

January 24, 2017



**National
Institute of
Bank
Management**

NIBM Post Office, Kondhwe Khurd, Pune 411 048 (India)
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**Lt Col Ranvir Singh (Retd)
Head
Administrative Services**

Dear Sir

Sub : Quotation for Contract for Laundry Services to NIBM

As you are aware National Institute of Bank Management (NIBM) is an apex level Institute for Training, Consultancy and Research in the Banking Industry.

We wish to invite **Quotations for the above mentioned subject**. Sealed quotations in the prescribed form along with the detailed information of the agency (enclosed) addressed to the Director, National Institute of Bank Management, Kondhwe Khurd, P.O. NIBM, Pune 411 048, should be deposited in the tender box kept in room no.1109, first floor, block I at NIBM between 2.00 p.m. and 5.00 p.m. on any working day, on or before February 3, 2017.

Terms for tendering quotations are as follows :

1. Kindly quote rate for washing and pressing against each item in the annexures enclosed. The rates will be for a period from April 1, 2017 to March 31, 2018. The contract can be extended for a maximum period of three years, one year at a time, if the services are found satisfactory by the Institute. Increase in rates would also be considered during such extensions, based on prevailing rates.
2. The linen items are to be collected / delivered at Hostel No. V every Tuesday and Friday. In case any of these days fall on a holiday, the collection / delivery will be done on the previous working day. Failure in adhering to the above schedule will involve penalty of Rs 100/- per day.
3. The to and fro transport from NIBM to your laundry and back shall be your responsibility.
4. The successful tenderer will have to deposit a performance security deposit of Rs.25,000/- (Rupees Twenty Five thousand only) by Demand Draft. The security deposited shall be refunded after 60 days from completion/termination of contract.
5. The bill should be submitted once in a month. The payment of the same will be made within 10 days if found in order.

6. In case of loss of linen, the replacement cost of the lost item/s will be adjusted against the monthly payment of washing charges.
7. The contract can be terminated by either side by giving one month's clear notice.
8. The price quoted will be final and no change will be entertained for any reason what-so-ever.
9. All quotations should be signed by the person authorized to do so and should be stamped with the seal of the Agency.
10. NIBM reserves the right to reject any or all the quotations without assigning any reason thereof.

Thanking you

Yours faithfully



Lt Col Ranvir Singh (Retd)
Head
Administrative Services

Encl. : A/a.

Annexure "A"
Rates for Institutional Linen

From April 01,2017 to March 31, 2018

Sr.No.	Items	Rates
1	<i>Bed Sheet</i>	
a	Single	
b	Double	
2	<i>Bed Cover</i>	
a	Single	
b	Double	
3	<i>Pillow Cover</i>	
a	Turkey Pillow Cover	
4	<i>Towel</i>	
a	Hand	
b	Bath	
c	Wash Basin	
d	Napkins	
5	<i>Blankets</i>	
6	<i>Dinning Table Cloth</i>	
a	Big	
7	<i>Door Mat Cover</i>	
8	<i>Curtains</i>	
a	Big	
b	Small	
c	Dry Clean (Director's Bungalow)	
9	<i>Sofa Cover</i>	
a	Sofa Cover 3 Seater (Hostel I-IV)	
b	Sofa Cover	
c	Sofa Cover Small	
10	<i>Cushion Cover</i>	
11	<i>Chair Cover</i>	
12	<i>Flag</i>	
13	<i>Convocation Robes (Ironing)</i>	
14	<i>Convocation Robes (Wash & Ironing)</i>	
15	<i>Razai</i>	
16	<i>Quilts</i>	

Contractor's Stamp & Signature

Annexure "B"
Rates for Programme Participants

From April 01,2017 to March 31, 2018

Sr.No.	Particulars	Rates for washing & pressing	Rates for pressing only
1	Baniyan		
2	Blouse		
3	Blouse (Jari) Drycleaning		
4	Blouse Drycleaning		
5	Dhoti / Lungi		
6	Dupatta		
7	Hand kerchief		
8	Jacket Dry Cleaning		
9	Jeans		
10	Kurta		
11	Night gown		
12	Pajama		
13	Pant		
14	Pant (3/4th)		
15	Pant (shorts)		
16	Petticoat		
17	Pillow cover		
18	Salwar		
19	Salwar (starch)		
20	Saree (Jari) Dry Cleaning		
21	Saree (Silk with Jari)		
22	Saree cotton		
23	Saree cotton (starch)		
24	Saree Dry Cleaning		
25	Saree silk		
26	Saree synthetic		
27	Shirt (Full)		
28	Shirt (half)		
29	Shirt (T)		
30	Socks		
31	Suit (2 piece)		
32	Suit (3 piece)		
33	Suit Safari		
34	Suit Terricoat		
35	Suit Track		
36	Tie		
37	Under wear		

Contractor's Stamp & Signature

Annexure "C"
Rates for PGDM and Residents

From April 1, 2017 to March 31, 2018

Sr.No.	Particulars	Rates for washing & pressing	Rates for pressing only
1	Baniyan		
2	Blouse		
3	Blouse (Jari) Drycleaning		
4	Blouse Drycleaning		
5	Dhoti / Lungi		
6	Dupatta		
7	Hand kerchief		
8	Jacket Dry Cleaning		
9	Jeans		
10	Kurta		
11	Night gown		
12	Pajama		
13	Pant		
14	Pant (3/4th)		
15	Pant (shorts)		
16	Petticoat		
17	Pillow cover		
18	Salwar		
19	Salwar (starch)		
20	Saree (Jari) Dry Cleaning		
21	Saree (Silk with Jari)		
22	Saree cotton		
23	Saree cotton (starch)		
24	Saree Dry Cleaning		
25	Saree silk		
26	Saree synthetic		
27	Shirt (Full)		
28	Shirt (half)		
29	Shirt (T)		
30	Socks		
31	Suit (2 piece)		
32	Suit (3 piece)		
33	Suit Safari		
34	Suit Terricoat		
35	Suit Track		
36	Tie		
37	Under wear		
38	Bed Sheet (double)		
39	Bed Sheet (single)		
40	Curtain (big)		
41	Curtain (Small)		

Contractor's Stamp & Signature