



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)



IAHE/F&A/15/Dry-cleaning/2021-22

Date: 01.09.2021

**Notice Inviting Quotations (NIQ)**

To,

Web site of IAHE

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

Sir,

Your quotation may be submitted to Director, IAHE in sealed envelope superscribing “**Quotation for Laundry Services at Indian Academy of Highway Engineers (IAHE), A-5, Sector- 62, Noida-Dry cleaning of items thereof in response to NIQ No. IAHE/F&A/15/Dry-cleaning/2021-22 dated 01.09.2021**” so as to reach latest by **30.09.2021, 1:00 PM** in the format as given below. In the quotation, the letter number and date of this NIQ may be mentioned at Annexure-I (in the letter head of agency) as per the following terms and conditions for Empanelment for Laundry Services at IAHE. In the quotation, the letter number and date of this NIQ may be mentioned.

**Terms & conditions**

1. The Agency/ Firm submitting quotation should have valid PAN Card & GST registration number. Agencies/ Firms are required to submit proposals in 2 covers. The **first cover shall contain a copy of PAN Card, GST registration and security deposit of Rs. 10,000/- in the form of Demand Draft/Bankers Cheque of a scheduled bank drawn in favour of Indian Academy of Highway Engineers payable at Noida. The second cover shall contain the Financial Quote/ Quotation as given at Annexure-1.** The first cover shall be opened at first and agencies who have submitted PAN Card and GST Registration & security deposit shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. **The order for empanelment shall be awarded to the firm submitting the lowest financial quote (Grand total price).** Both the covers should be enclosed in a third cover with “**Quotation for Empanelment of agency for providing Laundry Services**” in response to IAHE’s NIQ bearing no. **IAHE/F&A/15/Dry-cleaning/2021-22 dated 01.09.2021**”.
2. 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 “**13 Items**” and work order shall be issued to the Firm (Hereafter called the “**Service Provider**” initially for one year which is further extendable for two more years, year by year based on satisfactory provision of services.
3. The “**Service Provider**” is to carry out Dry Cleaning of Laundry of IAHE as required by IAHE from time to time during contract period.

Please note: All correspondence should be addressed to the Director by designation only

A-5, Institutional Area, Sector-62, Noida (UP) – 201 301 (India) Tel 0120-2975331-4

Email: [sunil.gupta78@gov.in](mailto:sunil.gupta78@gov.in) Website: [iahe.org.in](http://iahe.org.in)



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4. 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 & Ironing at IAHE Campus (at its own cost) within a period of 5 working days from the date of Picking up of the Laundry from IAHE campus.
5. 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.
6. Security deposit of bidders except lowest bidder is returned in original to the bidder's not later than 15 (Fifteen) days from the date of opening of financial proposal. The security deposit of the successful firm (lowest bidder) will be released after the completion of contract period.
7. Any bid not accompanied by security deposit, as mentioned above, shall be rejected by the Academy as non-responsive.
8. The IAHE shall not be liable to pay any interest on the security deposit and the same shall be interest free.
9. In case at any stage, the services provided by the Service Provider are found not up to the full satisfaction of IAHE, the work order shall be cancelled. The firm shall not be entitled to any compensation on account of such cancelations & security deposit will be forfeited. Decision of IAHE shall be final in this regard.
10. 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.
11. IAHE reserves the right to obtain Laundry Services from other sources.
12. The payment shall be made by Cheque or NEFT/RTGS with in 7 days of submission of bill from the agency provided that the Dry Cleaned items are received with the full satisfaction of IAHE. Details of Bank Account (Name of the account holder, Nature of account, Account number, Bank name /Branch) shall be specified in the quotation.
13. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason.
14. Quotation shall be submitted to Director, IAHE in sealed envelope superscribing "**Quotation for Empanelment for Laundry Services to IAHE's NIQ bearing no. IAHE/F&A/15/Dry-cleaning/2021-22 dated 01.09.2021**" so as to reach by **30-09-2021, 1:00 PM.**

Yours faithfully,

(Sunil Kumar Gupta)  
Deputy Director (NFSG)-1

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**Annexure-1**

Dated.....

Format for Quotation for Laundry Services at Indian Academy of Highway Engineers (IAHE), A-5, Sector- 62, Noida- Dry cleaning of items thereof vide NIQ No. IAHE/F&A/15/Dry-cleaning/2021-22 dated 01.09.2021.

SI. NO.	Item	Rate for Dry Cleaning and ironing per piece (in Rs.)
1	Single Bed Sheet	
2	Double Bed Sheet	
3	Towel	
4	Pillow	
5	Pillow Cover	
6	Curtain	
7	Single Bed - Blanket	
8	Single Bed - Blanket Cover	
9	Single Bed - Mattress Cover	
10	Sofa Cover Single Seater	
11	Sofa Cover Double Seater	
12	Sofa Cover Triple Seater	
13	Mosquitoes net	
Total Amount (In Rs.)		

Total quoted amount of above 13 items in Rs...../- (in words  
.....Only)

I accept all the terms and conditions stated in the NIQ issued bearing no. IAHE/F&A/15/Dry-cleaning/2021-22 dated 01.09.2021.

Signature of Authorised Signatory  
Name of the firm with stamp and date

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