



National Institute for Micro, Small and Medium Enterprises
(An organization of Ministry of MSME, Gov. of India and ISO 9001:2015 certified)
Yousufguda, Hyderabad - 500 045.

TENDER NOTICE

No. ni-msme/laundry services/2025

Date: 13.05.2025

National Institute for Micro, Small and Medium Enterprises (ni-msme), Yousufguda, Hyderabad invites sealed quotations from reputed laundry services for providing laundry services at ni-msme, Yousufguda, Hyderabad.

The agency shortlisted on the basis of the evaluation criteria i.e., experience in the field, average annual turnover by the designated committee. The selected agency shall be taken initially **for a period of two years**, which can be extended for two more years on yearly basis based on satisfactory performance.

Interested agencies can download the tender document from the institute website (www.nimsme.org).

The last date of submission of tender is **20th May, 2025**. The validity of the offer (bid) will be 120 days from the last date of submission of the tender.

The Director General reserves the right to accept or reject any tender or part thereof without assigning any reason whatsoever.

Director General
ni-msme, Yousufguda, Hyderabad.

INFORMATION SHEET

Tender No. Date:	nimsme/laundry services/ 13.05.2025
Issue of Tender Forms	Tender Documents can be downloaded from the Institute's website www.nimsme.gov.in
Tender Submission Fee	-nil-
Earnest Money Deposit (EMD)	-nil-
Last Date of Submission of Tender	20 th May, 2025 at 5:00 PM
Validity of the offer/bid	120 days from the last date mentioned above
Opening of Tender	Date: 21 st May, 2025 at 11:00 AM at nimsme, Hyderabad
Contact Person and Address for enquiry and submission of sealed tender documents	Admn & Accounts Officer ni-msme, Yousufguda, Hyderabad - 500 045. Phone: 040-23633206, 213 email: nimsme-admn@nimsme.gov.in
Website	www.nimsme.gov.in

INSTRUCTIONS TO BIDDERS

1. Sealed quotations are hereby invited for **LAUNDRY SERVICES** at nimsme Campus, Hyderabad. The Terms & Conditions in respect of tenders are as under:
2. The tender shall be in a single-bid (i.e., technical and financial bid) system.
Technical (first cover): Containing information regarding experience, business turnover, and other details of the firm, to evaluate the suitability of the tenderer.
Financial (second cover) - Financial Commercial Bid.
3. The Technical and Financial Bids will be opened on at ni-msme, Hyderabad on **21st May, 2025 at 11:00 AM** in the presence of designated committee of the institute.
4. Director General, ni-msme reserves the right to reject the tenders not conforming to the prescribed requirements and non-submission of required documents/copies. No correspondence thereof shall be entertained whatsoever
5. The tenderer should submit the technical bid & financial/commercial bid in two separate sealed envelopes super-scribing "Technical Bid" and "Commercial Bid" respectively. These two envelopes should be then put inside another bigger envelope and sealed properly and Super- Scribed "LAUNDRY SERVICES at ni-msme Campus".
6. Tenders should be addressed to the Admn. & Accounts Officer, ni-msme, Yousufguda, Hyderabad - 500 045.
7. The following information to be indicated on the envelope cover.
 - a) Tender for LAUNDRY SERVICES at nimsme Campus.
 - b) Name of Firm
 - c) GST Registration No.
 - d) Clearly indicate on the inside envelopes "TECHNICAL BID" OR "FINANCIAL BID".
 - e) All enclosures shall be numbered and indicate the number of attached documents in technical bid form for reference.

Tenderer's Name, Signature & Stamp

Brief Description of Scope of Work, Terms & Conditions

1. It is proposed to have Laundry (Washing & Ironing) system for Guest Rooms (B, C, D, E & F Block). There are around 140 Rooms. For this purpose, the agencies willing to qualify for Laundry Services shall be short-listed on the basis of the eligibility and experience criteria.
2. ni-msme have “Starwhites 60 Kgs Vertical Washing Machine, Starwhites 30 Kgs Hydro Extractor and Starwhites 60 Kgs Tumble Dryer” and other equipment/accessories as may be necessary for running the Laundry services. The tenderer shall bear all the expenses for running the in-house Laundry services.
3. **A minimum monthly rent will be charged from the successful bidder for providing space, machinery, electricity and water.**
4. The tenderer should quote the rates & amount tendered by him/them in figure & as well as in words. Alterations will not be allowed. Every page of the tender form should be signed by the tenderer himself. **Attested copies of the Registration Number of the firm, and copies of GST registration, Income Tax Clearance Certificate, Satisfactory Performance Certificate issued by the concerned agency/ Organizations shall be enclosed (if applicable).**
5. The tenderer with seal of agency/firm should sign every paper of the tender as a confirmation of acceptance of the terms & conditions mentioned on each paper as this will be a part of agreement.
6. The tenderer shall have a minimum two (2) years of experience in providing mechanized Laundry services in an organization of repute (at state or national level) as on tender submission deadline. Name, address / contact details of the present and past satisfactory clients to be provided with a copy of the experience certificate in the client's Letterhead to be enclosed with the technical bid. At Least One (1) similar completed/ongoing work should be in Government / Autonomous Bodies / Public Sector Undertakings. Signed certificates and Work Order copy from the clients to whom such services have been extended must be enclosed with the technical bid.
7. The Laundry shall run seven days a week (for minimum 8 hrs per day) for which the tenderer shall make a schedule for receiving & delivery of clothes. The tenderer will be fully responsible for any loss, burn, etc.
8. The Earnest Money Deposit is liable to be forfeited, if the tenderer withdraws or amends or deviates from the tender in any respect within the period of validity of the agreement.
9. The Director General, ni-msme reserves the right to accept or reject any tender without assigning any reason, bifurcate the whole tender in two tenders (without effecting the existing terms & conditions of the contract) or cancel any part of the tender.

10. The tenderer may visit to see the campus/hostel with the prior permission to assess the quantum of work, deployment of required man power, machines, tools & plants etc. before quoting their rates and amount in tender.
11. The tenderer while submitting the tender would be deemed to have considered and accepted all the terms and conditions of contract. No verbal or written enquiry will be entertained in respect of acceptance or rejection of the tender.
12. The tenderer shall have to produce documentary proof like Aadhar Card/Voter Card/Smart Card/Telephone Bill/ Electricity Bill/ Income Tax Certificate in support of identity of the person deputed at ni-msme, Hyderabad.
13. The tenderer should submit along with their tender, copies of the valid trade License no., Labour License, PAN Card, PF Registration Certificate, ESI Registration Certificate, GST Registration number etc.
14. The tenderer must submit copy of acknowledgement of Income Tax return for the last three financial years (optional).
15. All personnel/ employees/ workmen employed by the tenderer shall be adults with good health and sound mind. The personnel of the tenderer shall be liable to security search by the Security Staff/ Agencies deployed by ni-msme, Hyderabad.
16. The tenderer shall submit the List of manpower engaged for the contract to ni-msme. It is also mandatory that the tenderer keeps a complete record of background, origin, and contact information of their employees on payroll and shall be produced to ni-msme officials on demand.
17. The tenderer shall deploy trained workers who are totally capable of how to execute the job. The work should be executed very carefully, if damage occurs, the tenderer shall be liable for any liability, loss, claim in respect of personal injury to or any mishappening/ casualty of any person whomsoever arising out during the course of carrying out the Laundry works. That the tenderer shall not engage or depute any worker below the age of 18 years in the Laundry premises.
18. ni-msme shall not be responsible for any injury, accident, disability, or loss of life to the tenderer or to any of its persons that may take place while on duty. Any compensation or expenditure towards treatment of such injury, accident or Loss of Life shall be the sole responsibility of the tenderer. The tenderer has to make his own arrangements towards accommodation, health insurance, accidental and disability coverage and domiciliary treatments of all persons engaged by them under their pay role. Tenderer must obey the Labour rules of Govt of India / Government of Telangana.
19. The tenderer will deploy workers for collection & delivery of the clothes from Executive of the Caretaking Department.

20. The tenderer will be fully responsible for the safety of machines, their stocks, furniture, fixtures, machines, apparatus, equipment etc. ni-msme will not be responsible/ liable for any damages caused to the tenderer by any way including theft & fire etc. and no such claim to compensate any such damages will be entertained by ni-msme.
21. The agency shall not engage any sub-tenderer or transfer the contract to any other person in any manner. If found subletting in any manner the contract will stand cancelled without prior notice. A list of workers engaged by the tenderer/agency shall be submitted to ni-msme.
22. The tenderer shall maintain cleanliness of the surroundings. If tenderer fails to do so the work may be executed from other agency on the risk & cost of the tenderer and the expenditure incurred shall be recovered from the tenderer along with penalty as decided by the competent authority of ni-msme.
23. The tenderer at his own cost will provide the detergent used in washing shall be of best and approved quality i.e. Surf Excel, Aerial & Tide or its equivalent (with approval from ni-msme) and will not keep any other detergent in Laundry. The authorized person of ni-msme has the right to check the quality of material and ask to change any brand and item at any time.
24. If the services of the tenderer are not found satisfactory they will be issued three months' notice for improvement by the Competent Authority. If satisfactory improvement is not found even after this notice, a final one month's notice will be issued to the tenderer by the Competent Authority to terminate the contract without prejudice to any rights or privileges accruing to either party prior to such termination. During the period of notice both parties shall continue to discharge their duties and obligation.
25. The tenderer shall use the best quality of items (approved by ni-msme) i.e., detergent (Aerial / Surf Excel / Tide), Liquid Bleaching, Enamel, Softener, Cosmic Soda and Blue.
26. Director General, **ni-msme**, Hyderabad reserves the right to accept or reject any bid(s) without assigning any reasons.

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TECHNICAL DATA SHEET

(To be submitted in the organizational letterhead)

Sl. No.	Description	Information
1.	Name of the Firm	
2.	Year of Establishment	
3.	Complete Address with contact number and e - mail	
4.	Name & Designation of the contact person with mobile number and e-mail	
5.	Trade License Number/Society Regn. Number Copy should be enclosed (if any)	
6.	GST Number (if any)	
7.	PAN Number (if any)	
8.	EPF Registration Number (if any)	
9.	ESI Registration Number (if any)	
10.	Proof for payment of Income Tax return for the last two financial years 2023-24 and 2024-25 (optional)	

Declaration: I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with ni-msme.

Signature of the Bidder

FINANCIAL DATA SHEET

(To be submitted in the organizational letterhead)

Sl. No.	Name of the Item	Basic Rate (Service Charge) per unit	Total (₹)	Amount (in words)
1.	Bed Sheet (Single)			
2.	Towels			
3.	Pillow Covers			
4.	Door Curtains			
5.	Window Curtains			
6.	Blanket (Single)			
	TOTAL			

I have read all the Terms & Conditions of the Tender Document and I fully agree with them. I will abide by the Terms & Conditions of the Tender Document.

Signature of the Bidder & Seal