



आरोग्यम् सुख सम्पदा

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)

❖ All India Institute of Medical Sciences, Raipur (Chhattisgarh)
Tatibandh, GE Road, Raipur-492 099 (CG)

www.aiimsraipur.edu.in

No. ADMIN/Tender/Laundry/1/2013

Dated: 16.08.2013

TENDER NOTIFICATION

It is intended to temporarily outsource the operations of 'LAUNDRY SERVICES' for our 200 bedded hospital for washing (without any remnants of stains) & pressing of soiled linen items like bed sheets, pillow covers, towels of varying sizes (with hole & normal), wrappers, leggings, gowns, patients' hospital dress like shirts/pants/kurtas/pyjamas etc, of various sizes. The linen is of 100% Cotton, 80:20 &/or 67:33 Cotton Polyester blends & woolen fibers.

Sealed and superscribed tenders are invited from reputed launderers / service providers with mechanized laundry facilities for the above work. Detailed information with all terms and conditions are given in the Tender Document. Application forms and the tender documents can be downloaded from website www.aiimsraipur.edu.in and a crossed DD / Banker's Cheque for Rs.1000/- (Rupees One Thousand only), drawn in favour of AIIMS Raipur, payable at Raipur should accompany the bid against cost of the bid. The application fee is non-refundable. The last date of submission of bids is 06.09.2013 at 3:00 pm in the office of AIIMS Raipur.

Administrative Officer
AIIMS, Raipur

ANNEXURE-A

Financial Bid

(To be submitted in separate envelope)

TENDER FORM TO PROVIDE LAUNDRY SERVICES AT AIIMS, RAIPUR

To

**The Administrative officer,
AIIMS, Raipur**

Sir,

I/We, the undersigned, have carefully gone through the Terms and Conditions of the laundry service in your hospital and thereby submit the rates as under:

The rate will be Rs. _____ [Rupeesonly]
per cloth (irrespective of size, type or category of linen and inclusive of all charges for cotton cloth).

Signature of the tenderer

Name: _____

[In capital letters]

Address: _____

(With Seal of the agency)

ANNEXURE- B**DETAILS OF THE TENDERER**

Sl.No.	Particulars	TO BE FILLED BY THE TENDERER
1	Name of the Firm/Supplier	
2	Postal Address with Telephone No./Fax No./Mobile No./E.Mail Address	
3	Details of machineries available	
4	Annual Turnover for the last three years a. 2010-2011 b. 2011-2012 c. 2012-2013
5	CST/KST/VAT/PAN No.	
6	a. Factory License No. b. Shops & Estt. License No. c. BBMP/Municipal/Local authority License No. d. License under Contract Labour Act (if,applicable) e. ESI Code No. f. EPF Code No. (copies of all relevant licenses to be enclosed)

SI.No.	Particulars	TO BE FILLED BY THE TENDERER
7	Details of EMD a. DD/Bankers' Cheque/ FDR No. b. Name of the Bank c. Branch d. Amount
8	Whether Assessed under IT Act. If so, enclose IT returns for the last three years	
9	Names & addresses of other hospitals, etc., to whom services are provided	
10	Whether service is provided for 24 hours and on all days	
11	Any other information relevant to the subject	

Declaration: I/We, hereby declare that the information as provided above is correct & true to the best of my knowledge.

Place:

Name, Signature & Seal of the tenderer

Date:

To:
The Administrative Officer,
All India Institute of Medical Sciences
Raipur

Dear Sir,

**Sub: Your advertised tender enquiry datedfor washing &
pressing of soiled linen items – Reg.**

We submit herewith our quote against your advertised tender enquiry, bearing No....., dated:....., for linen items. We have carefully perused the Terms and Conditions as stipulated therein and accept the same unconditionally.

(Firms Name & Address)
(Signature of Authorised Signatory)

WITNESS:

Signed in my presence.

Name :

Designation:

Seal:
Notary Public/Gazetted Officer
(with name & Complete Address)

Place:

Date:

GENERAL TERMS & CONDITIONS:

- **EMD** – Rs.1,00,000/- (Rupees One Lakh Only), by DD/FDR in favour of AIIMS Raipur valid upto 3 months from the date of opening the tenders.
- **Performance Security Deposit** – 10 % of the tender cost to be paid by the successful bidder, within 21 days from the award of the tender, by way of a DD /Banker's Cheque / FDR for the appropriate amount, drawn in favour of AIIMS Raipur, payable at Raipur. Failure to pay the security deposit within the stipulated time will lead to automatic disqualification of the bidder & the undersigned reserves the right to either award the contract to the next successful bidder or cancel the entire bid. Performance Security Deposit is returnable after the completion of the contract, as per the terms & conditions, without any interest.
- Tender Documents if down loaded from our website www.aiimsraipur.edu.in, the appropriate application fee in the form of DD/Bankers' Cheque, as per Colum 2 above to be submitted along with the duly and completely filled tender document.
- Last date for receipt of duly filled Tender Documents is 06.09.2013, 03.00 PM. Date of opening the Tender is on 06.09.2013, 03:30 PM, in the Conference Hall of our Hospital. In case, date of opening of tenders happens to be declared a public holiday, the tender shall be opened on next working day. Other conditions will remain unchanged.
- **Experience** – The tender should have experience of providing laundry service in Govt. Hospital/PSU Hospital or a private sector tertiary care hospital with more than 150 bed for a period of at least 3 years including chemicals/detergents. The bidder should give a declaration to this effect on Rs. 10/- non judicial stamp paper dully attested by Notary. The bidder should give a list of organizations for which it was rendering laundry service as mentioned above along with satisfactory performance certificate from such organizations.
- **Duration** – The duration of contract shall be of 12 Months, which may be extendable by another mutually agreed demand by Director AIIMS Raipur.
- **Location** – Agency should have office in Raipur. In case of outside agencies they must have their registered branch office in Raipur (Documentary proof required).

Tender should be submitted in two bid system containing two parts as detailed below:

Part-I:- Technical Bid along with EMD and bid document cost in one sealed cover.

Part-II:- Price bid/financial bid in one sealed cover (as Annexure A).

Envelope Containing Part-I and Envelop containing Part-II must be covered in third scaled cover Super Scribed "Tender for LAUNDARY SERVICES" in AIIMS, Raipur.

SPECIFIC TERMS & CONDITIONS:

- **Signing of Tender:** Individuals signing tender or other documents connected with the contract must specify:
 - (i) Whether signing as a “Sole Proprietor” of the firm or his attorney.
 - (ii) Whether signing as a “Registered Active Partner” of the firm or his attorney.
 - (iii) Whether signing for the firm “Per Procurationem.”
 - (iv) In the case of companies and firms registered under the Indian Partnership Act the - capacity in which signing, e.g. Secretary, Manager, Partner etc. or their attorney and produce copy of a document, empowering him to do so, if called upon to do so.

Note: In case of unregistered firms all the members or all attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

- **SUB-CONTRACTING OF TENDER WORK:** The Tenderer shall not sublet, transfer or assign the tender or any part thereof without the written permission of the MS, AIIMS Raipur. In the event of the contractor contravening this condition, the Director AIIMS Raipur has the rights to cancel the tender, besides taking recourse to available legal action.
- The soiled (dirt, grime, blood, body fluids, etc.) linen items are to be collected by the successful tenderer from the hospital, everyday at 9.00 AM through their own personnel, taken to their place of work, washed using good quality soaps/detergents, all stains removed using good quality stain removers, wherever applicable optical brightening agents are applied, wherever applicable starch is applied, dried properly, pressed without any wrinkles, folded neatly, packed separately itemwise, transported and delivered at the hospital at 9.00 AM of the next day.
- The soiled linen shall be collected by the contractor at the prescribed time from all the concerned departments under proper acknowledgement in duplicate (one copy for the concerned department and the other copy for the contractor). The washed & pressed linen as detailed above shall be delivered by the personnel of the contractor to the concerned departments at the prescribed time under proper acknowledgement. The

hospital will not provide any space or personnel or transportation or materials or any other support or infrastructure to the contractor to execute his work.

- The contractor is solely responsible for any loss, damage, discolouration, bleeding of colours, fading of prints, wear & tear, etc., to the linen and the cost of the same will be recovered from the payment due to him in the first instance and may also be adjusted against the security deposit.
- Blood-stained linen will have to be washed separately from other normally stained linen and should not be mixed with each other.
- If the quality of the washed linen items are not found to be complying with the stipulations made above, the same shall be rewashed free of cost.
- Security Deposit will be forfeited, if the services are irregular, unsatisfactory, untimely & not of good quality.
- TDS as applicable under the Income Tax Act will be deducted from the bills and will be paid to the concerned department.
- Service Tax as applicable under the Department of Central Excise will be deducted from the bills and paid to the concerned department.
- **DISPUTES AND ARBITRATION:** In case of any dispute the decision of the Director, AIIMS, Raipur will be final. The venue of any arbitration Raipur.
- **Any violation of the above mentioned terms & conditions shall lead to rejection of Tender and forfeiture of EMD or Security Deposit.**

The undersigned reserves the right to postpone the date of opening or to accept or reject any or all the bids without assigning any reason at any stage with the approval of Director AIIMS Raipur.

Administrative Officer
AIIMS, Raipur