

Government of Odisha
Office of the Chief Resident Commissioner
4 – Bordoloi Marg, Chanakyapuri
New Delhi – 110021

No 5106 / CRC
CRC-51/2018

Dated 22/10/2018

Expression of Interest

Subject: Laundry Services (Washing, Pressing & Dry cleaning) of various linen items/ clothes for Odisha Bhawan & Niwas, New Delhi.

On behalf of the Chief Resident Commissioner, Government of Odisha, Odisha Niwas, New Delhi, the undersigned invites expression of interest (EOI) from eligible Agencies/ individuals for providing Laundry Services to Odisha Bhawan and Odisha Niwas. **The bids will be called for only after finalization of criteria of eligibility, terms and conditions etc. and a suitable date & time would be given to all parties for submission of bids later.**

The last date of receipt of EOI would be **01.11.2018 by 5 PM.**

The interested parties may attend the pre-bid meeting on **02.11.2018 at 11 AM** at Odisha Niwas Conference Hall, 4-Bordoloi, Chanakyapuri, New Delhi – 110 021.


22/10/18
MANAGER

CC to:

P.S to C.R.C/ P.S to P.R.C for kind information of C.R.C/ P.R.C for information.

The Notice Board of Odisha Bhawan and Odisha Niwas.

The offices of all the Resident Commissioners located at New Delhi with a request to display it in their notice board for publicity.

I.T. Officer to upload the EOI and the entire tender documents in the website of Chief Resident Commissioner, Government of Odisha, New Delhi

Eligibility-

1. The agency/ firm/ company/ proprietor /individual should have minimum 02 years of experience in providing Laundry Service to hotels or guest houses.
(Preference will be given to the agency/ firm/ company/ proprietor /individual providing service to Govt./ PSU owned guest Houses/ hotels)
2. The agency/ firm/ company/ proprietor /individual should have valid Registration Certificate/PAN/GST from the competent authority or a valid Identity proof.
3. The agency/ firm/ company/ proprietor /individual should have relevant licences such as Dhobi Ghaat Licence, Municipal Clearance/ Approval for providing these services.
4. The agency/ firm/ company/ proprietor /individual should quote their rates for services to be provided by them with EOI in **Annexure-1 and 2**. The rates may be quoted in figures and words.
5. The turnover of the firm should be minimum 10 lakhs per annum.

General terms and conditions-

1. The representative of the agency/ firm/ company/ proprietor /individual shall visit Odisha Bhawan & Niwas everyday between 8 AM and 10 AM and collect the soiled linen items/guest's clothes for washing, pressing or dry cleaning as the case may be. The items so collected shall be returned the next day without fail.
2. The process deployed for washing of clothes and detergents used must be indicated. It is expected that the work should be of good quality.
3. The list of Plant and machinery owned by the agency/ firm/ company/ proprietor /individual should be indicated
4. If work of washing and ironing is not found satisfactory, no payment will be made. Repetition of such complaints may result in termination and also forfeiture of security amount.
5. The work would be assigned after entering into an agreement by the successful agency/ firm/ company/ proprietor /individual in writing with the Odisha Bhawan.
6. In respect of items belonging to Odisha Bhawan, the payment would be made on presentation of the bill after completion of the month. In respect of the clothes belonging to the guests, the payment should directly be obtained from the concerned guest by the contractor..
7. In case the agency/ firm/ company/ proprietor /individual is having a current and valid contract with any Bhawan/ Hotel/ Guest House in the vicinity of Odisha Bhawan, then a copy of the contract may also be attached with the quotation.
8. The past experience in similar work previously executed, may be indicated by way of supporting documents.
9. All papers submitted by the agency/ firm/ company/ proprietor /individual should be signed and stamped.


MANAGER

Annexure-1
(For items of Guest House)

Sl. No.	Items	Rate of washing & pressing
1	Bed Sheet –Single	
2	Bed Sheet -Double	
3	Bath Towel-	
4	Hand Towel	
5	Pillow Cover	
6	Bed Cover- Single	
7	Bed Cover-Double	
8	Razoi Cover- single	
9	Razoi Cover- Double	
10	Bath Mat	
11	Napkin	
12	Table Cloth	
13	Car Seat Cover	
14	Frill (Per Meter)	
		Rate of dry cleaning and pressing
1	Curtain- Small size(A.C top Size)	
2	Curtain- Medium size (Window Size)	
3	Curtain- Large size (Door Size)	
4	Woolen Blanket- Single	
5	Woolen Blanket- Double	
6	Razoi/ mint blanket-single	
7	Razoi/ mint blanket-double	

Date:

Signature of the Authorised Signatory

Place:

Designation

(Official seal of the bidder)

Annexure-2
(For clothes of guests)

Sl. No.	Items	Rate of washing & pressing	Rate of dry cleaning and pressing
1	Shirt		
2	Trouser		
3	Under Garment Set		
4	Kurta Pajama (without starch)		
5	Kurta Pajama (with starch)		
6	Dhoti Kurta (without starch)		
7	Dhoti Kurta (with starch)		
8	Safari Suit		
9	Saree (without starch)		
10	Saree (with starch)		
11	Saree Dry cleaning		
12	Salwar Kameez (without starch)		
13	Salwar Kameez (with starch)		
14	Ladies Blouse		
15	Ladies Petty coat)		
16	Shawl- Dry Cleaning		
17	2 Pc. Suit- Dry Cleaning		
18	Waist Coat- Dry Cleaning		
19	Sweater/ cardigan		
20	Track Suit		
21	T- Shirt		
22	Handkerchief		

Date:

Signature of the Authorised Signatory

Place:

Designation

(Official seal of the bidder)