

TENDER NOTIFICATION NO.(ii) T1/122(03)/24-LDS, DT.19.06.24

SL. No	DETAILS OF TENDER SCHEDULE	
1	Purpose of Tender	Appointment of contractor for mechanized washing of blankets, bed sheets, pillow covers and window curtains of crew rest rooms at APSRTC Bus Depot at BHEL, Ramachandrapuram, Hyderabad.
2	Date of Sale of tender application forms	On all working days from 19-06-24 to 07-07-24 between 10:30 hrs and 17:00 hrs.
3.	Place of sale of tender application forms	1. Office of the Dy.Chief Traffic Manager, LDS Unit, A-Block, Ground Floor, APSRTC, Bus Bhavan, Hyderabad. 2. Can be downloaded from http://apsrtc.ap.gov.in/tenders
4	Cost of Application form	Rs.1770/- (including GST). DD should be drawn in favour of FA & CAO, APSRTC from any nationalized/scheduled Bank, payable at Vijayawada. In case of downloading of application form website, the DD should be enclosed to the tender format time of submission of tender on 08-07-24
5	EMD	Rs.10,000/- DD should be drawn in favour of FA&CAO, APSRTC from any nationalized/scheduled Bank, payable at Vijayawada. The DD should be enclosed to the tender application form at the time of submission of tender form on 08-07-2024.
6	Tender date	08-07-2024 from 10:30 hrs to 14:00 hrs
7	Place of submission of tenders	Office of the Dy.Chief Traffic Manager, LDS Unit, A-Block, Ground Floor, APSRTC, Bus Bhavan, Hyderabad
8	Dt. of opening tenders	08-07-2024 at 16:00 hrs.
9	Contact Nos for clarification on tenders	ATM(LDS) - 9100948191 Dy.CTM(LDS)- 9959224747

**TENDER FORM FOR APPOINTMENT OF CONTRACTOR
FOR MECHANISED WAHING OF BLANKETS, BED SHEETS,
PILLOW COVERS AND WINDOW CURTAINS
OF THE CREW REST ROOMS OF BHEL DEPOT, APSRTC,
RAMACHANDRAPURAM, HYDERABAD**

TENDER NOTIFICATION NO.(ii) T1/122(03)/24-LDS, DT.19.06.24



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

**O/o THE Dy.CHIEF TRAFFIC MANAGER, LDS
APSRTC, BUS BHAVAN,
RTC X ROADS, MUSHEERABAD,
HYDERABAD-500020**

Website: <http://www.apsrtc.ap.gov.in>

DISCLAIMER

The information contained in this Tender document or subsequently provided to Tenderers, whether in document or verbal or any other form by or on behalf of Andhra Pradesh State Road Transport Corporation (APSRTC) by any of its employees or advisors, is provided to Tenderers on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.

The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for APSRTC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.

This Tender document includes statements, which reflect various assumptions and assessments made by APSRTC in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require.

The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct his/its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.

Information provided in this document to the Tenderer(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. APSRTC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

APSRTC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Tender Stage.

Signature of the tenderer.

**DETAILS OF TENDER NOTIFICATION NO.(2) T1/122(03)/24-
LDS, DT.19.06.24**

- a) The tender is for appointment of contractor for mechanized washing of blankets, bed sheets, pillow covers and window curtains of crew rest rooms at APSRTC Bus Depot at BHEL, Ramachandrapuram, Hyderabad. Washing of the items is to be done periodically (as stipulated for each item) for a period of two years initially and extendable for one more year on mutually agreed terms subject to the performance of the contractor with respect to quality of washing, punctuality in collecting and delivering after washing.
- b) The contractor has to take up the washing of approximately 300 Bed sheets, 300 Pillow covers twice in a week, 300 Blankets, 120 window curtains once in a month. However, the number of pieces may vary (increase or decrease in number) as per the requirement of APSRTC for which the contractor should not have any objection.
- c) Sealed Tenders in single bid system are invited from experienced individuals / agencies / firms having minimum experience of 2 years in this field.
- d) Tenders are invited only from the entrepreneurs having mechanized washing plant in Hyderabad.
- e) The contractor shall collect and deliver the items after washing at BHEL Depot, Ramachandrapuram, Hyderabad at his own cost on transportation.
- f) The contractor shall deliver the washed items at APSRTC depot, BHEL in neat and tidy condition duly folding properly using iron box.
- g) The contractor has to take up the mechanized washing at his plant without any cost to APSRTC except the washing charges as mentioned in the agreement to be entered after finalization of tenders.
- h) Payment of washing charges will be made by APSRTC once in a month on the submission of bills by the contractor.
- i) Tender documents can be obtained from the office of the Dy.Chief Traffic Manager, LDS Unit, A-Block, Ground Floor, APSRTC, Bus Bhavan, Hyderabad from 19.06.24 to 07.07.24 between 10.30 hrs and 17.00 hrs on all working days on submission of DD for Rs 1500/- + GST @ 18% i.e. for Rs. 1770/- obtained in favor of FA&CAO, APSRTC, payable at Vijayawada, drawn at any nationalized/scheduled bank.
- j) Tender documents can also be downloaded from the website <http://apsrtc.ap.gov.in/tenders>. A Demand Draft for Rs 1500/- + GST @ 18% i.e. for Rs..1770/- (One thousand seven hundred and seventy only) obtained in favor of FA&CAO, APSRTC, payable at Vijayawada, shall be enclosed with each Tender form (downloaded), at the time of submission of tender.
- k) Earnest Money Deposit for an amount of Rs. 10,000/- (Rs. Ten thousands only) shall be obtained in favour of FA&CAO, APSRTC, payable at Vijayawada, drawn at any nationalized / scheduled bank and to be submitted along with tender form.

- l) Completed tender forms shall be submitted through sealed covers in the sealed tender box provided at the **office of the Dy.Chief Traffic Manager (LDS), A-Block, Ground Floor, APSRTC, Bus Bhavan, RTC X roads, HYD** from 10.30 hrs to 14.00 hrs on 08.07.24. The tenders will be opened on the same day at 16.00 hrs . Tenderers or their authorized representatives will be permitted to be present at the time of opening of tenders.
- m) In the event of the date, specified for receipt and opening of tender, being declared as a holiday for APSRTC's office, the due date for submission of tenders and opening of tenders will be on the following working day.
- n) Before submission of the tender, tenderers are required to make themselves fully conversant with the terms and conditions, so that no ambiguity arises at a later date in this respect.
- o) APSRTC reserves the right to **accept any tender or reject/cancel any tender or all the tenders** received in response to this tender notification at any stage without assigning any reasons whatsoever.

Signature of the tenderer

Contd.....3

TERMS AND CONDITIONS OF THE TENDER

GENERAL:

- 1) All the tenderers are requested to get in touch with Office of the Dy.Chief Traffic Manager (LDS), A-Block, Ground Floor, APSRTC, Bus Bhavan, RTC X roads, HYD for all updates on the tender such as addendums, replies to queries, postponement of tender schedules etc. or monitor the website of APSRTC for the same. No claims or compensation will be entertained on account of the Tenderer having not read/noticed the updates, etc.
- 2) Tenderer is required to read carefully the contents of this document and is expected to examine all instructions, forms, terms and conditions in the tender documents. Failure to furnish all information required as per the tender document or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of the tender.
- 3) The tenderer shall inspect the depot premises to have knowledge on the location of the depot, the items offered for mechanized washing of Blankets, Bed Sheets, Pillow Covers and Window Curtains, before submission of the tenders.
- 4) The Tender must be submitted in the prescribed Tender Form along with DD drawn towards prescribed EMD amount.
- 5) The Tender form is not transferable. The Tender form must be signed by the Tenderer only.
- 6) The Tender once submitted shall not be permitted to be withdrawn. The Corporation shall not be responsible for the delay in finalizing the tenders for administrative reasons or for the reasons beyond its control viz., Court directive etc.,
- 7) Incomplete Tender Form or Tender Form received after the stipulated time and date, Tender Form not accompanied by Demand Draft for requisite EMD will be summarily rejected.

EARNEST MONEY DEPOSIT

- 8) The **EMD is Rs.10,000/-** (Rupees ten thousand only). Each Tender Form shall be accompanied by a Demand Draft obtained from any Nationalized Bank/Scheduled Bank for the stipulated amount towards EMD. No exemption of EMD is allowed to any Government Organization / SSIs etc. The Demand Draft should be obtained in favour of **F.A & CAO, A.P.S.R.T.C., Vijayawada**. EMD in any form other than Demand Draft will not be accepted.
- 9) The EMD will not carry any interest. The EMD of the un-successful tenderers will be refunded only after finalization of Tenders. The Corporation shall not be responsible for any delay in refund of EMD due to any reason in finalizing Tenders i.e., Administrative reasons/Court directive etc. The EMD of the successful tenderer will be adjusted towards security deposit payable to the Corporation.

10)The EMD of the tenderer will be forfeited under the following circumstances.

- (i) When the tender form submitted by the tenderer is liable to be treated as invalid -
 - (a) When the EMD is not paid or less than what is stipulated in the tender.
 - (b) When the EMD is paid through other means i.e., in a manner other than what is stipulated in the Tender Notification.
 - (c) When Tender form with pre-conditions or additional conditions is submitted.
 - (d) When the tender is submitted in an un-concerned tender form.
 - (e) When the tender is submitted for the business other than that notified in the tender notification.
 - (f) When the tender form is submitted by minor. However, in case the tender is submitted on behalf of a minor, necessary proof of guardianship shall be submitted, failing which tender will be rejected.
 - (g) When the successful tenderer backs out from the contract, within the stipulated period, for whatsoever reason.
 - (h) When the successful tenderer fails to enter into an agreement with the Corporation within 30 days from the date of issue of allotment letter for the contract.
- (ii) When the successful tenderer backs out from the contract, within the stipulated period, for whatsoever reason.
- (iii) When the successful tenderer fails to enter into an agreement with the corporation within 15 days from the date of issue of allotment letter for the contract.

ELIGIBILITY:

11)Only those tenderers who possess the following eligibility criteria shall apply. Tenderers shall submit documentary proof of eligibility criteria. Tenders which are not meeting the eligibility criteria will be summarily rejected.

The eligible tenderer can be an Individual/Partnership Firm/ Company/ Corporation and shall fulfill the following criteria.

- (a) Bidder must have mechanized washing plant in Hyderabad which should be in operation status.

(b) **EXPERIENCE:** The tenderers who are having 2 years experience in the mechanized washing and cleaning work should only apply along with supporting documents and the tenders submitted by any tenderer without having experience will be rejected. The tenderer shall submit necessary proof of experience in similar works for the last two years (preferably executed with reputed/major establishments such as Railways, APTDC, Hotels, Hospitals etc.) along with tender document.

(c) **AVERAGE ANNUAL TURNOVER:** The tenderer shall submit necessary proof of certificates showing the details of annual turnover of the firm in the washing field for the last 2 financial years, proof of which shall be submitted by way of Audited Profit & Loss Account statement, Balance Sheets certified by authorized Chartered Accountant and Auditor's Certificate.

(d) **INCOME TAX:** The tenderer shall submit income tax proof in the form of certified copies of Income Tax Returns filed for the last 2 years.

SUBMISSION OF TENDER:

12) Before submission of the tender, tenderers are required to make themselves fully conversant with the eligibility, terms and conditions, so that no ambiguity arises at a later date in this respect.

13) If the tenderer finds any discrepancies in tender document and its conditions or if he is in doubt as to their meaning, he should at once intimate and obtain clarification prior to submission of tender.

14) If the tender is submitted on behalf of a firm, name of the person representing the firm along with designation shall be mentioned in the tender form below the firm name. Also proof of authorization shall be enclosed.

15) The tender shall be filled in all respects and shall be signed by the Tenderer on all pages of the document. The Tenderers should ensure that their tender is submitted on the **due date and time**. Tenders received after the due date and time, shall not be accepted. Incomplete tenders or tenders not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason.

16) The Tender Documents completely filled in all respects must be dropped in the tender box kept in the office of the Dy.Chief Traffic Manager (LDS), A-Block, Ground Floor, APSRTC, Bus Bhavan, RTC X roads, HYD between 10.30 hrs to 14.00 hrs on **08.07.2024** or any amendments issued thereon.

Signature of the tenderer

Contd.....6

17)Tenderer shall submit the tender in sealed ENVELOPE as given below:

The Envelope marked on top as "TENDER FOR APPOINTMENT OF CONTRACTOR FOR MECHANISED WASHING OF BLANKETS, BEDSHEETS, PILLOW COVERS AND WINDOW CURTAINS FOR THE CREW REST ROOMS AT BHEL DEPOT, HYDERABAD." Duly furnishing the name of the Tenderer along with Telephone No. on the left hand bottom side and shall contain:

- (a) A demand draft for Rs.1500/- + GST @ 18% ie Rs. 1770/- towards tender document fee **(if downloaded from internet)**
- (b) Requisite DD for Rs. 10,000/- towards the EMD
- (c) Application form duly filled & signed as indicated at **Annexure - II.**
- (d) All the papers of tender document with terms and conditions duly signed by the tenderer on each page as a token of acceptance of all the terms and conditions.
- (e) Self Attested copies of tenderer's partnership deed/ proprietorship deed /Registration Documents, as applicable.
- (f) Self Attested copy of PAN/TAN card, GST number and Adhar card of the Tenderer
- (g) Power of Attorney/Authority letter to sign the Tender Document as applicable in case of firms and companies
- (h) Experience certificate
- (i) Annual turnover for last two financial years as certified by CA
- (j) Proof of the Income Tax
- (k) Address proof of the plant
- (l) Any other document required as per the tender conditions

The Tenderer shall quote the rates of mechanized washing for each item i.e., for BLANKET, BEDSHEETS, PILLOW COVERS AND WINDOW CURTAINS payable by the Corporation at item No.10 of Annexure-II.

The washing and rates shall be quoted in figures as well as in words. There shall not be any alterations in the amount quoted by the tenderer. In case of difference in the amount recorded in figures and words, the amount recorded in words will be taken into consideration.

18)The tender must be unconditional. Conditional offers will be summarily rejected. The Tender shall be quoted by the Tenderer entirely in Indian Rupees.

OPENING OF TENDERS:

- 19)The Tenders will be opened in the Dy.Chief Traffic Manager (LDS), A-Block, Ground Floor, APSRTC, Bus Bhavan, RTC X roads, HYD at 16.00 hrs on **08.07.2024**. The Tenderer or any of his/her authorized representative holding authorization letter as at Annexure III, who wish to be present at the time of opening of tenders shall attend the tenders.
- 20)In the event dates specified for submission and opening of tenders being declared as holiday for APSRTC office, the due date for submission of tenders and opening of tenders will be on the following working day.
- 21)The following procedure will be adopted for opening and evaluation of the tenders.

SEALED ENVELOPE will be opened to verify its contents and if the documents are incomplete or not in the prescribed formats or substantially insufficient to evaluate the Tender on the basis of the information contained in it, that may render the tender invalid.

The quotes of the Tenderer shall be read out to all the Tenderers or their representatives present at the time of opening.

TENDER COMMITTEE:

- 22)The Tender Committee constituted by the Corporation shall evaluate the tenders. The decision of the Tender Committee in the evaluation of the Tenders shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- 23)Any approach from the tenderer, representative/agent trying to influence the decision on the tender, officially or otherwise, shall render the tender liable to be summarily rejected. The Tender Committee has been empowered to take the final decision regarding the tender.

EVALUATION OF TENDERS:

- (24) The tender submitted by bidder will be evaluated as per the prescribed method below:
 - (I) The Tenderer is required to offer his quotation per piece for washing of the individual items (Blankets, Bed sheets, pillow covers and window curtains) in the space provided at Annexure-II of this tender document.
 - (II) The rate quoted for each of the above 4 items will be multiplied with average no. of pieces expected to be washed during the month (i.e., Bed sheets and Pillow covers 2 times in a week, Blankets and window curtains once in a month) to arrive at the expected expenditure for month for each of the items.

- (III) The item wise expected expenditure per month of all the 4 items will be added to arrive at the grand total expenditure and the lowest grand total amount will be the basis for awarding the Tender.
- (IV) The Tender Committee/Management reserves the right to negotiate with the successful bidder to negotiate the rates to match any of the lower rates quoted for the 4 items by any other unsuccessful bidder quoted lower than successful bidder. In short, management reserves the right to negotiate or to reduce the rates quoted by the successful bidder to match the lowest rates offered among all the Tenderers for any of the categories of items to be washed.
- (V) Even though the tenderers meet the requirements, they are subject to be disqualified at any stage if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.

AMENDMENT OF TENDER DOCUMENT:

- (25) At any time prior to the deadline for submission of proposals, Corporation may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by issuing addendum.
- (26) Any addendum thus issued shall become a part of the Tender Document and will be communicated in writing through Post/Email to all purchasers of the Tender Document and will also be posted on the website of the Corporation. The prospective bidder shall be in touch with Dy.CTM(LDS) till the date of submission of tender for knowledge on any additions. Further, the bidder shall also verify in <http://apsrtc.ap.gov.in/tenders> for any additions till date of submission of tender.
- (27) To provide reasonable time to the prospective Tenderers to take an addendum into account while preparing their proposals. The date for submission of tender may be extended, at the discretion of the tendering authority.
- (28) The tenderer shall attach the signed copy of the addendum to the tender document as the addendum becomes part of tender document

ALLOTMENT OF CONTRACT:

- (29) The tender committee will evaluate the tenders and will negotiate with the lowest quoted bidder if needed. On satisfying with the final quote after negotiations and on fulfillment of terms and conditions, the committee will submit recommendations. Based on the recommendations of the Committee, the contract will be allotted to the successful tenderer. The successful tenderer shall enter into agreement and commence business within 30 days from the date of issue of allotment letter for the contract duly paying security deposit.

- (30) Representation for extension of period for payment of SD and entering into agreement beyond the date mentioned in the allotment order will not be entertained.
- (31) Failure to enter into agreement duly paying security deposit within stipulated period will render cancellation of allotment order automatically and the EMD amount will be forfeited in favor of Corporation without giving any notice. Corporation can engage any other persons/agency/firm for carrying out its work without intimating to the successful bidder.
- (32) If the successful tenderer fails to enter into contract within the stipulated period, the security deposit will be forfeited into the account of APSRTC duly cancelling the allotment order.
- (33) If the successful tenderer fails to commence business immediately after entering into agreement, the security deposit will be forfeited into the account of APSRTC duly cancelling the allotment order.

TERMINATION OF TENDER PROCESS:

- (34) Corporation may terminate the tender process at any time and without assigning any reason. APSRTC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- (35) For any further clarifications regarding submission of tenders, please contact Asst. Traffic Manager, LDS, HYD. Contact no: 9100948191

Signature of the tenderer

Contd.....10

GENERAL CONDITIONS OF THE CONTRACT

- (1) The contract is for carrying out the work contract of mechanized washing of Blankets, Bed Sheets, Pillow Covers and Window Curtains and supplying the same to the Crew Rest Rooms, BHEL Depot, Hyderabad in neat and tidy condition duly properly folded using iron box.

PERIODICITY OF WASHING

- (2) The contractor shall collect the soiled bed sheets, pillow covers for washing from BHEL depot, RCPM, Hyderabad as below:
- (a) 300 Bed sheets and 300 Pillow covers (Approximately) - Twice in a week
- (b) 120 Window curtains and 300 Blankets (Approximately) - Once in a Month

However, the number of pieces may vary (increase or decrease in number) as per the requirement of APSRTC for which the contractor should not have any objection.

CONTRACT PERIOD:

- (3) The contract is for a period of (2) TWO YEARS and extendable for one more year on mutual consent.

SECURITY DEPOSIT:

- (4) The Contractor has to pay Security Deposit of **Rs.50,000/-** through DD drawn at any nationalized/scheduled bank in favor of FA&CAO, APSRTC payable at Vijayawada **within 15 days** from the date of issue of allotment letter for appointment as mechanized washing contractor.
- (5) The Security Deposit submitted by the Contractor will be refunded only after one month from the date of completion of the contract period, after adjusting all the dues, if any, payable by the Contractor to the Corporation.
- (6) The Security Deposit will not carry any interest.

PAYMENT OF BILLS:

- (7) The contractor shall submit his claims/bills pertaining to a month in duplicate to Dy.CTM(LDS), Hyderabad as per the rates mentioned in the agreement before 5th of succeeding month. The bills should be submitted as above every month.
- (8) The washing rates finalized for bed sheets, pillow covers, blankets and window curtains shall be uniform during the entire contract period of 2 years without any enhancement. The rates will be applicable for 3rd year also in case of continuing of contract for one more year.
- (9) The on line payment of the bill will be arranged tentatively by 15th of every month after audit in Head Office, Vijayawada.
- (10) The monthly bill amount will be paid as above after deducting the Income Tax (TDS) as applicable
- (11) APSRTC will pay GST @ 18% on bill amount to the GST department
- (12) Penalties, if any, will also be recovered from the payments to be made to the contractor every month.

COLLECTION AND RETURN OF ITEMS:

- (13)The Contractor shall collect the soiled Blankets, Bed sheets, Pillow covers and Window curtains as per the periodicity from the BHEL depot premises and return the same after washing and neatly folded using iron box within 48 hours of collecting the items.
- (14)If on any due day, the Contractor fails to collect the soiled blankets, bed sheets, pillow covers and curtains or fails to return washed blankets, bed sheets, pillow covers and curtains in time, the same will be get washed from any other mechanized washing plant duly imposing penalty of up to Rs.500/- and duly recovering transport and other incidental charges incurred by APSRTC on each occasion.
- (15)No payment shall be made for any improper or defective washing along with imposition of penalty on each occasion.
- (16)In case the Contractor finds any item in torn condition while collecting for washing, the same shall be returned to the authorities concerned.
- (17)If any item gets torn during washing, the same shall be separately packed and returned to the Corporation. Washing charges shall not be paid for the torn items. The cost of the torn item will be deducted from the monthly remuneration to be paid to the Contractor.
- (18)The Contractor should ensure that proper communication facilities are available in his office and shall also ensure that he is contactable at any point of time. In case of emergencies, he should be able to meet the sudden unforeseen increase/decrease in quantities as well as rescheduled timings of collection/delivery.

TRANSACTION RECORD:

- (19)A register shall have to be maintained to record the transactions i.e., the details of receipt of soiled blankets, bed sheets, pillow covers, curtains and the details of issues of washed blankets, bed sheets, pillow covers, curtains and the balance items held with the Contractor. These recorded details in the register shall be jointly certified by both representatives of the contractor and the authorities. **The extracts of this register i.e., the total issues of washed and folded items in a month will form the part of monthly bill for verification.**

The receipts and issues of the items from and in to the premises shall have to be passed by the Security Personnel engaged at the main gate.

SYSTEM OF WASHING:

(20)The Contractor should follow the procedure mentioned below:

- a) Blankets, Bed sheets, pillow covers, curtains should be washed in hot water whenever necessary and should be dried properly.
- b) Quality of washing should be of high standard and shall not invite complaints.
- c) Washing should be done in clean, safe and soft water using approved chemicals/ detergents/softners of standard make.
- d) Approved stain removing agents of standard make shall be used for removal of stains.
- e) Washing perfumes of standard make should be used while washing and cleaning.
- f) The Contractor shall use only Standard Detergents/Chemicals of reputed brands. etc., for washing purpose and there shall not be any adverse effect on the durability/life of the items due to usage of the Detergents/Chemicals.

TRANSPORT:

(21)APSRTC will not pay towards transport of items either at the time of receipts or delivery. The risk for safe transport of items solely rests with the contractor. The responsibility in case of loss/damages caused if any during the transit solely rests with the contractor.

(22)The Contractor shall transport washed/soiled items in canvas bags procured by him and in no case the Blankets/Bed sheets shall be used for wrapping purposes for packing other items to be washed.

PENALTIES:

(23)The details of penalties those can be imposed by APSRTC on the contractor for different irregularities/violation of agreement conditions are as below:

- (a) During checks by the authorities of the Corporation and on complaints by crew, if it is detected that the quality of washing and quality of folding is unsatisfactory, then a fine of up to Rs.500/- may be imposed on the Contractor on each occasion/complaint.
- (b) In the event of non compliance of usage of specific detergents and perfumes etc., a fine of up to Rs.500/- will be imposed on each occasion.
- (c) For non returning of items within the stipulated time, a penalty of Rs.500/- will be imposed on each occasion.

INSPECTION OF WASHING BY APSRTC OFFICIALS:

- (24) The Corporation has got right to conduct inspection of the plant premises at regular intervals to ensure that the contractor is carrying out quality job as per the terms of agreement and the inspection includes check on:
- a) Use of specified detergents, softeners, bleach etc.
 - b) Water source.
 - c) Drying of the Blankets.
 - d) Use of canvas bags for transportation of soiled as well as washed items.
 - e) Overall conditions of hygiene at the premises.

COLLECTION AND RETURN OF ITEM:

- (25) The Corporation return the items for rewashing without additional cost when the washed items are received in improperly washed condition and with leftover removable stains.

TERMINATION OF CONTRACT:

- (26) In case, if the penalty is imposed in three consecutive months or more than six occasions during the contract period, the Corporation is at liberty to terminate the contract without assigning any reason or issuing any notice.
- (27) The Corporation is at liberty, to suspend temporarily or terminate permanently this contract at any time without giving any reason. The contractor shall not be entitled to any compensation in such case.
- (28) The Contractor is liable to do the business/service continuously and in the opinion of the corporation, if the contractor fails to carry out the contract or commits breach of any of the conditions of the agreement, the Corporation shall have the right to terminate the contract duly forfeiting the Security Deposit by giving one week notice.

MINIMUM PERIOD OF BUSINESS:

- (29) The washing contractor shall carry out his work of mechanized washing of Blankets, Bed sheets, pillow covers and Curtains for a MINIMUM PERIOD OF ONE YEAR from the date of commencement of the contract. In case the contractor fails to carry out the contract for a minimum period of one year, the Security Deposit shall be forfeited with the APSRTC account and Corporation will appoint new contractor.

PRECLOSURE:

- (30) The contract can be terminated by giving three months' advance notice on either side. In such circumstances, the deposits which may remain to the credit of the Contractor will be refunded after all the dues payable to the Corporation have been settled out of the deposits made by the contractor (security deposit, etc.,). Corporation shall not be liable to pay any loss/damages that the contractor may suffer on account of such termination.

However, the contractor is permitted to exercise this option only on completion of minimum stipulated period of one year (i.e., after completion of 9 months period, the contractor can issue three months' advance notice). Corporation reserves the right to terminate the contract at any time during the contract period by giving 3 months advance notice to the washing contractor.

STATUTORY PROVISIONS:

- (31) The Agent shall in no manner evade any governmental responsibilities and obligations in terms of practicing of laid down norms for undertaking such business activities.
- (32) The Corporation authorities will allow the washing contractor or any person authorized by the washing contractor to enter into premises for the purpose of collecting/delivering the items.
- (33) The contractor shall furnish information that may be required by the Corporation from time to time, connected with the business of washing of the allotted items.
- (34) The business shall be carried out only on the name/firm, as the case may be, that was specified and recorded in the Tender form while submitting the tender. During the course of contract, the contractor shall not be allowed to change the name of the firm/contractor or to transfer the contract.
- (35) The Contractor shall comply with all the laws, rules and procedures obtaining permission etc. in the local/within the territorial limits, in which the business is carried and he/she shall pay all the taxes, fees or other sums payable to the local authorities for the purpose of carrying on the business of mechanized washing & cleaning and there shall be no dues payable to any authority.
- (36) The Contractor shall be governed by all the statutory provisions prescribed by the State/Central/Local Laws and shall have to obtain relevant certificate or permission or license as may be necessary or required from the concerned authorities of Central/State Governments/Local body duly paying the required taxes.
- (37) The Corporation got right to recover the cost of items lost when they are at the disposal of the contractor, from the monthly bill amount.
- (38) The Corporation authorities are empowered to exercise sample checks to ensure the quality of the work. If the quality is not satisfactory, the authority may reject the individual item or the whole lot.
- (39) The Corporation reserves the right to recover from the amount due to the Contractor, any kind of penalty or decree amount or court fees or office expenses arising out of the court directives or other-wise, due to bad quality of mechanized washing of Blankets/Curtains supplied to the rest rooms.
- (40) The Contractor should indemnify the Corporation against loss/damage to Corporation property any claim for loss or injury caused to any member of the public or employees of Corporation/of the Contractor arising out of any negligence or misconduct on the part of the Contractor or his employees.

- (41) In the event of death of the Contractor during the contract period, the legal heirs of the deceased viz., wife, son, daughter, widow dependent, daughter-in-law may be allowed to continue the un-expired portion of the contract purely at the discretion and permission of the Corporation on production of legal heir certificate subject to fulfilling the terms and conditions stipulated in the agreement for the remaining period of contract.
- (42) The APSRTC reserves the right to modify any condition/conditions of the agreement and add/delete any other condition/conditions during the contract period. The Contractor has to abide by the conditions added/deleted/modified/incorporated and has to enter into a fresh agreement with the corporation at his/her/its cost.
- (43) In case of dispute or differences arising on the terms and conditions of the tender or contract as the case may be, the decision of the Managing Director, APSRTC, shall be final and binding on both the parties.
- (44) If any dispute arises between the contractor and APSRTC, the High court of Judicature at Amaravathi for the Andhra Pradesh, the Courts in Vijayawada will only have jurisdiction.

Signature of the tenderer

To
The Dy.Chief Traffic Manager(LDS),
APSRTC, Bus Bhavan,
RTC X roads, Musheerabad,
Hyderabad.

Sir,

Sub :- **TENDERS** - Submission of Tender for appointment of contractor for the mechanized washing of blankets, bed sheets, pillow covers and window curtains of the crew rest rooms at APSRTC Bus Depot at BHEL, RCPM Hyderabad - Reg.

Ref: Tender Notification No.(ii) T1/122(03)/24-LDS, DT.19.06.24

I/We hereby submit Tender for appointment as contractor for appointment of contractor for mechanized washing of blankets, bed sheets, pillow covers and window curtains of crew rest rooms at APSRTC Bus Depot at BHEL, Ramachandrapuram, Hyderabad, after carefully going through the Terms and Conditions and other rules stipulated by the corporation, which are made available to me/us, along with the Tender Form.

Encl: Tender form

Place:

Yours faithfully,

Date:

(SIGNATURE OF THE TENDERER)
along with seal (in case of firms)

ADDRESS:

Tender application form

To
 The Dy.Chief Traffic Manager(LDS),
 Ground Floor, A- Block,
 APSRTC, Bus Bhavan,
 RTC X roads, Musheerabad,
 Hyderabad.
 PIN: 500020

Affix latest passport size colour photo with self

Sir,

Sub:- Submission of Tender Application form for evaluation
 of the offer/quote submitted – Reg.

- 1) Name of the Tenderer :
 (In capital letters)
- 2) Status (Individual/Partnership :
 Firm/Company/Others) with
 details and proof thereof
- 3) Address for correspondence :

 Telephone No. :
- 4) Permanent residential :
 address

 Cell Phone No. :
- 5) Email/Website address :
- 6) PAN and TAN details :
- 7) Adhar Card Details :
- 8) Tender document fee(if downloaded)**
 - a) Demand Draft No. & Date :
 - b) Amount in Rs. : 1770/-
 - c) Bank particulars :
 (Cheques will not be accepted)
- 9) Earnest Money Deposit particulars :
 - a) Demand Draft No. & Date :
 - b) Amount in Rs. : Rs. 10,000/-
 - c) Bank particulars :
 (Cheques will not be accepted)

Signature of the tenderer

10) I/We have carefully read the terms and conditions of the tender document and I/We hereby submit our offer as detailed below:

Washing Items	AMOUNT QUOTED PER ONE ITEM	
	In figures	In Words
Blankets	Rs.	
Bed sheets	Rs.	
Pillow covers	Rs.	
Window curtains	Rs.	

11) It is hereby confirm that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document aswell as such other documents, which may be required in this connection.

12) I/We have perused the terms and conditions of the tender for appointment of Contractor for mechanized washing of blankets, bed sheets, pillow covers and window curtains of crew rest rooms at APSRTC Bus Depot at BHEL, Ramachandrapuram, Hyderabad and hereby agree to abide by the said conditions.

13) I/we have carefully read and understood the terms and conditions of the tender and of the contract and hereby confirm my/our acceptance to the Terms and Conditions stipulated. In the event of my/our failure to abide by any of the Terms and Conditions, the EMD amount paid by me/us is liable for forfeiture.

Date:

(Signature of the tenderer)

along with seal/stamp(in case of firms)

LETTER OF AUTHORIZATION FOR ATTENDING TENDERS

Subject: Authorization for attending Tender opening on (Date) in the tender of

Following persons are here by authorized to attend the opening of the tender mentioned above on behalf of (Tenderer) in order of preference given below.

Order of preference	Name	Specimen signature
---------------------	------	--------------------

I

II

Signature of Tenderer

Or

Officer authorized to sign the tender

Note:

1. Maximum of two representatives will be permitted to attend Tender opening. In case where it is restricted to one, first preference will be allowed.
2. Permission for entry to the hall where Tenders are opened may be refused incase authorization as prescribed above is not produced.
3. The persons authorized by the tenderer above shall have decision makingpower.

