



# भारतीय राजमार्ग अभियन्ता अकादमी

(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)

## Indian Academy of Highway Engineers

(Ministry of Road Transport and Highways, Govt. of India)

A-5, Sector-62, Institutional Area, NH-24 Bypass, Noida-201301, UP, India

Tel 0120-2400085-86, 2405006-9, Fax 2400087

Email: [iahe.training@gmail.com](mailto:iahe.training@gmail.com), Website: [iahe.org.in](http://iahe.org.in)

All communications to this office should be addressed to the Director by designation and not by name

IAHE/Admin/05/NIQ/2014-15

7<sup>th</sup> May 2014

### Notice Inviting Quotations (NIQ)

To,

As per list identified  
through Internet/ local enquiry  
& web site of IAHE

**Sub: Laundry Services at Indian Academy of Highway Engineers (IAHE), A-5, Sector-62, Noida for the year 2014-15 - Dry cleaning of items thereof**

Sir,

Your quotations may be submitted to Director IAHE in a sealed envelope super scribing "Quotation for Laundry Services at Indian Academy of Highway Engineers (IAHE), A-5, Sector-62, Noida for the year 2014-15 - Dry cleaning of items thereof in response to NIQ No. IAHE/Admin/05/NIQ/2014-15 dated 7<sup>th</sup> May 2014", so as to reach latest by **16-05-2014, 03:00 Pm** in the format given below as per the following terms and conditions. In the quotation, the letter number and date of this NIQ may be mentioned.

#### 2. Eligibility criteria for opening of Quotation :

- (a) The firm should submit a copy of PAN card of the firm / proprietor at the time of submission of the Quotation in a separate envelope ( containing the name of the Firm) which may be submitted along with the envelope containing the Quotation.
- (b) Interested Firms should collect samples to be dry cleaned ( each consisting of 2 single Bedsheets, 2 pillow covers and 2 Towels ) from IAHE campus from 08.05.2014 to 12.05.2014 (between 10. 00 am and 5.00 pm ). The **sample collected from IAHE duly dry cleaned is to be submitted (wrapped in a plastic cover along the name of the firm ) along with the Quotations to be submitted latest by 3.00 pm on 16.05.2014** .The sample submitted shall be duly examined by IAHE to determine as to whether the work is to the full satisfaction of IAHE. **Bills for dry Cleaning the Samples are to be submitted only after opening of the Quotations and the same shall be paid by IAHE to the concerned firm on completion of the Bidding Process.No Bills are to be submitted at the time / before the time of submission of Quotations**

(c) The **Quotations of only those firms**, who have submitted a copy of PAN Card as mentioned above **and whose Dry Cleaned samples are to the full satisfaction of IAHE shall be opened .**

3. **Format of Quotation** is at **Annexure –A**. The Firms are required to submit the Quotation in the given Format .Quotations which are not as per given format shall be treated as non responsive . The **Quotation of the Firms as mentioned at 2 (c ) above shall be opened in the presence of representatives of the Firms (who choose to attend) on 19.05.2014**. Unopened Quotations shall be returned to the Firms after completion of the Bidding Process.

4. **Award of Work –**

The work shall be awarded to the Firm whose Quotations are opened, found responsive and whose **“Financial Quote” is the Lowest . “Financial Quote”** has been defined as the cost quoted by a firm for **“ 1 single BedSheet + 2 Towels + 2 Pillow Covers”** and Work Order shall be issued to the Firm (Hereafter called the **“Service Provider”**) initially upto March 2015 extendable by one more year.

5. **Terms & conditions**

- (i) The “Service Provider” is to carry out Dry Cleaning of Laundry of IAHE as required by IAHE from time to time during the year 2014-15 ( i.e.upto March 2015)
- (ii) Thereafter of the “Service Provider” can be extended for one more year subject to satisfactory service
- (iii)The “Service Provider” shall pick up the Laundry for Dry Cleaning from IAHE campus (at its own cost) as required by IAHE from time to time and shall, deliver the same after Dry Cleaning at IAHE Campus (at is own cost) within a period of 5 Working days from the date of Picking up of the Laundry from IAHE campus .
- (iv)Items required for Dry Cleaning are as given in the Format for Quotation . However, from time to time IAHE may also include other items for Dry Cleaning at rates mutually agreed to between the Service Provider and IAHE .
- (v) Payment of Bills submitted by the Service Provider to IAHE shall be made through cheque or NEFT/RTGS within Ten working days of submission of the Bill by the service Provider provided the Dry Cleaned items are to the full satisfaction of IAHE.
- (vi)In case at any stage, the service provided by the Service Provider are found not up to the full satisfaction of IAHE, the work order shall be cancelled .
- (vii)IAHE reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

Yours faithfully,



(Ravi Prasad)

**Director, IAHE**

Annexure-A

**Format for Quotation for Laundry Services at Indian Academy of Highway Engineers (IAHE), A-5, Sector-62, Noida for the year 2014-15 - Dry cleaning of items thereof vide NIQ No. IAHE/Admin/05/NIQ/2014-15 Dated 7<sup>th</sup> May 2014**

<b>Item No.</b>	<b>Item</b>	<b>Rate for Dry Cleaning per piece (in Rs)</b>
<b>1</b>	<b>Single Bed Sheet</b>	
<b>2</b>	<b>Towel</b>	
<b>3</b>	<b>Pillow Cover</b>	

**Financial Quote = Rate of (1 single BedSheet + 2 Towels + 2 Pillow Covers) = Rs .....**

I accept all the terms and conditions stated in the NIQ No. IAHE/Admin/05/ NIQ/ 2014-15  
Dated 7<sup>th</sup> May 2014

**Signature of Authorised Signatory of the firm**

**Name of the firm with date**

