NB.(ODI) / 2858 / GAD-DS-2E /2021-2022

Date 10.12.2021

All the eligible service provider.

Dear Sir

Invitation of quotation for Providing Services for Washing of Linens and related jobs of Office Premises, Visiting Officers Flats (VOF) and Visiting Employees Flats (VEF) of NABARD, Odisha RO, Bhubaneswar

Sealed quotations are invited for the job of Washing of Linens of Office Premises and both the Quarters of NABARD on the terms and conditions as per Annexure-1. We request you to forward your quotations and other particulars as per Annexure-II, latest by **3.00 p.m on 27 December 2021**. Your quotation should be in a sealed cover, superscribed “Quotation for Providing Services to NABARD for Washing of Linens” and addressed to the Chief General Manager, NABARD, Odisha Regional Office, General Administration Department, 2/1 Civic Centre, Nayapalli, Bhubaneswar-751 015.

Yours faithfully

Sd/-

(P.K.Das)
Asst General Manager

Encl-Annexure-I and II
ANNEXURE-I

Providing Services for Washing of Linens and related jobs of Office Premises of NABARD, Odisha RO, Bhubaneswar –Terms and Conditions

1. **Nature of Job**- Collecting the Linens for dry cleaning/washing including ironing, from the Office Premises of NABARD at Nayapalli and from its Visiting Officers Flat (VOF) and Visiting Employees Flat (VEF) located at BDA Colony Chandrasekharpur and arranging to deliver the same to the said locations after washing etc.

2. **The Agency should have previous experience in handling such jobs.**

3. The Agency should have requisite and well-laid infrastructure for providing the quality service and timely delivery as the quality and time are the essence of the contract.

4. A very High Quality of washing is expected which is to be certified by NABARD’s Care Taker (CT) / Assistant Care Taker (ACT)/ P&SO.

5. The Linens going out of Bank’s premises and from both the Quarters shall go through proper Work Order/ Gate Pass signed by CT/ACT and countersigned by an authorized official of General Administration Department (GAD) of the Bank.

6. The Linens shall be collected by the agency from NABARD office at 2/1 IRC Village, Nayapalli, Bhubaneswar and from the VOF & VEF twice a week, preferably on Mondays and Thursdays from the Office Premises and once a week from the VOF & VEF or as advised by the CT/ACT from time to time. The collected linens shall be delivered to the said locations after proper cleaning and ironing within 3 days from the date of collection.

7. The Linens collected shall have to be handled by the agency with proper responsibility without causing any damage to and/or misplacing them. It shall be the responsibility of the agency for the safe and timely delivery of the linens to the said locations. In case any washed Linen is found torn/defaced/discoloured or damaged suitable cost as decided by the Bank will be recovered from the Bill

8. **The rates quoted should be inclusive of all taxes except GST, and any other government levies if any. In other words no other charges should be claimed separately. GST shall be calculated and recovered separately by NABARD as per statutory provisions.**

9. Bills shall be submitted by the agency on a monthly basis within 15 days from the completion of the month for which work was assigned and shall have to be supported by the copies of the relevant work orders as proof. The same shall have to be duly certified by the concerned CT/ACT (at Office / VOF/VEF).

10. All payments will be made by NABARD by e-payment favouring the agency and applicable TDS, if any, will be deducted at the time of payment of bill as per various statutory provisions.

11. For better official convenience the job shall be assigned to only one agency. Therefore, the agency shall be selected on the basis of lowest rates quoted for maximum number of items.

12. The contract shall be normally valid up to 31 December 2022 subject to satisfactory performance by the vendor. However, the contract may be considered for renewal after that if the services of the agency are found to be satisfactory, at the sole discretion of NABARD.
13. The contract may be terminated by NABARD by giving one month’s notice in writing and by the vendor by giving three months’ notice.

14. All disputes are subject to Bhubaneswar Jurisdiction only.
ANNEXURE-II

The Chief General Manager
National Bank for Agriculture and Rural Development (NABARD)
Odisha Regional Office
“ANKUR”, 2/1, Nayapalli
Civic Centre
Bhubaneswar – 700 015

Dear Sir,

Providing Services for Washing of Linens and related jobs of Office Premises, Visiting Officers Flats (VOF) and Visiting Employees Flats (VEF) of NABARD, Odisha RO, Bhubaneswar - Quotation

Please refer to your Letter No. NB.(ODI)) / GAD-DS-2E / 2021-2022 dated 10-12-2021 calling for quotation for executing the captioned work. Having examined the “Scope of Work and Other Terms & Conditions” mentioned in Annexure-I of your letter under reference, having visited and examined the sites of the work, having acquired the requisite information relating thereto affecting the tender and having accepted the terms and conditions as mentioned therein we hereby offer to execute the works specified in the said letter and accordingly quote our competitive rates and furnish other required information in the prescribed proforma as per details below :

1. Name and Address of the Agency:
   (Including Pin Code, Telephone No. & e-mail address, if any)

2. Income Tax PAN No. :
   (Attach self-attested photocopy)

3. Details of Bank Account:
   (i) Name of the Account holder : -
   (ii) Name of the Bank, Branch & Address of the Branch: 
   (iii) A/c type (Savings or Current): -
   (iv) Account No. : -
   (v) IFS code of the Bank Branch : -
       (attach self-attested photocopy of a cancelled cheque )
4. Institutions which awarded work to the agency during the last 2 years (attach documentary evidence)

5. **Rates Quoted Per Linen** (in Rupees):

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Type of Linen</th>
<th>Amount Quoted (inclusive of Taxes Except GST &amp; other ancillary costs) (Per Linen) in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Big Towel</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Small Towel</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Door Screen</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Window Screen</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Table Cloth</td>
<td></td>
</tr>
</tbody>
</table>

Pl. Refer clause No.6 under Terms and Conditions mentioned in Annexure-I

Yours faithfully

Signature of the authorised signatory of the agency:

Place:

Date:

Seal:

Enclosures-1) Self-attested copy of the PAN card
2) Self-attested photocopy of a cancelled cheque
3) Any other document (specify)