

**INDIAN INSTITUTE OF SCIENCE EDUCATION
AND RESEARCH PUNE**



TENDER DOCUMENT
FOR
LAUNDRY SERVICES FOR IISER PUNE GUEST
HOUSE

Dr. Homi Bhabha Road, Pune 411 008

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TENDER NOTICE
[IISER/PUR/0294/25]

TENDER FOR LAUNDRY SERVICES FOR IISER PUNE GUEST HOUSE

Indian Institute of Science Education and Research Pune is an autonomous Institute under the Ministry of Education, Government of India.

The Director IISER Pune invites online e-tender for Laundry Services for IISER Pune Guest House.

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iiserpune.ac.in and bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender. No manual bids will be accepted.

Technical Bid and Financial Bid should be submitted in the E-procurement portal. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

Important Dates of Tender:

Sr.No.	Particulars	Date	Time
1	Date of Online Publication / Download of Tender	01/12/2025	18.00Hrs
2	Bid Submission Start Date	01/12/2025	18.00Hrs
3	Bid Submission Close Date	22/12/2025	15.00Hrs
4	Closing date & time for Submission of original EMD & Tender Fee / Exemption Related Certificates, documents	22/12/2025	15.00Hrs
5	Opening of Technical Bids	24/12/2025	14.00Hrs

Amendment to Bidding Documents:

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have downloaded the Tender Document should surf Institute website from time to time to know about the changes / modifications in the Tender Document. The changes / modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Director IISER Pune reserves the right to Cancel the tender or amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without

giving any notice or assigning any reason and not bound to accept the highest tender keeping in view the Interest of the Institute. The decision of the Director IISER Pune in this regard shall be final and binding on all.

Sr. Assistant Registrar (S&P)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iiserpune.ac.in . The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION :

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS :

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS :

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/ XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS :

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
4. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
5. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
6. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
7. Financial Bid to be submitted in Excel sheet and PDF.

ASSISTANCE TO BIDDERS

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

SCOPE OF THE WORK

LAUNDRY SERVICES FOR IISER GUEST HOUSE TENDER

This document outlines the comprehensive scope of work for the provision of professional laundry services specifically for the IISER Pune Guest House. The selected agency will be responsible for ensuring high-quality, timely, and efficient laundry services for all Guest House linens and other fabric items as specified below.

1. Objective: To engage a qualified and experienced agency for providing comprehensive, hygienic, and timely laundry services exclusively for the IISER Guest House, ensuring the highest standards of cleanliness and guest satisfaction.

2. Services Required:

The contracted agency shall provide complete end-to-end laundry services, which include:

- Collection: Scheduled collection of soiled laundry from designated points within the IISER Guest House premises.
- Transportation: Safe, secure, and hygienic transportation of soiled laundry from the Guest House to the laundry facility and clean laundry back to the Guest House.
- Washing & Cleaning:
 - Professional sorting of laundry based on fabric type, color, and degree of soiling.
 - Effective pre-treatment of stains where necessary.
 - Washing using appropriate, high-quality detergents, disinfectants, and fabric softeners suitable for various linen types (cotton, polyester blends, etc.), ensuring thorough cleaning, sanitization, and preservation of fabric integrity.
 - Adherence to best practices for effective stain removal and fabric care.
- Drying: Efficient and proper drying of all items to prevent damage, shrinkage, or mildew.
- Ironing & Pressing: Professional ironing and pressing of all items to ensure a crisp, wrinkle-free, and presentable finish suitable for guest accommodation.
- Folding & Packing: Neat folding and appropriate packing of clean laundry in protective covers/bags to prevent re-soiling during transit and storage within the Guest House.
- Delivery & Distribution: Timely delivery of clean laundry back to the designated storage areas/rooms within the IISER Guest House premises.

Categories of Items to be Laundered (IISER Guest House Specific):

- Bed Linens:
 - Bed Sheets (Single/Double)
 - Pillow Covers
 - Duvet Covers (if applicable)
- Bath Linens:
 - Bath Towels
 - Hand Towels
 - Face Towels
 - Bath Mats
- Guest House Specific Items:
 - Curtains (on a periodic/as-needed basis, e.g., quarterly or bi-annually)
 - Tablecloths/Napkins (if applicable in common areas/dining)
 - Staff Uniforms (if Guest House staff uniforms are included in this tender)
- Any other fabric items as required by the Guest House management.

3. Vendor's Responsibilities:

The successful bidder shall be solely responsible for:

- All Operational Aspects: Managing the entire laundry process from collection to delivery.
- Provision of Resources: Supplying all necessary laundry equipment, machinery, high-quality detergents, chemicals, softeners, water, and other consumables required for the complete laundry process.
- Manpower: Deploying adequate, trained, experienced, and uniformed personnel for all stages of the laundry operation (collection, processing, delivery). All personnel must undergo necessary background checks.
- Quality Assurance: Implementing robust quality control measures at every stage to ensure consistent high standards.
- Damage/Loss Accountability: Taking full responsibility for any damage, shrinkage, discoloration, or loss of items during the laundry process. Compensation for such instances shall be as per mutually agreed terms in the contract.
- Reporting: Maintaining accurate records of items collected and delivered, and providing periodic (e.g., weekly/monthly) reports to the Guest House Manager/designated authority.

4. Quality Standards:

The services provided must consistently meet the following stringent quality benchmarks for Guest House linens:

- Impeccable Cleanliness: All items must be spotlessly clean, free from any visible stains, dirt, dust, lint, or foreign particles.

- Superior Hygiene: Laundry must be thoroughly disinfected and hygienically processed to eliminate all germs, bacteria, and allergens, ensuring a safe environment for guests.
- Professional Finish: Items must be perfectly dried, professionally ironed/pressed, and neatly folded/packaged to present a pristine appearance.
- Fabric Integrity: No damage, shrinkage, stretching, pilling, discoloration, or fading of fabrics due to the laundry process.
- Freshness: Clean laundry must possess a fresh, neutral, and pleasant odor, free from any chemical or stale smells.

5. Service Level Agreements (SLAs) & Timelines:

- Collection Frequency: Pick-up of items will be scheduled by the IISER Pune on request over period of contract from designated Guest House collection points.
- Delivery Timelines: Clean laundry must be delivered back to the Guest House within 7 days from the time of collection.
- Emergency Services: Provision for urgent/express laundry services for critical items (e.g., unexpected guest check-ins requiring immediate linen) with a faster turnaround time of [6-12 hours].
- Complaint Resolution: Prompt resolution of any complaints regarding quality, damage, or loss within 6 hours of reporting by the Guest House Manager.
- Penalties: Penalties for delays in collection/delivery, failure to meet quality standards, or damage/loss of items will be applied as per the terms of the contract.

6. Reporting & Communication:

- The agency shall maintain accurate and verifiable records of all items collected and delivered, including dates and quantities.
- Regular and proactive communication with the IISER Guest House Manager/designated authority regarding schedules, any unforeseen issues, and service updates.
- Submission of detailed monthly service reports outlining the volume of laundry processed, adherence to SLAs, and any issues encountered or resolved.

Eligibility Criteria

All the Bidders / Agencies / Firms must fulfill the following eligibility criteria.

- 1. Laundry Location & Proof:** The Bidder must own or have an operational, dedicated Laundry Point/Facility located within the PMC (Pune Municipal Corporation) or PCMC (Pimpri-Chinchwad Municipal Corporation) area. Documentary proof, such as a Maharashtra Shop Act Registration Certificate or equivalent official license for the laundry facility at the stated address, must be submitted.
- 2. Age:** The age of the Applicant/Tenderer should be in between 18 years to 60 years on the last date of submission of tender.
- 3. Registration:** Copy of Registration of the Agency / Firm / Company issued by the concerned authority (e.g., Shop and Establishment Act, Company registration) is a must wherever applicable. Relevant licenses/certificates applicable for **Laundry Services** must be submitted.
- 4. Blacklisting:** Bidder should not be black listed/debarred by the Institute or any other agency for a period of one year from the last date of submission of this tender.
- 5. PAN & GST:** The bidder is required to submit a self-attested copy of PAN and GST Registration Certificate.
- 6. Experience:** The bidder must have a minimum of **one year of experience** in providing commercial Laundry Services to similar-scale institutions (Hotels, Guest Houses, Hostels, Hospitals, etc.).
- 7. Financial Turnover:** The Agency / firm / bidder must have an average annual turnover of at least Rs. 2,70,000/- (Rupees Two Lakhs Seventy Thousand Only) specifically from Laundry Services/Similar Service Contracts in the last three (3) financial years. A Turnover Certificate duly certified by a Chartered Accountant must be submitted.

TECHNICAL BID
TENDER FOR LAUNDRY SERVICES FOR IISER PUNE GUEST HOUSE
PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE
OF THE TENDERING AGENCY / FIRM / COMPANY

Sr.	Particulars	Mention Details (Do not state <u>attached</u> / <u>enclosed</u> / <u>refer attached document</u> etc.). Highlight relevant portion of the attached document.	Page No
1	Name and address of the firm Name, designation of contact person. Land Line No Mobile No Email (Submit proof of address having name of the Agency / Proprietor - Copy of Latest Municipal Corporation Tax Receipt OR copy of latest Land Line Telephone Bill OR copy of latest Electricity Bill, copy of the valid Shop and Establishment Registration certificate OR Copy of valid Lease Agreement etc.)		
2	Laundry Location & Proof: The Bidder must own or have an operational, dedicated Laundry Point/Facility located within the PMC (Pune Municipal Corporation) or PCMC (Pimpri-Chinchwad Municipal Corporation) area. Documentary proof, such as a Maharashtra Shop Act Registration Certificate or equivalent official license for the laundry facility at the stated address, must be submitted.		
3	The bidder must have a minimum of one year of experience in providing commercial Laundry Services to similar-scale institutions (Hotels, Guest Houses, Hostels, Hospitals, etc.).	Yes / No Submitted / Not Submitted	
4	The Agency / firm / bidder must have an average annual turnover of at least Rs. 2,70,000/- (Rupees Two Lakhs Seventy Thousand Only) specifically from Laundry Services/Similar Service Contracts in the last three (3) financial years. A Turnover Certificate duly certified by a Chartered Accountant must be submitted.	Yes / No Submitted / Not Submitted	
5	GST Registration No- PAN No-		

Sr.	Particulars	Mention Details (Do not state <u>attached</u> / <u>enclosed</u> / <u>refer attached document</u> etc.). Highlight relevant portion of the attached document.	Page No
6.	Submit affidavit in the prescribed format (Annexure-1) on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public	Submitted / Not Submitted	
7	Submit acceptance certificate (Annexure-2) on a letter head in the prescribed format.	Submitted / Not Submitted	
9	Tender Fee (Non Refundable) to be submitted in the form of Demand Draft of Nationalized Bank / Scheduled Bank having minimum three months' validity (To be submitted with Technical Bid) Refer terms and conditions of tender.	No. _____ dated _____ for Rs. 1,180/- (Rupees One thousand one hundred eighty only) drawn on (name of the Bank) _____ _____ in favor of Director, IISER Pune payable at Pune	
10	Earnest Money Deposit (EMD) to be submitted in the form of Demand Draft of Nationalized Bank / Scheduled Bank having minimum three months' validity (To be submitted with Technical Bid) Refer terms and conditions of tender.	No. _____ dated _____ for Rs. 18,000/- (Rupees Eighteen Thousand only) drawn on (name of the Bank) in favor of Director, IISER Pune payable at Pune.	

Signature: _____

Name : _____

Date : _____

Seal of contracting agency/firm/company

Tender fee and EMD amount can be deposited in IISER PUNE Bank account through net banking as mentioned below.

Name- Indian Institute of Science Education and Research Pune.

Bank-State Bank of India

Branch-NCL Campus Branch, PUNE 411008

Current A/c No. 30042605732

IFSC-SBIN0003552

GENERAL TERMS AND CONDITIONS

1. Scanned copy of Tender Fee and EMD in favour of The Director, IISER Pune must be uploaded with the Technical Bid.

Tender Fee, EMD Documents are also needs to be submitted in a sealed envelope by due date at the following address with covering letter having tender details:

Sr. Assistant Registrar (S&P)
Indian Institute of Science Education and Research Pune
Dr. Homi Bhabha Raod, Pashan
Pune-411008
Tel: 020 2590 8246 / 8017
Email: purchase@iiserpune.ac.in

Tender received without Tender Fee and EMD Documents as per requirement will be summarily rejected.

2. At the first stage, the Technical Bids shall be opened on due date and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted in support, tendered terms, conditions, eligibility etc. Tenderer who submits Financial Bid with Technical Bid shall be disqualified. Bidders technically disqualified shall be intimated.
3. The tender is not transferable under any circumstances.
4. Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
5. Tender in any form other than the prescribed form issued by IISER Pune shall not be considered and will be summarily rejected.
6. Earnest Money Deposit (EMD) of bidder who withdraws tender during the intervening period shall be forfeited.

7. SECURITY DEPOSIT

The successful tenderer shall deposit Rs.50,000/- Security Deposit of the total contract value in the form of Demand Draft drawn in favor of "Director IISER Pune".

8. PERIOD OF CONTRACT): -

The period of contract will be initially for one year and extendable up to 05 years on the

CONDITIONS OF THE CONTRACT

1. The bidder must fulfill all the requirements given in the Technical Bid and terms and conditions of the tender.
2. Photocopies & supporting documents submitted on CPP Portal should be legible.
3. The Director, IISER Pune shall have absolute right and authority for the suspension/ revocation of security in case of breach of any clause of the Agreement by giving prior notice.
4. **Fraud and Corruption:**
The IISER Pune requires that bidders, if any, observe the highest standard of ethics during the execution of such contracts. In pursuit of this policy,
 - (a) The terms set forth below are defined as follows:
 - (i) **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (ii) **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) **“Collusive practice”** means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, noncompetitive levels; and
 - (iv) **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
 - (b) The IISER Pune will reject a proposal for award if it determines that Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent collusive or coercive practices in competing for the Contract in question
7. Interpretation of the clauses in the Tender Document / Contract Document. In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, Director IISER, PUNE's interpretation of the clauses shall be final and binding on all parties.
8. **TERMINATION OF THE CONTRACT:** -
Institute shall have the right to terminate the contract if, in its opinion, the quality of services is not up to the standard/satisfactory or giving one-month notice.
9. **JURISDICTION:** The contract will be subject to Pune Jurisdiction, in case of any dispute, only Pune Court will have jurisdiction.

SPECIFIC TERMS & CONDITIONS

1) Infrastructure & Equipment Requirements:

The bidder must possess or have guaranteed access to a modern, well-maintained, and adequately equipped commercial laundry facility with:

- Industrial-grade, high-capacity washing machines, dryers, and professional ironing/pressing equipment.
- Dedicated and sufficient space for sorting, washing, drying, ironing, and temporary storage of soiled and clean laundry, ensuring no cross-contamination.
- Proper ventilation, lighting, and stringent hygiene protocols within the facility.
- Robust backup equipment and contingency plans to ensure uninterrupted service in case of machinery breakdown or other unforeseen events.

2) Safety, Health, and Environmental Compliance:

- The agency must strictly comply with all applicable local and national laws and regulations pertaining to labor, health, safety, and environmental protection.
- This includes responsible handling and disposal of wastewater and laundry chemicals in an environmentally sound manner, with proper licenses and certifications.

3) Contract Period: The contract shall be for an initial period of one year extendable up to five years.

Financial Bid

PRICE SCHEDULE

TO BE QUOTED ONLY IN THE EXCEL SHEET & PDF FORMAT ON E-PROCUREMENT PORTAL AND SUBMIT ACCORDINGLY

Name of the Tenderer _____

Sr. No.	Item Description (Guest House Linen)	Unit of Measurement (e.g., Per Piece/Per Kg)	Cleaning, Washing, Drying, Ironing & Folding Cost (Rs. excluding GST)	GST (%)	Total Cost (Rs. including GST)
1	Bed Sheet (Single/Double)	Per Piece			
2	Pillow Cover	Per Piece			
3	Duvet Cover	Per Piece			
4	Bath Towel	Per Piece			
5	Hand/Face Towel	Per Piece			
6	Bath Mat	Per Piece			
7	Curtains	Per Piece			
8	Saree, Salwar Kameez	Per Piece			
9	Pant-Shirt	Per Piece			

Signature and Seal of the Tenderer

(COVERING LETTER)

(To be submitted along with technical bid on letter head)

The Director

Indian Institute of Science Education and Research,
Dr. Homi Bhabha Road,
Pune 411 008

Subject: Tender for Laundry Services for IISER Pune Guest House

Reference: Tender Notice published in Institutes website / CPP Portal dated _____,

Sir,

With respect to the tender notice published in above mentioned Daily newspaper / Institutes website / CPP Portal, I / We hereby submit my / our tender in a required format.

I / We will adhere to the requirements prescribed by IISER Pune. I / We have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We accept the same without any alterations/modifications.

Yours Sincerely,

Signature : _____

Name : _____

Seal of contracting agency/firm/company

(To be furnished on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public)
(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name) _____ /Partner/Sole Proprietor (strike out which is not applicable of (Firm) _____ do hereby solemnly affirm and declare that the individual/firm/companies are not black listed by any Government Department / Autonomous body / Private Organization.

DATE, THE day of 2025

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DATE, THE day of 2025

DEPONENT

ACCEPTANCE CERTIFICATE
(To be submitted along with technical bid on letter head)

I..... (Designation)..... of

(Name of the Company)

Have read and understood and hereby accept the terms and conditions of the tender for the Laundry Services
for IISER Pune Guest House

Signature : _____

Name : _____

seal of contracting agency/firm/company

Date:

Place:

DETAILS OF PRESENT AND PAST CLIENT

Please attach client certificates on their letterhead a period of the contract awarded,

Name & Address of Client (s) (Do not use abbreviations)	Period (From - To) (DD/MM/YYYY)	Remarks (if any)

Signature : _____

Name : _____

Seal of contracting agency/firm/company

DRAFT FORMAT OF CLIENT CERTIFICATE

[To be submitted on client's letter head. Certificate may be in any format but should have following minimum details]

Date :

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Name of Agency) _____ is / was engaged by us for Laundry Services provided with effect from _____ to _____.

Details of the Services provided by the Agency are as under:

Sr.No.	Period (DD/MM/YY)	
	From	To

During the period of contract, services provided by the Agency has been : Poor / Satisfactory / Good / Very Good / Outstanding (Strike out whichever is not applicable)

Signature of Authorized Signatory

Name : _____

Designation : _____

Company Seal / Stamp

BIDDER INFORMATION FORM

Company Name : _____

Registration Number : _____

Registered Address : _____

Name of Partners /Director : _____

City : _____

Postal Code : _____

Company's Establishment Year : _____

Company's Nature of Business : _____

Company's Legal Status
(tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

CONTACT DETAILS

Contact Name : _____

Email Id : _____

Designation : _____

Phone No : (_____) _____

Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____

A/c. No. CC/CD/SB/OD: _____

Name of Bank : _____

IFSC NO. (Bank) : _____

Enclose scan copy of cancelled Cheque.

Branch Address and Branch Code: _____

Other Details

Vendor's PAN No. _____

Vendor's GST No: _____ x