



ALL INDIA INSTITUTE OF AYURVEDA(AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Village- Dhargal, Taluka- Pernem, North Goa, Goa-403513 (India)

Website: www.aiia.gov.in

Email: astt-storeofficer2@aiia.gov.in

Phone Number 011-26950401 Ext. 2206/1301

Tender No. K-50/5/2025-AIIAGoa

Dated:- 07.02.2025

Subject: Notice Inviting Expression of Interest for Laundry Services at AIIA Goa.

Schedule of EOI.

Date of Issue of EOI : 07.02.2025 at 18:00Hrs

Last date of submission of EOI : 28.02.2025 at 15:00hrs

Opening of EOI : 28.02.2025 at 15:30hrs

Dr. Shivakumar Harti

**(Dr. Shivakumar Harti)
Additional Professor &
Store In-charge**

Dr. Shivakumar Harti

EXPRESSION OF INTEREST

Table:1

The list of Hospital Lenin is as follows: -

Sr. no.	Item
1	Apron
2	Baby receiving sheet
3	Bedsheet
4	Blanket
5	Cut sheet
6	Draw sheet
7	Face mask
8	Hand towel
9	Head cap
10	Draping sheet (Small)
11	Draping sheet (Medium)
12	Draping sheet (Large)
13	Pant
14	Pediatric uniform
15	Pillow cover
16	Shirt
17	Shoe cover
18	Skirt
19	Gown
20	Scrub suit (shirt, pants)
21	Towel
22	Window Curtains

Interested agencies should submit their Application/ Expression of Interest on prescribed format on or before as per schedule given in the bid document at AIIA Goa on the following address: -

Address for Submission of hard copies of EOIs:

Office of Medical Superintendent, All India Institute of Ayurveda, Village Dhargal Taluka Pernem, Goa-403513.

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ELIGIBILITY CRITERIA

1. The vendor should have minimum **01-year** experience to run similar type of business or activity (documentary evidence must be enclosed) and submission of required document as mentioned – Annexure-II.

Evaluation of Expression of Interest (EOI)s

a) The Expression of Interest (EOI) will be evaluated based on Technical Evaluation Parameters as mentioned below for amenities mentioned in respective Table-I: -

(A) Evaluation Criteria for Table-I (Laundry Services)

S. No.	Parameter
1.	Relevant Experience of running a Laundry Services at least for a period of 01 years.

Scope of Work: -

Type of Laundry Solution: - Dry Cleaning and Wet Cleaning

Cycle: - Daily / As required

Unit Of Laundry Service: - Pieces

Quantity Range: - 50-100

Size: - Various

Transportation - Doorstep pickup and drop.

Select the Bed Capacity of the Hospital: - 100-150

GENERAL TERMS AND CONDITIONS TO THE VENDOR

1. Commitment for providing services at competitive rates in the campus.
2. Agreement: An agreement (on a non judicial stamp paper of Rs.500/- within 10 days from the date of issue of NOA) is required to be executed by the service provider. The cost of agreement (including stamp paper and notary) shall be borne by the Service Provider. In the event of any unlawful, antisocial anti- institute or unauthorized activities by the service provider having been found, the agreement shall be terminated with immediate effect by giving a prior notice 15 days to service provider.
3. The Institute has right to cancel Expression of Interest at any stage. Any kind of dispute will be resolved amicably and in this connection, the decision of Institute shall be final and binding upon both the parties.
4. Acceptance of application / Expression of interest will be intimated to the successful service provider through a notification of award (NOA) duly signed by the authorized signatory of the institution.

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5. No subletting / sub-contracting of work will be allowed at any stage. Service provider will have to give ethical practices certificate in prescribed Performa.
6. If found quarrelling or misbehaving with anyone or involved in any kind of anti-social activity, the contract agreement will be cancelled forthwith by the Institute and in such situation, agency has to vacate premises within 7 days.
7. The service provider shall raise a proper invoice for every service rendered with all taxes / GST as applicable.

TERMS AND CONDITIONS

Annexure-I

1. **Duration of contract:** The period of contract will be initially for one year that may extend for further one year after approval of the competent authority on the mutual basis of feedback and performance.
2. **Performance Security Deposit (PSD):** The successful bidder will submit a PSD (Performance Security Deposit) of **Rs. 25,000/-** by the way of FDR/BG in f/o "Director, AIIA" & payable at Delhi during the execution of agreement. The said PSD will be valid for a period of 60 days more than the contract period. The PSD shall be returned by AIIA within 60 days from the date of vacating the premises by the Service provider. For this purpose, the service provider must have to submit the NOC from the Estate Section or from the authorized person while applying for release of PSD.
3. If there is any damage to any property of AIIA Goa or any payments due to AIIA Goa or any demand from any authority to AIIA Goa arises regarding dues payable by the Service Provider, the AIIA Goa shall encash the PSD held in security to release this payment.
4. **The Service Provider shall start operating the work / services within 07 working days from the date of contract.**
5. The Expression of Interest (EOI) complete in all respects with stipulated documents, should be submitted and addressed to AIIA Goa, in a sealed cover by super scribing the envelope with 'Expression of Interest (EOI) for opening of various shops at AIIA Goa premises.
6. All papers of the Expression of Interest (EOI) should be signed and stamped by the authorized signatory of the agency / service provider.
7. Expression of Interest should reach the above address on or before as per schedule given in the bid document and the bids will be opened on the date of closing as per specified time. The Expression of Interest received after the last date and time shall not be entertained. AIIA Goa shall not be responsible for postal delay / loss.



(On the letter head of the firm)

PERFORMA FOR APPLICATION

Personal Information:

1.	Name of Vendor	
2.	Complete Address of the Vendor	
3.	Date of Registration of Firm	
4.	PAN Number	
5.	Month and year of Establishment	
6.	Authorized Distributor / Franchise / Supplier of (Specify brand and attach certificate) if applicable	
7.	Email id of the bidder	
8.	Mobile number of the bidder	
9.	Other information	

Details of work experience: (contract copy to be enclosed)

Sl. No.	Worked With (Name of Organizations)	Period	
		From	To

(More rows can be added)

I/We hereby submit the proposal for providing Laundry Services at AIIA Goa. I/We undertake to agree to all terms and conditions of the document. It is certified that our firm fulfils the eligibility criteria mentioned by the Institute in EOI. Supporting documents of all the above information are also attached.

Date:

Signature of the Vendor with Stamp/ seal



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Documents to be attached:

- PAN
- Registration Certificate.
- Other Statutory Registrations/Licenses, if any.
- Experience details, along with supporting contract copies
- Any other document as required under other provisions of this EOI document and not mentioned herein above.

Evaluation Criteria for responsive EOI.

- The evaluation will be done taking into consideration the lowest rate quoted by the bidder.
- The contract will be awarded to the responsive bidder on lowest rate basis (L1 Bidder) for Laundry Services.
- The Rate for Saloon and Laundry Services are to be quoted item wise.

Sr. no.	Item	Rate per Unit
1	Apron	
2	Baby receiving sheet	
3	Bedsheet	
4	Blanket	
5	Cut sheet	
6	Draw sheet	
7	Face mask	
8	Hand towel	
9	Head cap	
10	Draping sheet (Small)	
11	Draping sheet (Medium)	
12	Draping sheet (Large)	
13	Pant	
14	Pediatric uniform	
15	Pillow cover	
16	Shirt	
17	Shoe cover	
18	Skirt	
19.	Gown	
20	Scrub suit (shirt, pants)	
21	Towel	
22	Window Curtains	
Total Amount		

Rate quoted should be inclusive of GST.

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