



उत्तर पूर्व क्षेत्रीय शिक्षा संस्थान, शिलांग  
NORTH EAST REGIONAL INSTITUTE OF EDUCATION, SHILLONG  
(राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद)  
(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING)  
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)  
(An Autonomous Organization under Ministry of Education, Government of India)

उमियाम - 793103, मेघालय

Umiam - 793103, Meghalaya

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फा. स./No.F.18-19/2017-NERIE/IL/ 489

दिनांक/Date 23<sup>rd</sup> May 2025

**Notice Inviting Tender for providing Laundry Services in NERIE, Umiam, Shillong**

NERIE, Shillong invites sealed bids for providing laundry services from respected firms/ individuals on contract basis for a period of two years. The contract may be further extended for a maximum period of one year subject to satisfactory service provided to the Institute.

Bids may be address to the I/c Principal, NERIE-NCERT, Shillong, Umiam, Ri-Bhoi District, Meghalaya- 793103.

The Tender document will be available in NERIE website <https://nerie.nic.in/>. The last date and time of receipt of bids by the Institute is on or before 12.06.2025 upto 5:00 PM. Bids has to be sent by post/ courier services/ by hand to the Institute, (**bids received by email will not be accepted**). The Institute will not be responsible for any postal delay or otherwise.

- I. **Scope of Work**: The Institute has 50 persons capacity guesthouse in the campus at present. Details of clothes and linen for washing at present are bedsheet, pillow cover, blanket, towel, door curtain, window curtain, transparent curtain, tablecloth etc.. Additionally, the Institute may also request laundry services for other clothes and linen, apart from frequent laundry service provided for the Guest House.
- II. **Eligibility Conditions**:
  - i. The contractor/ agency shall have at least three years of experience in providing laundry services. Documentary proof in support shall be produced along with the Quotation.
  - ii. The contractor/ agency must have a valid GST number and PAN
  - iii. Valid trading license in case of non-tribal participating in the bidding.
  - iv. The Contractor/ Agency should not be blacklisted by any Government Institute/ Organization.
- III. **Earnest Money Deposit (EMD)**: An EMD of Rs. 5000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of I/c Principal, NERIE, Shillong shall be submitted along with the bid. The EMD of unsuccessful bidders shall be refunded. No interest shall be payable to the bidder on the EMD.
- IV. **Performance Security**: The EMD of the successful bidder shall be retained as Performance Security, which will be released on expiry/ termination of contract after adjustment of dues, if any.

V. Evaluation Process:

- i. The bid will be scrutinized and evaluated by a duly constituted Committee with reference to the parameters prescribed in this tender document. The Committee reserves to relax the above criteria under its discretion.
- ii. The Committee also reserves to select more than one firm under L-1 rates, in the interest of the Institute.

VI. Payment Terms:

- i. Payment will be made against production of bill/ tax invoice on monthly basis on satisfactory execution of the contract.
- ii. The bill shall be submitted in the firm's letterhead. The GST number should be printed on the bill/ tax invoice.
- iii. The bill shall also include the bank name, account number with IFSC code of the bank to which payment shall be made.

VII. Execution Agreement: The successful agency/ contractor shall execute an agreement on a non-judicial stamp paper worth Rs.20/- before taking up the contract, agreeing to abide by all the terms and conditions as provided in Clause VI of this tender document.

VIII. Other Terms and Conditions:

- i. The bid shall remain valid for 90 days from the date opening of the bid.
- ii. The bidders must comply with the requirements as provided in the pro-forma for Bid (Annexure-I)
- iii. The contractor/ agency shall be responsible for carrying the clothes and linen from the Institute and back for laundry. Transportation charges to be borne by the contractor/ agency.
- iv. The contractor/ agency shall submit its valid contact number(s) along with the bid.
- v. Clothes and linens should be washed, ironed and handed over to the Institute within 5 days from the date of receipt of the items. In this event of non-compliance of the instruction, the Institute reserves the right to get the clothes washed from outside and payment for the same shall be borne by the contractor/ agency.
- vi. Rates to be quoted shall be inclusive of all taxes.
- vii. If any items/ linen is delivered damaged/ deteriorated after being handled/ washed/ dried/ treated/ iron by the contractor/ agency, the same shall be rejected by Competent Authority of the Institute. In such cases, the contractor/ agency shall have to replace the items with fresh ones of the same quality or pay the price of such items at the relevant market price.
- viii. The contractor/ agency has to commence the work within a week from the date of issue of the contract.
- ix. NERIE reserves the right to cancel the contract at any time, if the service provided to the Institute is found to be unsatisfactory.
- x. The decision of NERIE in all matters connected with this tender shall be final.
- xi. This contract will be subject to Shillong jurisdiction only. All disputes arising out of the contract terms shall be resolved in accordance with the Arbitration and Conciliation Act, 1996 at Shillong only.

Sd/-

प्रभारी प्राचार्या/In-charge Principal

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**(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING)**  
**UMIAM: RI-BHOI DIST: PIN - 793103**

Tender for providing Laundry Services in NERIE, Shillong, Umiam

1. Name of the firm: \_\_\_\_\_
2. Name of the Proprietor: \_\_\_\_\_
3. Address of the firm: \_\_\_\_\_
4. Contact No: \_\_\_\_\_
5. Details for payment:- Account No: \_\_\_\_\_ IFSC: \_\_\_\_\_ Bank Name \_\_\_\_\_ (enclose a copy of cross cheque of the firm)
6. Work experience during the last three years (please enclosed documentary proof):

Sl No	Year of contract	Name of client with address	Documentary Proof Submitted (Yes/ No)

7. Registration number of the firm:

Sl No	Registration under	Reg No and Date	Documentary Proof Submitted (Yes/ No)
1.	GST		
2.	PAN		

8. Rate of Laundry Services:

Sl No	Items	Rate per Unit (Rs)
1.	Bedsheet (Single bed/Double)	
2.	Pillow cover	
3.	Blanket (Single bed/Double)	
4.	Towel (Medium)	
5.	Door Curtain	
6.	Window Curtain	
7.	Transparent Curtain (Lace/ Blind)	
8.	Table Cloth	
9.	Stage Curtains	
10.	Pillow	

I/ we certify that all the terms and conditions of the tender document are acceptable to us and our firm is not blacklisted.

Date:  
Place:

Signature of the authorized person(s)  
Name:  
Designation: