

Expression of Interest **For Laundry Shop on Rental Basis**

Location: IBA Boys Hostel

Date of Issue : January 19, 2024

Last Date of Submission : January 29, 2024 (1500 Hrs)

Date of Opening : January 29, 2024 (1530 Hrs)

Company Name :

Company Address :

Contact Number :

NTN: SRB Reg. #

Introduction

In the light of essential need for efficient laundry services at IBA Boys' Hostel located in Karachi University Enclave, proposals from qualified and experienced laundry vendors are invited to provide comprehensive services to the approx. 450 of our students. The selected vendor meets the high standards expected by our student community.

Key Requirements:

Capacity and Resources: Prospective vendors must demonstrate the capacity to efficiently manage the laundry needs of the Boys' Hostel's 450 students.

Quality Assurance: A paramount focus on maintaining stringent cleanliness and hygiene standards to safeguard the optimal condition of students' belongings.

Service Timings: Vendors should offer flexible service timings from 11 am to 11 pm to accommodate the diverse schedules of students, emphasizing timely and reliable service.

Turnaround Time: A commitment to a reasonable turnaround time for laundry processing to meet the daily demands of hostel residents.

Pricing Structure: Submission of a transparent pricing structure encompassing service costs, any additional charges, and favorable payment terms. Competitive and reasonable pricing will be a determining factor.

Pricing Options: Vendors should provide detailed pricing for single items as well as semester-wise packages to offer flexibility and convenience for students. Clear delineation of pricing for both routine and urgent services, allowing students to choose the level of service based on their needs.

Rent and Utility Charge: IBA has established a favorable financial arrangement with the vendor, where the institution will charge a very nominal rent and waive electricity, gas, and water charges. The primary motivation for this arrangement is to enable the vendor to provide subsidized rates to the students. This approach aims to make essential services, such as laundry, more affordable for the student community.

Environmental Considerations: Encouragement to adopt environmentally friendly practices, including water and energy conservation, and the use of eco-friendly detergents where feasible.

Customized Services: Capability to provide tailored services, such as express laundry options or special handling for delicate items.

Quality of Equipment: Disclosure of details regarding the laundry equipment used, ensuring it is modern, well-maintained, and capable of handling the substantial volume of laundry generated by hostel residents.

Customer Support: Implementation of a responsive customer support system to promptly address any concerns or inquiries from hostel residents.

Compliance and Legal Requirements: Vendors must comply with all local regulations, health and safety standards, and licensing requirements associated with providing laundry services.

1. Details of Laundry shop Locations and Rent

S. No	Location	Rent	Size of Space (approx.)
<u>IBA Boys Hostel, Karachi University</u> Enclave			
1-	Laundry Shop	Rs.5,000/-	14'-5" X 17'-4"

2. Service Requirements

I. Provide washing and ironing services to the students for following items:

- i. Pent and Shirt/T-Shirt
- ii. Kameez and Shalwar
- iii. Blazers and Coats
- iv. Undergarments and socks
- v. Towels
- vi. Bad Sheets & Pillow Covers
- vii. Curtains
- viii. Blanket
- ix. Any other item as per requirements

3. Selection Criteria

Only those Laundry Contractors/Vendors can apply who fulfil the following mandatory criteria.

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No	Annex #
1	Minimum 03 years of relevant experience in reputable Education Institutes / Corporate Sector / Universities with no dissatisfactory performance ever.		
2	Last 3 years' annual turnover with minimum 1 million (per year) attach bank statement or financial statements.		
3	Have at least one running Laundry / Laundry contract with any reputable Education Institutes / Corporate Sector / Universities.		
4	Rental / Contact Agreement of Last 03 years for the space.		

Stamp & Signature

4. General Information

Working Days:

Monday, to Sunday (7 days) and on holidays. Timings are from 11 am to 11 pm.

IBA Facilities for Vendor:

i. Electricity, Gas and Water connection would be provided (will be charged on an actual basis through submeter)

Contractor/Vendor Liabilities:

1. Provision and installation of equipment such as follows:
 - i. Commercial Washing Machine
 - ii. Spinner
 - iii. Dryer
 - iv. Steam Press
 - v. Any other equipment requirement
2. Laundry shop as per maximum covered area mentioned above.
3. Necessary detergents, fabric softeners, and other laundry chemicals are required for the laundering process.
4. Vendor would be responsible for the regular maintenance and repair of all laundry equipment provided for the services.
5. Maintaining housekeeping, cleanliness & hygiene.
6. Availability of other equipment etc. as per requirement.
7. Maintain manpower such as:
 - i. Supervisor
 - ii. Cleaner
8. Uniform for Cleaner
9. POS machine/QR payment option
10. Use of eco-friendly chemicals for washing

Important Notes:

The Contractor/Vendor shall provide:

- Undertaking that he/she is fully aware about the laundry services operation and law prevailing in Pakistan.
- Vendors should provide rental charges 10th of every month or within five working days of received official invoice.
- Security Deposit, equal to one year' rent of laundry Shop.

Note:

Interested Contractors/Vendors may inspect the locations on January 24, 2024 at 03:00pm. Site visit is mandatory before submission of the EOI documents and Price list of items.

Stamp & Signature