

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University)
Gachibowli, Hyderabad 500 032



Expression of Interest for setting up of Mechanized Laundry Services

Maulana Azad National Urdu University, Hyderabad (MANUU) invites application for providing laundry services in MANUU Hyderabad from firms/individuals. Those are in the similar business for the last three years. Accordingly, sealed tenders are invited latest by 21.02.19 upto 03:00 PM.

The Interested firms may send their application complete in all respect. The application received after this deadline shall not be entertained.

Registrar



**MAULANA AZAD NATIONAL URDU UNIVERSITY
GACHIBOWLI, HYDERABAD-500 032**

**EXPRESSION OF INTEREST
FOR
PROVIDING MECHANISED LAUNDRY SERVICES**

**AT
MANUU, HYDERABAD.**

Last date & time of submission of EOI documents to MANUU Gachibowli on or before:

21/02//2019 up to 3.00 pm

EOI to be submitted:

To
The Registrar,
MANUU,
Gachibowli
Hyderabad-500 032

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**MAULANA AZAD NATIONAL URDU UNIVERSITY (MANUU) GACHIBOWLI
EXPRESSION OF INTEREST (EOI)**

1. The Registrar, MANUU Gachibowli invites Expression of Interest (EOI) for Providing Mechanized Laundry services at MANUU Campus, Hyderabad from the experienced and eligible Contractors/Agencies as per the minimum eligibility criteria defined in clause 2 below.
 - i) Last Dates & time EOI open for issue/download: up to 21/02//2019 up to 3.00 P.M.
 - ii) Last date & time of submission of EOI (Hard copies only): 21/02//2019 up to 3.00 PM
 - iii) Time & date of opening of EOI: At 3:30 PM on 21/02//2019
- 2. Eligibility Criteria:**
 - 2.1 The applicant should be in the business of Mechanized Laundry Services for the last three years fulfilling following requirements:
 - 2.2 Should have valid Trade Registration Certificate with concerned department in respective category of trade.
 - 2.3 Should have at least one establishment running satisfactorily in any Govt. Department or Govt. undertaking or Govt. autonomous Organizations /Educational Institutions or in any commercial area.
 - 2.4 Agency should have valid TIN/PAN & GST registration certificates/numbers.
 - 2.5 Agencies not meeting the minimum eligibility criteria shall be summarily rejected.
 - 2.6 MANUU Gachibowli reserves the right to restrict the number of agencies out of technically qualified agencies/EOI applications received.
- 3. Availability & Submission of EOI Documents:**
 - 3.1 EOI documents may be obtained from the Joint Registrar, Estate Section, Room No.4 Admin Building, MANUU Gachibowli, Hyderabad-500 032 from-31/01//2019 to 21/02//2019 between 10.00 AM to 3.00 PM or may directly be downloaded from the MANUU Gachibowli website: www.manuu.ac.in at free of cost during the above period.
 - 3.2 The EOI submitted by the agency shall comprise the following:
 - a) Valid Trade Registration with concerned departments, valid TIN/PAN & GST, registration certificates/number as per Para 2 above.
 - b) Income Tax returns of the last three years.
 - c) Information in Formats A, B & C as specified as per Annexure 1 and any other information required to be completed and submitted by Bidders in accordance with these instructions.
 - 3.3 The EOI in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover Super-scribed "EOI document for "PROVIDING MECHANISED LAUNDRY SERVICES AT MANUU, GACHIBOWLI". EOI must be dropped in the tender box at Room No.4, Admin Building, MANUU Gachibowli, Hyderabad -500 032 on or before 21/02//2019 up to 3.00 pm.
 - 3.4 EOI will be opened on 21/02//2019 at 15.30 hours in the presence of the intending Bidders who wish to attend. If the office happens to be closed on the

date of receipt of the EOI as specified, the EOI will be received and opened on the next working day at the same time and venue. EOI sent by post should reach MANUU Gachibowli on or before 21/02//2019 up to 3 00 pm.

4. EOI Validity

- 4.1 The EOI submitted shall remain valid for acceptance for a period of 60 days from the date of opening of the EOI.
- 4.2 The Registrar, MANUU Gachibowli shall be the "Competent Authority" here in after referred to as such for the purpose of approval process.

5. EVALUATION CRITERIA:

- The details submitted by the bidders will be evaluated in the following manner:-
- 5.1 The bidder should meet minimum eligibility criteria prescribed in clause 2 above in respect of experience of Mechanized laundry services.
 - 5.2 Even though a bidder may satisfy the above requirements, he would be liable for disqualification if he has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the prequalification document.
 - 5.3 The bidder sorted out out of EOI who fulfill eligibility criteria will be allowed to take part in final bids/Request for quotation (REFQs)

6. Clarification of Bids

- 6.1 To assist in the evaluation of EOI, the MANUU, Gachibowli may at its discretion ask any Bidder for clarification of his EOI.
- 6.2 No, Bidder shall contact the MANUU, Gachibowli on any matter relating to his EOI from the time of the EOI opening to the time the approval list is declared by MANUU Gachibowli.
- 6.3 Any effort by the Bidder to influence the MANUU's EOI evaluation may result in the rejection of his EOI.

7. Maulana Azad National Urdu University, Gachibowli, does not bind itself to accept the EOI, and reserves the right to reject any or all of the EOI received without assigning any reasons.

8. Facilities provided by the University:

- 8.1 The University will provide 63.62 Sqm (685 Sqft) of shuttered area at a License fee of Rs.----- per month.
- 8.2 Piped Water supply and 3 phased Electricity power will be made available near the site. The agency has to install certified water and electricity meter at his own cost. Monthly Electricity & Water bills will be raised based on the actual consumption and meter reading. The agency has to clear the bills within 7 (seven) days of demand failing which Electricity & Water supply will be disconnected.

9. Obligation on the part of the Service provider:

- 9.1 The agency has to pay License fee, the Monthly Electricity & Water bills as raised and demanded by the University within due date.
- 9.2 The agency has to keep the premises clean and neat without disturbing the other tenants/occupants.
- 9.4 The agency is wholly responsible for the safety and security of the cloths, other machinery installed for the purpose of running the services. He has to take proper precaution against theft, fire or any other natural calamity.
- 9.5 The service should be exclusively limited to MANUU only i.e, Students, Staff and Residents only. No other commercial activity other than service to MANUU will be allowed inside the premises.

10. The Laundry services will be approved initially for one year who's evaluated EOI has been determined to be the technically suitable and the Bidder is determined to be qualified as per EOI document. The competent authority of MANUU Gachibowli, reserves the right to accept or reject any application and to annul the approval process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Employer's action.
11. EOI applicants shall be informed about their technical qualification or disqualification.
12. Approval decision shall be final and binding on the EOI applicants and no claim/representation about technical qualification or disqualification from EOI applicants shall be entertained by MANUU, Gachibowli.
13. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If, any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.

14. **LETTER OF TRANSMITTAL**
The applicant should submit the letter of transmittal attached with EOI document.
15. If required agencies can obtain further information from the Joint Registrar, Estate Section, MANUU Gachibowli on phone 040- 23006607, e-mail address: estates.manuu@gmail.com on or before 21/02//2019 up to 15 00 Hours.
16. **Disclosures**
Any change in the constitution of the contractor's firm, where it is a partnership firm, as declared in the prequalification documents submitted by the bidders at the time of submission of pre qualification documents, should be disclosed to the MANUU, Gachibowli, at any time between the submission of bids and the signing of the contract.

Joint Registrar

LETTER OF TRANSMITTAL

From

To
The Registrar,
MANUU
GACHIBOWLI
HYDERABAD – 500 032

Sub: SUBMISSION OF EOI FOR THE PROVIDING MECHANISED LAUNDRY SERVICES AT MANUU, GACHIBOWLI.

Sir,

Having examined the details given in the web site www.manuu.ac.in and the EOI, I/we hereby submit the EOI documents and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility criteria and have no further pertinent information to supply.
3. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector/Educational Institution.

Seal of applicant

Date of submission Signature(s) of applicant(s)

ANNEXURE 1

PROFORMA 'A'
 DETAILS OF LAUNDRY SERVICES RENDERED DURING THE LAST 3 (Three)
 YEARS ENDING LAST DAY OF THE MONTH

1.	Name, designation & complete address of the authority for whom the services are rendered	
2	Agreement /MoU ref.	
3	Date of start of services:	
4	Present Status: (Running/Closed)	
5	If closed, reasons for closure:	
6	Details of equipment installed: (If Required a separate sheet may enclosed)	
7	Departments/Organizations to whom services were rendered during the last three years:	
7.1	2015-16	
7.2	2016-17	
7.3	2017-18	
8	Any other information wish to submit: (If Required a separate sheet may enclosed)	

Note: Submit separate sheet for each Organization where the services are rendered or being in running.

SIGNATURE OF BIDDER(S)

PROFORMA "B"

STRUCTURE AND ORGANISATION

1. Name and address of the applicant:
2. Telephone No./e-mail address:.
3. Legal Status (attach copies of original Document defining the legal status)
 - (a) An Individual
 - (b) A proprietary Firm
 - (c) A Firm in partnership
 - (d) A limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photocopy)
 - a) Trade Registration Number.
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the bidder ever required to suspend services for a period of more than six months continuously? If so, give the name of the project and reasons of suspension of that.
8. Has the bidder or any constituent partner in case of partnership firm, ever abandoned the services after award? If so, give the name of the Organization and give reasons for abandonment.
9. Has the bidder or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details:
10. Has the bidder or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give detail.
11. Any other information considered necessary but not included above.

SIGNATURE OF BIDDER(S)

CHECK LIST: (Details of Enclosures.)

Sl. No	Description of documents as per Para 2	Enclosed	Not enclosed
1	Certificate of Registration/Enlistment.		
2	Pre-Qualification Documents Annexure 1 Pro forma A & B		
3	TIN/PAN		
4	GST Registration		
5	Income Tax returns for the last three years.		
5	Any other important information.		