U. T. ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN & DIU
DEPARTMENT OF HEALTH & FAMILY WELFARE
O/o. THE MEDICAL SUPERINTENDENT
NAMO HOSPITAL, DAMAN – 396 210
Email: damannamohospital@gmail.com

No. NAMO/DMN/Linen Quotation/2026-27/2725 **Dated:- 25.11.2026**

Subject: Invitation of Sealed Quotations for Providing Laundry Services, Including Collection, Washing, Cleaning, Drying, Ironing and Delivery of Hospital Linen at NAMO Hospital, Daman.

Sealed quotations are hereby invited by the Office of the Medical Superintendent, NAMO Hospital, Daman from reputed and authorized firms/suppliers for obtaining competitive market rates for the purpose of estimation and assessment of prevailing market prices for Providing Laundry Services, Including Collection, Washing, Cleaning, Drying, Ironing and Delivery of Hospital Linen at NAMO Hospital, Daman:

Sr. No.	Description	Unit	Unit Rate (Inclusive of GST)	Required Quantity	Total Amount (Inclusive of GST)
Pick-up of dirty linen from wards and other locations in the Hospital complex, washing, cleaning, drying, ironing, and delivering the washed linen to the wards:					
1	Bed sheet (all sizes)	Nos.	Rs. _____	1 Nos.	Rs. ____
2	Pillow cover (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
3	Blanket (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
4	Doctors Shirts	Nos.	Rs. _____	1 Nos.	Rs.
5	Doctors Pants	Nos.	Rs. _____	1 Nos.	Rs.
6	Patient Shirt (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
7	Patient Pant (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
8	Draw sheet, Draw Sheet Green, femoral sheet, wrapper sheet, cut sheet or any other sheet (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
9	Baby sheet (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
10	Baby blanket (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.

11	Patient Gown (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
12	Mackintosh / rubber sheet (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
13	Plastic sheet (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
14	Big Towel	Nos.	Rs. _____	1 Nos.	Rs.
15	Small Towel	Nos.	Rs. _____	1 Nos.	Rs.
16	Napkin (Hand Towel)	Nos.	Rs. _____	1 Nos.	Rs.
17	Curtain/Screen (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
18	Laundry trolley bag (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
19	Apron (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
20	Leggings (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
21	Baby frock (all sizes)	Nos.	Rs. _____	1 Nos.	Rs.
				Total Amount (Inclusive of GST)....	

Minimum Manpower Requirement and Estimated Cost

The Service Provider shall maintain a minimum daily deployment of 08 personnel, adjustable across shifts as per the hospital's operational requirements to ensure timely collection, processing and delivery of hospital linen.

Sr. No.	Category of Manpower	Minimum Required Manpower (Nos.)
1	Laundry Supervisor	01
2	Machine Operators (Washer/Dryer/Calendar)	02
3	Washermen / Sorters (Soiled & Clean Zones)	02
4	Ironers, Folders & Trolley Attendants	03
	Total	8

Terms and Conditions

1. The firm shall quote rates for providing laundry services, including collection of dirty linen from various wards and other locations within the hospital premises, washing, cleaning, drying, ironing, folding and delivery of clean linen to the respective wards/departments of NAMO Hospital, Daman.

2. The firm shall quote its rates strictly in the prescribed format, clearly indicating the rate per Nos. of linen (or per specified unit), applicable GST and total amount inclusive of GST.
3. The laundry machines and other necessary equipment are already installed at the Linen Department, 1st Floor, NAMO Hospital, Daman. The firm shall take note of the existing infrastructure while quoting the rates.
4. The firm shall quote rates considering the utilization of the existing machines and facilities available at the Linen Department. Any additional manpower, consumables, detergents, chemicals and other materials required for carrying out the laundry services shall be considered while quoting the rates.
5. The quoted rates shall be inclusive of all applicable taxes, duties, manpower charges, consumables, transportation within the hospital premises and all other incidental expenses required for providing the complete laundry services.
6. The firm shall ensure proper collection, segregation, washing, disinfection, drying, ironing, folding and timely delivery of clean linen to the concerned wards/departments, as per the requirements of the hospital.
7. The firm shall maintain proper hygiene and infection control standards while handling dirty and clean linen. Dirty and clean linen shall be handled separately to prevent cross-contamination.
8. The quotation should be submitted in a sealed envelope, duly signed and stamped by the authorized representative of the firm, and addressed to:
   The Medical Superintendent,
   NAMO Hospital, Daman,
   Opp. Devka Beach, Marwad,
   Nani Daman, Daman – 396 210.
9. The sealed quotation should reach the above office on or before 02.12.2026 up to 12:00 Noon.
10. The quotation shall be submitted solely for ascertaining prevailing competitive market rates and preparation of the estimated cost for the proposed laundry services.
11. This Notice Inviting Quotation is issued only for obtaining competitive market rates and shall not be construed as an offer, work order or commitment to award the work to any firm.
12. The Office of the Medical Superintendent, NAMO Hospital, Daman reserves the right to accept or reject any or all quotations without assigning any reason thereof.

13. Any quotation received after the stipulated date and time may not be considered.
14. The quoted rates shall remain valid for a reasonable period from the date of submission, as indicated by the firm in its quotation.
15. The firm shall mention its name, complete address, contact number, email ID, GSTIN, PAN Card and details of the authorized signatory in the quotation.
16. The firm shall quote rates separately on a per Nos. basis for the complete laundry process. Incomplete or conditional quotations may not be considered.
17. The Service Provider shall deploy a minimum of 08 personnel daily to ensure uninterrupted laundry services at NAMO Hospital, Daman.
18. The manpower shall be deployed in shifts as per the operational requirements of the hospital.
19. The Service Provider shall be responsible for payment of wages, statutory contributions, EPF, ESIC, bonus, leave and other applicable statutory benefits, as per prevailing Government rules.
20. The Service Provider shall ensure that adequate manpower is available at all times, including during weekly offs, leave and absenteeism, without affecting hospital services.

Medical Superintendent
NAMO Hospital, Daman