

NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL
FC-BLOCK, SECTOR-III, SALT LAKE CITY,
KOLKATA – 700106
Phone : (033) 2337-4015, 2337-3960

Date: 22nd February, 2022

NOTICE INVITING TENDER

SECTION I: INTRODUCTION

1. Sealed tenders are invited from bonafide and reputed contractor/agencies for collection, washing and ironing, including delivery of Linens of NSATI – Kolkata (NSATI) [herein after referred to as the “Institute”], Government of West Bengal, Block-FC, Sector-III, Salt Lake City, Kolkata-700106, throughout the year 2022-23. Rates shall be inclusive of all charges including carrying and delivery cost. The tender shall be valid for one year from the date of acceptance of the tender which may be extended for a further period of two years of part thereof at the sole discretion of DG, NSATI.
2. The tender documents may also be downloaded from the official website of NSATI i.e.(<http://www.atiwb.gov.in>).
3. **Scope of Work:**
 - 3.1. The contractors shall arrange to conduct at his own expense,, the work comprising of collection of soiled linen of the Hostel, Guest House & Office of NSATI – Kolkata (NSATI), washing, cleaning and ironing of the same and delivery of the same to this Institute. Linen will be collected by the contractor from the hostels of NSATI directly and same has to be delivered after washing and ironing (with press). The linen would be collected on every Saturday morning at 11 AM & should be delivered after washing, ironing etc. on the next Saturday morning positively. The contractor shall have no claim in the event of less/excess number of linen being offered during the period of contract.
 - 3.2. Only branded quality detergents and cleaning materials should be used.
 - 3.3. The bidder will collect the soiled/dirty/used linen, from the hostels of NSATI, WB. The bidder will be responsible for organizing the collection and transportation of soiled linen, from NSATI, WB Campus mentioned above and delivery of previous weeks collects linens duly washed and ironed at the same time using his own means of transport (if any) and manpower etc.
 - 3.4. Transportation of linen: The contractor shall arrange of transport of the linens from hostels of NSATI – WB campus to a place outside the Campus for washing and vice versa. The contractor has to carry the work of loading of washable linens & unloading of washed linens without spoiling the washed linens. The staff of the contractor shall be present timely and

count the linen during loading/unloading in presence of the Caretaker, NSATI.

- 3.5. The bidder shall be liable for and shall make good any loss or damage to any linen, whilst the same shall be with him or under his control unless such loss or damage shall be due to ordinary wear and tear. The decision of the Caretaker, NSATI whether any such loss for damage is not due to ordinary wear and tear shall be final and binding on the contractor.
- 3.6. The contractor shall also reimburse to NSATI Kolkata the cost of any linen which shall be missing or lost whilst with or under the control of the contractor. (Cost here implies the rate prescribed by the NSATI Kolkata at that point of time.)
4. **Schedule of Dates :**
- (a) Display of sample, to be washed/ironed – From **25/02/2022 to 10/03/2022** from **12.00 Noon to 04.00 p.m.** excluding prescribed Government holidays.
- (b) Last date and time of receiving tender document – **11/03/2022 up to 02.00 p.m.**
- (c) Date and time of opening of Tender **11/03/2022 at 03.00 p.m.**
- (d) Place of opening of tender: Official Chamber of OSD (Admin), NSATI
- (e) Validity of tender: 90 (ninety) days;

Section II
General Commercial details

6. **Procedure and time for submission of Tender Documents:**
- a) The tender superscripted as “Tender for collection, washing, cleaning and ironing including delivery of Linen of the Hostel, Guest House & Office of NSATI – Kolkata” addressed to the Director General, NSATI, FC Block, Sector III, Salt Lake City, Kolkata 700 106, must reach not later than 02.00 p.m. on **11/03/2022**
- b) After expiry of the scheduled date and time, no tender will be accepted in any circumstances.
- c) Rates per unit of each item should be quoted both in figure and words. Rates should be quoted in Indian whole rupee without any paisa.
- d) Rates should be quoted in the ‘Financial Bid Format’ as per prescribed in the Tender Document.