishing, New/White/Colored line uniform etc. Full Value
 - (b) Line/Uniforms those are 3 to 6 months old 75% value
 - (c) Line/Uniforms those are more than 6 months old 50% value
3. All Table/Room linen, Frills etc. will be properly washed, dried, ironed and starched every day. You will extend ironing services for the dining room linens to remove creases, spots and folds as and when required.
4. You or your staff will not be permitted to enter the kitchens in the Centre and Annexe. Cafeteria meal will be allowed on cash payment for two persons only at Non staff food rates.
5. The use of electricity and telephones would be charged to you as per the meter reading at prevailing rates. Linen from the Centre /Annexe is to be accounted for and delivered as per the respective laundry statements.
6. This contract can be extended for Two months after 31 March 2026 at the same rates and terms/conditions and you should not have any objection to that. This contract can be terminated on notice of 60 days by both the parties.
7. The security deposit against the contract is 4% of Tender Value and it will not earn any interest. Security deposit will be forfeited if you fail to comply with the terms and conditions of the contract.
8. Any question or difference which may arise concerning the construction, meaning or effect of this Agreement or concerning the rights and liabilities of the parties hereunder or any other matter arising out of or in connection with this Agreement shall be referred to arbitration by a Sole Arbitrator to be appointed by the Director of IIC. The decision of the Director IIC on the appointment of the Sole Arbitrator shall be final and binding on the parties. Unless awarded otherwise by the Sole Arbitrator, the cost of arbitration proceedings shall be shared equally by the parties. The arbitration proceeding shall be in English language and the venue shall be New Delhi. Subject to the above, provisions of Arbitration & Conciliation Act, 1996 and the Rules framed there under shall be applicable.
9. All and any dispute/difference/issue/matter/action relating to or arising out of this Agreement are subject to the exclusive jurisdiction of the Courts situated in the National Capital Territory of Delhi.
10. The items under Big/Small piece category are as follows:
Big Pieces: Bed sheets, Table cloths, Bath Towels, Party Sheets, Kitchen Linen, Maslachi Sheets, Wiping clothes, Staff uniforms, Cotton Kurta/Coats, etc
Small Pieces: Pillow covers, Bath Mats, Hand Towels, Face Towels, Table linen, Napkins White, Waiter duster, Apron, Tray sheets, Tea Cozy, Soup Filters, etc
11. No request for increase in rates for Washing and Dry Cleaning will be entertained during the contract period.

INDIA INTERNATIONAL CENTRE

ADDITIONAL STANDARD LAUNDRY SPECIFICATIONS

1. Launderers are to maintain their own system for making and sorting of Member/Centers/Annexe clothing materials so as not to lose or damage the same, which will be made good by the launderers as per the Terms of the Contract.
2. Launderers are to maintain their own billing procedure to collect and account for Members laundry as per the stipulated laundry rates approved by the Management of the Centre.
3. Laundry equipment should be maintained at optimum levels of effectiveness so as not to damage. The Members/Centre clothing material including Hydro-extractors, Tumblers, Dryers etc. Any damage to materials will be made good by the launderers as per the terms of the Centre.
4. Ironing whether done with steam presses, calendar machines or heavy hot-headed presses should be such as not to damage the Centre/Members' laundry.
5. Laundry should not be washed in hard water, or harsh detergent alkalis, bleaches, stabilizers, bluing agents so as to damage the clothing materials, only approved methods of washing should be carried out. In case of doubt a trial or test should be approved by the Dy. General Manager.
6. Spot, stain, soil removal is a necessary requirement of good laundry services, and the launderers should take steps to see that the washing or dry-cleaning is "spotless".
7. Launderers should ensure the supply of sufficient water, electricity in his premises and washing/drying areas especially during winters and monsoons so that there is no delay in delivery of the laundry to the Centre/Members.
8. The Launderers should keep clean and tidy the work area allotted to them by the Centre and pay their electricity bills / telephones bills on time.
9. Launderers will maintain their own transport arrangement to carry the laundry which will be parked in the proper areas.
10. The Laundry Contractors will maintain their own statutory records as required by the Government from time to time and will be responsible themselves for the maintenance of the same.

Date:

Place: New Delhi

Purchase Officer

Annexure 'E'

SPECIAL CONDITIONS OF CONTRACT

1. The estimated quantities and the specifications are as per Annexure-A.
2. The Centre reserves the right to increase or decrease the quantities or delete any of the item mentioned in the list (Annexure-A). Whenever an item of particulars variety or an item not given in the tender is supplied, the amount therefore is paid by the Centre at the rates approved by it, keeping in view the prevailing market prices for such item(s).
3. The supplier shall supply the items on a day-to-day basis as may be ordered by the Centre. The Centre shall have the right to reject the whole or part of the supply in case the items supplied are not found not according to the specifications and quality, and the supplier has to make good the short supply within a period of three hours.
4. That the supplier shall be solely responsible for supply of the goods of the quality as prescribed under the Prevention of Food Adulteration Act 1954 if applicable to the item/s supplied and rules made there under and in case of the goods found adulterated the supplier shall be responsible for consequences thereof.
5. The supplier shall reimburse the Centre the fine etc. that the Centre may be required to pay on account of commission of any offence under the PFA Act 1954/FSSAI 2006 and any other Acts or rules made there under which may be attracted.
6. The supplier to pay to the Centre, in addition of the above, liquidated damages as found appropriate by the Centre, in case of breach of any enactment and / or rules which may be attracted.
7. The supplier shall be solely responsible for the observance and implementation of all such statutory conditions and laws, Central and / or State, including Labour laws as may be applicable to his workers and the IIC will not be responsible for any acts, omission or commission by the workers of the contractor.
8. The supplier shall indemnify and keep IIC indemnified against all losses, damages, claims, action taken against IIC by any authority in this regard.
9. If the suppliers fail to supply the required quantities/fully or partly, the same shall be purchased by the Centre at suppliers' risk and costs and the supplier shall have to reimburse the Centre the cost included for procuring the items/quantity along with the other expenses and damages, including the conveyance expenses for purchase from the market, which shall be recovered on the actual basis, from the supplier.
10. The Centre will give the supplier by 5.00 p.m. the list of items out of the items listed in the Annexure-A referred to above as order of items, and the same will be supplied before 1.00 p.m. the succeeding day, no matter the succeeding day is working day/Holiday/National Holiday.
11. Any items rejected on account of non-conformance to the specifications or any excess quantity brought in will be cleared from the premises with 24 hours, or otherwise, the Center shall have right to dispose them of as it may think fit without any compensation and at the supplier's risk and cost.
12. In case the supplier is unable to meet his commitment or it is found that the supplier is not supplying the estimated quantity according to specifications laid down or in the event of any non-compliance or breach of any clauses of terms and conations, the Centre shall have the right to forfeit the security deposit.
13. The Centre also reserves the right to terminate the contract for any reason whatsoever after giving 15 days notice in writing to the Vendor. Upon the termination of the contract, the account of the contractor shall be settled and the contractor shall have no right to make any further claim arising out of the termination of the contract.
14. **PAYMENT:** In consideration of the performance of the contract the Centre shall make payments to the supplier on monthly basis. The supplier shall make a list of the articles supplied during a calendar month along with its value and certified as correct and according to specifications by Executive Chef or any other officer as authorized by the Management of the Centre, and passed by the Accounts Officer of the Centre.
15. **SECURITY DEPOSIT:** 04% of value of contract amount will deposited by the successful bidders within 30 days of issue of work order/ purchase order. The security deposit will be submitted in form of Demand Draft/ Bank Guarantee.
16. The Centre reserves the right to extend the contract period beyond 31 March 2026 for a period of two months or beyond, on the same terms and conditions.
17. No negotiations in approved rates will be entertained during the tender period, for any reason, whatsoever.

(On Vendor Official Letter Head)

To,

Date:

The Purchase Officer

India International Centre

40, Lodhi Estate, Max Mueller Marg,

New Delhi - 110003

**CERTIFICATE FOR UNCONDITIONAL ACCEPTANCE OF
TERMS & CONDITIONS, SPECIFICATIONS OF THE TENDER**

Sir,

It is certified that I/we have studied/understood and hereby agree for the terms and conditions, Scope of Supplies and specifications of the Tender for **Laundry Services Contract** at India International Centre.

Vendor Signature with stamp