



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

भारतीय प्रबंध संस्थान सिरमौर

Dhaulta Kuan, Distt. Sirmaur  
Himachal Pradesh – 173031, India

धौला कुआँ, जिला. सिरमौर  
हिमाचल प्रदेश - 173031, भारत

संख्या | No. IIMS/PUR/Laundry Services/03/26-27

दिनांक | Date: 20.04.2026

**भाव-पत्र आमंत्रण | Request for Quotation**

सेवा में | To,  
प्रशासनिक अधिकारी (क्रय) | Administrative Officer (Purchase),  
भारतीय प्रबंध संस्थान सिरमौर | Indian Institute of Management Sirmaur  
धौला कुआँ, सिरमौर, 173031 | Dhaulta Kuan, Sirmaur, 173031

**विषय:** आईआईएम सिरमौर, हिमाचल प्रदेश स्थित एमडीपी गेस्ट हाउस के लिए लॉन्ड्री सेवाओं के आउटसोर्सिंग हेतु ई-कोटेशन आमंत्रित किए जाने के संबंध में।

**Subject:** Call for e-quotations for the Outsourcing Laundry Services for MDP Guest House at IIM Sirmaur, H.P.

आईआईएम सिरमौर, हिमाचल प्रदेश स्थित एमडीपी गेस्ट हाउस के लिए लॉन्ड्री सेवाओं के आउटसोर्सिंग हेतु आपसे निम्नानुसार पासवर्ड-संरक्षित ई-कोटेशन आमंत्रित किए जाते हैं:

We solicit your password protected e-quotation for Outsourcing Laundry Services for MDP Guest House at IIM Sirmaur, H.P. as follows:

Quotation Format (On letter Head Only)					
Sr. No.	Description of Services	Frequency	Quantity	Unit Price/Per Piece (Incl. of GST & all)	Total Cost Incl of GST and all (in INR)
01	<b>Washing and Ironing of :</b>				
	1) Bath Towels & Hand Towels	Daily Washing	30 Rooms X 30 Days	To be filled by the vendor on their Letter head only	To be filled by the vendor on their Letter head only
	2) Bed Sheet & Pillow Covers	Once every two days	30 Rooms X 15 Cycles	To be filled by the vendor on their Letter head only	To be filled by the vendor on their Letter head only
	3) Comforters & Quilt Covers	Once every month	30 Rooms	To be filled by the vendor on their Letter head only	To be filled by the vendor on their Letter head only
	4) Quilt	Quarterly	50 Nos.	To be filled by the vendor on their Letter head only	To be filled by the vendor on their Letter head only
	5) Blanket	Quarterly	50 Nos.	To be filled by the vendor on their Letter head only	To be filled by the vendor on their Letter head only
	6) Curtain	Quarterly	80 Nos.	To be filled by the vendor on their Letter head only	To be filled by the vendor on their Letter head only
	7) Bathmat	Monthly	36 Nos.	To be filled by the vendor on their Letter head only	To be filled by the vendor on their Letter head only
	8) Bed Covers	Quarterly	15 Nos.	To be filled by the vendor on their Letter head only	To be filled by the vendor on their Letter head only
<b>Grand Total Amount (Inclusive of taxes, FOR &amp; all other charges)</b>					To be filled by the vendor on their Letter head only.

**क. कार्य का दायरा (Scope of Work):**

- विक्रेता आईआईएम सिरमौर स्थित एमडीपी गेस्ट हाउस से/तक लॉन्ड्री वस्तुओं (बाथ टॉवेल, हैंड टॉवेल, बेड शीट, पिलो कवर, कंफर्टर एवं क्विल्ट कवर) के संग्रहण, धुलाई, सुखाने, इस्त्री, फोल्डिंग एवं डिलीवरी के लिए उत्तरदायी होगा।
- लॉन्ड्री वस्तुओं का दैनिक संग्रहण एवं डिलीवरी सुनिश्चित की जाएगी।

3. सामान्य वस्तुओं के लिए टर्नअराउंड समय 24 घंटे से अधिक नहीं होना चाहिए।
4. मानक गुणवत्ता के डिटेजेंट का उपयोग करते हुए स्वच्छ एवं हाइजीनिक धुलाई सुनिश्चित की जाएगी।
5. किसी भी प्रकार की क्षति, सिकुड़न, रंग फीका पड़ना या अनुचित इस्त्री नहीं होनी चाहिए।
6. गुणवत्ता मानकों पर खरी न उतरने वाली वस्तुओं को बिना किसी अतिरिक्त लागत के पुनः प्रोसेस किया जाएगा।

**A. Scope of Work:**

1. The vendor shall be responsible for collection, washing, drying, ironing, folding, and delivery of laundry items (bath towels, hand towels, bed sheets, pillow covers, comforters, and quilt covers) from/to the MDP Guest House at IIM Sirmaur.
2. Daily collection and delivery of laundry items shall be ensured.
3. The turnaround time should not exceed 24 hours for regular items.
4. Proper hygienic washing using standard quality detergents.
5. No damage, shrinkage, color fading, or improper ironing.
6. Items not meeting quality standards shall be reprocessed at no extra cost.

**B. General Instructions to the participants:**

1. The bidders have to send this RFQ after filing rates on their letter head in password protected pdf format only to IIM Sirmaur by emailing to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) with subject line:  
**Quotation for Outsourcing Laundry Services for MDP Guest House at IIM Sirmaur, H.P.**  
Kindly ensure that the quotation is signed & stamped in the .pdf format (Password protected), and free from any virus or corrupted files.
2. Quotation received without password protected shall not be considered for further process.
3. Quotations should be submitted on or before **02:00 PM by 28.04.2026 (Tuesday)** and the password has to be shared between **02:30 PM to 03:00 PM** on the same date on [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) email.
4. The Bidder is required to submit the following documents/undertakings, duly signed and stamped, on the firm's official letterhead along with the quotation:
  - a) **GSTIN and PAN Documents: Self-attested copies of the firm's GSTIN and PAN.**
  - b) **Name of the Firm \_\_\_\_\_ . Bidder should not have been debarred/ blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/ IIM or any other organization in the last five years.**
  - c) **Certifications in hygiene/ Sanitation**
5. The selected vendor has to provide the services as per specifications.
6. The quoted rates shall remain valid for one (01) year from the date of issue of the Service Order.
7. Payment shall be made to the successful vendor successful on the monthly basis after Completion of services and inspection report submitted by the IIM Sirmaur.
8. **Note: Kindly submit the password protected financial quotes on your letterhead only as per the attached RFQ (Request for Quotation) along with the mentioned details & documents, please.**

फर्म का नाम/Name of Firm \_\_\_\_\_

फर्म का पता/Address of the Firm \_\_\_\_\_ *To be filled*

जीएसटीआईएनGSTIN \_\_\_\_\_ *by the vendor*

पैनPAN \_\_\_\_\_ *on their letter head*

ईमेल पताEmail Address \_\_\_\_\_ *only*

संपर्क नंबरContact No. \_\_\_\_\_

*28/04*  
प्रशासनिक अधिकारी (क्रय)  
भारतीय प्रबंध संस्थान सिरमौर

अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर एवं मोहर/Signature & Stamp of the Authorized Signatory

