



Ref.No.12/SPAV/Hostels

Date:29.01.2025

**NOTICE INVITING QUOTATIONS**

The School of Planning and Architecture, Vijayawada, invites sealed quotations from eligible State/Central Government empanelled contractors, GST-registered agencies, vendors, or firms for the following work, as per the details provided below:

**Name of the Work:** Providing laundry services in the student hostels at the School of Planning and Architecture, Vijayawada, Sy No. 4/4, ITI Road, Vijayawada – 520008.

**SCHEDULE OF QUANTITIES**

Sl No	Item Description	Unit	Rate in Rs (Including GST).
01	<b>Providing Laundry Services in the Student Hostels</b> This service encompasses comprehensive laundry solutions, including wet cleaning for a range of clothing and bedding items used by students. The laundry services will cover items such as jeans, half pants, regular pants, t-shirts, shirts, lungis/dhotis, and chudidar sets (top and pant). Additionally, bed sheets (single), pillow covers, socks/napkins, banians, shorts, and bath towels are included. Both thick and thin bath towels, as well as blankets (thick and thin), will also be serviced. Furthermore, heavy design kurtas are covered under this service.	Kg	

The Sealed quotations are to be submitted up to **15:00Hrs. on or before 11.02.2025**. The quotations will be opened on the same day at **15:30 hrs**. The NIQ along with terms and conditions can be obtained from our website in the tender section at [www.spav.ac.in](http://www.spav.ac.in).

**Essential Documents to be Submitted:**

- 1. Proof of Experience:**  
The vendor/firm must submit documentation showing at least 5 years of experience in providing laundry services to reputable government or private organizations. This can include Purchase Orders (POs), supply orders, or completion of work certificates.
- 2. Tax Documentation:**  
The vendor/firm must submit the IT returns for the last three years.
- 3. Tax Certifications:** GST Registration Certificate, PAN Card, Company Registration Certificate

**Terms & Conditions:**

1. The sealed covers should be superscribed with the name of the work and the address of the agency quoting rates, addressed to "The Registrar, School of Planning and Architecture, Vijayawada"



**योजना तथा वास्तुकला विद्यालय, विजयवाड़ा**  
**School of Planning and Architecture, Vijayawada**  
**An Institute of National Importance, Ministry of Education Gov. of India**

---

2. Blank NIQ documents for quoting rates can be downloaded from the Institute website:  
<https://www.spav.ac.in/Tenders>.
3. The vendor/firm shall submit all the essential documents as mentioned above. Based on the submission of these documents, the committee will evaluate the vendors. In case of failure to submit the required documents, the vendor/supplier will be rejected, and they will have no right to claim or proceed with the further process.
4. Rates shall be inclusive of all applicable taxes, expenses, and responsibilities as stated above, and no extra payments will be made.
5. The vendor/firm shall quote the rates, including all consumables.
6. Sealed quotations must be submitted with a covering letter (neatly typed) on the contractor's /vendor/firm letterhead.
7. The vendor/firm should clearly mention the name of the work, address of the agency, PAN, and GST Number on their letterhead.
8. A separate Agreement, Memorandum of Understanding (MoU), or Work Order will be issued after the supplier selection is finalized. This document will outline the scope of work, payment terms, and duration of the work. The vendor will be bound by the agreed-upon amount and the scope of work as specified in the Schedule of Quantities.
9. Electricity and water charges shall be paid by the supplier to SPAV based on the meter readings at the current tariff rates during the period of work.
10. As the services are being provided to students, the supplier shall collect payments directly from the students at the quoted rate as mentioned in the Schedule of Quantities. SPAV will not be responsible for handling or collecting any payments.
11. The competent authority reserves the right to accept or reject the whole or part of the quotations.

**Contractor Sign with Name & Address**