



IIM SIRMAUR  
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

भारतीय प्रबंध संस्थान सिरमौर

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

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

No. IIMS/PUR/Laundry Services/01/26-27

Date: 08.04.2026

**Request for Quotation**

To,  
Administrative Officer (Purchase),  
Indian Institute of Management Sirmaur  
Dhaura Kuan, Sirmaur, 173031

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

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 Day (Incl. of GST & all)	Total Cost inclusive 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.

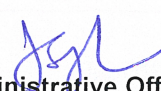
**A. Scope of Work:**

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.
7. Proper hygienic washing using standard quality detergents.
8. No damage, shrinkage, color fading, or improper ironing.
9. 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 14.04.2026 (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. 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.
7. **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.**

Name of Firm \_\_\_\_\_  
Address of the Firm To be filled  
GSTIN by the vendor  
PAN on their  
Email Address letterhead only  
Contact No. \_\_\_\_\_

  
Administrative Officer (Purchase)  
IIM Sirmaur, H.P.

Signature & Stamp of the Authorized Signatory

