All India Institute of Medical Sciences

Rishikesh-249203



Tender document for Outsourcing of Laundry services at AIIMS, Rishikesh

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|  Ref. No. :  | 24/LaundryServices/504/2019-Rish(Admn)  |
|  Publishing Date :  | 03/07/2019 at 03:00 PM  |
|  Pre-Bid Meeting :  | 09/07/2019 at 03:00 PM  |
|  Bid Submission Start Date :  | 03/07/2019 at 03:00 PM  |
|  Last Date of Bid Submission :  | 24/07/2019 at 03:00 PM  |
|  Bid Opening :  | 25/07/2019 at 03:00 PM  |

Tender documents may be downloaded from institute’s web site www.aiimsrishikesh.edu.in (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app

 NOTICE INVITING TENDER

For

“Outsourcing of Laundry Services ”

 At

AIIMS, Rishikesh,

 Dated…………….

Subject: E-TENDER FOR OUTSOURCING OF LAUNDRY SERVICES AT AIIMS RISHIKESH.

All India Institute of Medical Sciences (AIIMS), Rishikesh invites bids through E-Tender for outsourcing of Laundry services at AIIMS Rishikesh.

The bids will consist of two packets: Packet-A and Packet-B. Packet-A will consist of Technical and other conditions as laid down in the Bid document. Packet-B shall consist of the Financial Bid as per conditions laid down in the Bid document.

Bidders are required to deposit an amount of Rs 2,00,000/- (Rs. Two Lakh only) as EMD through DD/FD prior to submission of E-Tender. The E-receipts for the same shall be uploaded along with tender document. Bids uploaded without E-receipt of EMD shall not be entertained.

The successful bidder shall be intimated about the Award of Licence within 150 days of opening of bid.

The Notice inviting bid along with instructions to bidders, Scope of Work, eligibility criteria,

system of award of licence, agreement, etc. form part of the bid document.

 TENDER NOTICE

For

“Outsourcing of Laundry services in AIIMS Rishikesh premises”

AIIMS, Rishikesh, Virbhadra Marg, Rishikesh, Dehradun Dated…………….

1. E-tenders in Two Bids (Technical & Financial) basis are invited on behalf of the Director, All India Institute of Medical Sciences, Rishikesh from interested and eligible Companies/Firms/Agencies for establishment of Laundry services at AIIMS Rishikesh.

1. Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app.
2. The complete bidding process is online. Bidders should be in possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk at 0135-2462915.
3. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/app’.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Hard Copy of original (EMD) earnest money deposit and tender fee etc. must be delivered to AIIMS, Rishikesh on or before last date/time of Bid Submission as mentioned above. The bid without EMD and tender fee will be summarily rejected. The scanned copy of the EMD and Tender fee should be attached in the technical bid.
6. The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

1. Any future clarification and/or corrigendum(s) shall be communicated through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/apporAIIMS, Rishikesh website: www.aiimsrishikesh.edu.in.The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalisation of the tender.
2. Bidder should necessarily enclose a covering letter mentioning a summary of applied document with proper numbering. Secondly, bid should also attach a compliance sheet as per specification mentioning that they are complying with all specifications or have any variation.
3. The pre bid conference would be held on ……………. -2019 at 03.00 PM in the office of Tender Opening Room, AIIMS, Rishikesh. All firm’s representative who are attending the pre bid meeting, shall produce an authorization letter from their firm on the firm’s letter head. They are required to put their query in writing before the committee and submit the same in writing on its letter head.

1. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.

1. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filed up carefully by the tenderer. All corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.

Hard copy of original (Bid Security) EMD, tender fee etc. sealed and super-scribed with tender name, number and address must be delivered to the address mentioned below:

The Director

All India Institute of Medical Sciences, Rishikesh

Virbhadra Marg Rishikesh

Rishikesh-249203, Uttarakhand.

Scope of work:

* 1. The Institute requires eligible Companies/Firms/Agencies to run Laundry services in AIIMS Rishikesh at subsidized rates as fixed by the Institute.
	2. The laundry is to be operated on all days in one or more shifts depending on workload. The washed linen will be delivered within 24 hours of receipt for processing.
	3. Laundry/dry-clean the hospital linen, which comprises of big/small linen items both white & coloured, blankets, plastic curtains/tapestry etc.

NOTICE INVITING TENDER

For Selection of Service Agencies to implement and manage Laundry Services at AIIMS - Rishikesh



The Notice Inviting Tender for selection of Service Agency for implementation and management of Laundry Services at AIIMS Rishikesh is available at the AIIMS Rishikesh website (www.aiimsrishikesh.edu.in). Filled-in completed documents along with all supportive documents should be send in a sealed envelope to the Director, AIIMS Rishikesh, Uttarakhand by 5.00 P.M. on date --- --- ---.

INTRODUCTION

AIIMS Rishikesh is the apex tertiary care super speciality hospital. Hospital is having patient care services in the form of Out Patient Departments, Indoor Services, Operation Theatres, various Diagnostic & Laboratory Services. Within the hospital set up, AIIMS is having super speciality centres e.g. Cardiac Center, Regional Cancer Centre, upcoming Trauma Centre. AIIMS is having capacity of admission of around 1000 patients in the entire hospital.

IMPORTANCE

The importance of running a laundry service at a reasonable cost to the patient by the hospital needs no emphasis. The importance of a clean environment and linen for optimal patient care has been stressed upon since the very inception of hospitals. A sick person coming to the alien environment of the hospital gets tremendously influenced and soothed by the aesthetics or cleanliness of the surroundings and the linen. Clean linen is an aid to reduction of hospital acquired infections. The main objective of the laundry service will be to provide better patient care through properly planned and cleaned linen supplies.

REQUIREMENTS

AIIMS Rishikesh has the requirement to launder/dry-clean the hospital linen, which comprises of big/small linen items both white & coloured, blankets, plastic curtains/tapestry etc. The laundry is to be operated on all days in one or more shifts depending on workload. The washed linen will be delivered within 24 hours of receipt for processing.

WORKLOAD

The quantity of linen items to be washed at present is approximately 3500- 4000 pieces per day. This quantity is likely to increase with the addition of new centre and other patient care facilities.

RESPONSIBILITY

1. Processes to be undertaken

* 1. Collection and transport of dirty linen: Vendor will be responsible for collection of dirty linen from the different user areas and transport the same to laundry complex.

* 1. Sorting, processing of used linen with standard laundering processes including repairing (if required), finishing & packing. Transportation & delivery of washed clothes in a covered trolley to the user area daily.

* 1. The linen will be sluiced /washed & handed over to user departments on daily basis.

* 1. Such linen after being washed, dried and ironed shall have to be delivered back to the respective units from where they have been collected, at such intervals that may be prescribed to him, and in case of linen belonging to the Operation Theatre, Labour Room Minor Operation Theatre, Casualty and other critical areas, the same shall have to be delivered back as fast as possible, but not later than one day.

* 1. Woollen items and blankets shall essentially be dry washed and any other items requiring special treatments due to the nature of fabric shall have to be treated accordingly.

* 1. Tenderer should use mechanical washing and drying facilities. Washing & drying by hand will not be acceptable

* 1. Vendor will identify torn linen at the time of collection, process, wash and repair them. Nonrepairable torn linen will be replaced by the Institute.
	2. If any item / linen is delivered damaged / torn after being handled washed / dried / treated / ironed by the tenderer / agency, the same shall be rejected by the competent authority of the hospital. In such cases the tenderer / agency shall have to replace the items with fresh ones of the same quality or pay the price of such items at the relevant market price and the decision in this of the authority in this regard shall be final and binding.
	3. The list of linen which are currently used in the hospital are to be washed, dried and ironed, are appended herewith in the schedule, and the tenderer / agency shall have to quote the rate against each item as per the list (Annexure) without which the tender shall be rejected.
	4. The tenderer / agency shall be liable to wash/ dry / iron, etc. newer linen / newer types of linen which may be introduced in the hospital, time to time, on comparable terms and conditions

* 1. The vendor will be responsible for safe disposal of left over chemicals & other washing materials and other garbage produced in laundry.

* 1. Separate carts for transport & storage of dirty & washed linen will be used. The hampers or carts to transport soiled textiles should be appropriately cleaned after every use & should be kept away from those to be used in transporting clean textiles.

* 1. The vendor will process linen as per approved washing procedure and approved washing formulae.

* 1. Standard universal precautions to be followed while collecting & handling infected/soiled linen.

* 1. Institute has set up mechanized laundry plant with required laundry equipments inside the Hospital campus at the place assigned/provided by the Hospital Authority. Vendor shall use it cautiously with appropriate preventive maintenance of equipment.

* 1. Maintain the linen for the period of contract, which shall, indicatively include its laundering, upkeep, replacements etc. as the case may.

* 1. Bio-Medical Waste (Management & Handling) Rules, wherever applicable will be followed by the vendor.

1. Manpower

* 1. Adequacy & training: The vendor shall employ adequate number of well-trained staff. Firm will provide uniforms, aprons and other protective gear to ensure proper protection to all workers. All personnel involved in collection, transport, sorting, and washing of soiled textiles should be consistently & appropriately trained at frequent intervals especially for the use of standard precautions, appropriate personal protective equipment (PPE) etc., and be supervised to assure compliance with protective procedures.

* 1. Medical examination of staff: All workers must have their medical check-up at time of joining and periodically thereafter as per Institute policy. The vendor shall employ only those persons in the laundry who are found to be medically fit. Hospital reserves its rights to examine any of the employees for medical fitness without prior notice. All workers must be immunized by the firm before employment & during the course of employment as per guidelines. Expenses, if any incurred by the AIIMS Rishikesh on medical examination of such employees, shall be borne and paid by the vendor.

1. Equipment’s and Maintenance

* + 1. The Institute has set up mechanized laundry plant inside the Hospital campus at the place assigned/provided by the Hospital Authority.
		2. All machines installed by Institute will be maintained by the successful vendor by coordinating with the manufacturer. The vendor will also be responsible for maintaining the laundry equipment in working condition throughout the contract period.

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1. Washing Chemicals/Detergents

The vendor shall be responsible for procurement of all the detergents/washing chemicals preferably enzyme based or other consumables of the specification as per approved washing formula. (only from laboratory tested reputed firms and ISI marked where ever possible). The Institutes authorities can make surprise check to verify that the items used are as per approved formula and right quantity of these are being used.

1. Cleanliness

It shall be the responsibility of the vendor to employ adequate number of cleaners and sweepers and provide them with adequate and necessary equipments/ materials for keeping the laundry scrupulously clean and in a sanitary condition to the satisfaction of the Institute authorities. Anti rodent and pest control measures will also be strictly followed and it will be the responsibility of the vendor to ensure that premises are free of these.

1. Security and safety

AIIMS Rishikesh shall not be held responsible for any loss or damage due to any reasons whatsoever to any type of inventory, that may be kept in the said Laundry store by the vendor. The premises provided to the vendor should only be used for the purpose as mentioned in the contract (i.e. Laundry services for AIIMS Rishikesh only). Under no circumstances, the premises are to be used for any other purpose, then what has been mentioned in the contract. The general safety & ensuring fire safety of the premises is the responsibility of the contractor.

COMMITMENTS BY THE HOSPITAL

1. Space requirement

Place with equipment installed for the Laundry will be provided by the AIIMS Rishikesh to the vendor for a specified period of contract.

1. Electricity and Water Supply:

These will be provided by the Institute for operations of laundry machines, general lighting & ventilation in the premises. The firm will however use these judiciously and will ensure that there is no wastage.

1. Condemnation & Replacement of torn linen

Condemnation of torn/useless linen will be done by the Institute and replacement also with new linen will be done by the Institute. The vendor will sort out linen (after collection) which is beyond repair, which will be verified by AIIMS representative & will be replaced by equal no./ type of cloths. Equal no. of new linen pieces will be issued to make up for this torn linen.

TERMS OF PAYMENT

Monthly service bills will be raised by vendor, based on actual work done during said month after satisfactory verification by designated officials and same shall be payable by AIIMS Rishikesh.

SUPERVISION & QUALITY CONTROL

* 1. AIIMS management shall have the right to terminate the contract of the services rendered by the vendor, which are not of the requisite standard.

* 1. Management shall demand and be supplied with a sample of any washing chemical or detergent for inspection and analysis & if required to be sent for testing by the approved laboratory.

* 1. AIIMS authorities will have unfettered right to inspect the premise, process of laundry, finished product at any time and the vendor will cooperate with the authorities.

* 1. Designated officials of AIIMS will have unfettered right to enter the Laundry premise at any time in order to inspect and execute, any Structural additions and alterations or repairs to the said laundry premises, repairs to electric, water and sanitary installations, which may be found necessary from time to time. The time and date for this purpose will be fixed with the mutual convenience of both the parties, as far as possible. However, if this is not possible in any exigency, AIIMS authorities may allow entry of other designated officials for the above purpose.

Period of Contract:

Initially the contract will be valid for a period of one year which will be extendable up to next

three years (one at a time ) subject to satisfactory performance.

PREREQUISITE CRITERIA FOR QUALIFICATION

1. Authenticity & Operational Capability:

The tenderer should have been in business in govt. hospital//PSU or private sector (including hotel, commercial establishments, residential housing societies, textiles industry etc.) for a period of at least for 2 years in laundry service for which the quotation / tender are submitted. There will be relaxation on case to case basis for Start-up firms registered by Government of India under Start-ups scheme as per orders of Ministry of Commerce, govt of India. The vendor on a non– judicial stamp paper should give a declaration to the effect. The vendor is required to submit performance report from such organization where it has been providing services in laundry.

* 1. The Vendor will give a certificate that the firm or any other firm with similar type of operation with same or some/one of the proprietors being same as of the tendering firm, has not been black listed in the past 3 yrs. by any Government/ private institution.

* 1. The vendor has to give an affidavit on a Non –judicial paper that there is no vigilance / CBI case pending against the firm/ supplier/ or any other firm with similar type of operation with same or some/one of the proprietors being same as of the tendering firm.

1. Financial Capability:

* + 1. Vendor should submit statement of financial standing from an authorized bank. The name of the bank / firm along with full address should be furnished. Start-ups may submit its start-up registration for consideration (Relaxation in turnover can be considered as the case may be, subject to fulfilment of other conditions. However, it will not be mandatory)
		2. If the tenderer gives a false statement on any of the above information, the firm / supplier will not be considered and their quotation.

1. Each tender should be accompanied by Earnest Money deposit of Rs. Two Lakhs, in form of B/G from any nationalized bank (Valid for the period of contract from the date of opening of tender) or by way of demand draft in favour of the Director, AIIMS, Rishikesh, Uttarakhand.Start-ups may submit its start-up registration for consideration (Relaxation

in turnover can be considered as the case may be, subject to fulfilment of other conditions. However, it will not be mandatory)

1. The annual average turnover of services provided by the bidder should not be less than Rs. 50 lakh during the last financial year as per their audit books of accounts/Tax Returns.
2. The Bidder shall have at least 3 years’ experience of providing mess/ Laundry services services/ catering services.
3. No Joint Venture/ Consortium are allowed to participate in the Tender Process.
4. Tenderer should submit an undertaking on firm’s letter head in this regard.

1. List of the present contract with public and private hospitals.
2. Authority of person signing documents: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the Director, AIIMS RISHIKESH may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

1. Validity: The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
2. Insolvency etc.: In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, RISHIKESH shall have the power to terminate the contract without any prior notice.

TENDERS NOT ACCOMPANIED BY EMD & TENDER FEE WILL BE SUMMARILY REJECTED.

Conditional tenders will be summarily rejected.

PERFORMANCE GAURANTEE:

The finally selected Bidder(s) will be required to furnish an irrevocable Contract Performance Guarantee (P.G.) of Rs. 5.00 Lakhs (Rs. Five Lakhs) within 15 days of issue of letter of intent in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement. The guarantee shall be in the form of Government Securities or fixed deposit receipts or Guarantee bonds of any Scheduled Bank or the State Bank of India. In case a fixed deposit receipt of any bank is furnished by the contractor to the Government as a part of the performance guarantee and the bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor shall forthwith on demand furnish additional security to the AIIMS to make good the deficit. In case of failure by the contractor to furnish the performance guarantee within the specified period, AIIMS shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely.

The performance guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of performance guarantee extended to cover such enlarged time for completion of work. The performance guarantee shall be returned to the contractor without any interest after completion of work. In the event of the contract being determined or rescinded under provision of any of the clause/condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the Director, AIIMS Rishikesh.

GENERAL TERMS & CONDITIONS

1. The 1st party (AIIMS) reserves the right to cancel the contract agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work contract. In such eventuality 1st party further reserves to get the work done from open market or through other agencies. 2nd party (contractor) will also be black listed in the Institute for a period of 3 years from participating in such type of tender and his earnest money/security deposit may also be forfeited.

1. Any person who is in Govt. Service anywhere or an employee of the Institute should not be made a partner to the contract by the 2nd party directly or indirectly in any manner whatsoever.

1. The contractor shall indemnify the 1st party (AIIMS) against all other damages/charges and expenses for which the Institute may be held liable or pay on account of the negligence of the 2nd party or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.

1. If any information furnished by 2nd party (Contractor) is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the Principal Employer.

1. The individual signing the quotation form or any document forming part of the contract on behalf of 2nd party, shall be responsible to produce a proper power of attorney duly executive in his favour stating that he has authority to bind other such person of the firm as the case may be in all matters pertaining to the contract including the arbitration clauses. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time, the Institute may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable to all cost and damages. In case of registered or unregistered partnership firm, all the partners should sign the quotations. In case of any person signing the agreement on behalf of limited company or firm, he/she will produce a letter of authority/resolution passed by the company empowering him/her to sign the agreement on behalf of the company or firm.

1. The 2nd party shall comply with the labour laws applicable and this Institute shall not be responsible for any litigation/default from agency side.

1. In every case in which by virtue of the workman’s Compensation Act of Institute if obliged to pay compensation to such person employed by the 2nd party in execution of the work of Institute will be entitled to recover from the contractor the amount of compensation so paid.

1. The firm will verify the antecedents of all employees working, by police verification and will keep attendance and other relevant records at its cost and will produce these on demand of any authority. The list containing the names/addresses of the personnel appointed by the agency shall be made available to the Institute authorities with their bio-data within 15 days from the date of deputing.

1. The contractor shall obtain a license under Contract Labour (R&A) Act, 1970 amendment issued thereafter and also submit a copy of such license dully attested in the Institute prior to furnishing the tender/contract. No payments would be released till the contract license is submitted to the Institute. Moreover, he shall abide by all the necessary provisions of various other Labour

Laws/Acts viz. ESI/Bonus, Workmen’s Compensation and any other laws and rules applicable in this regard.

1. The contractor, himself, shall be responsible for any type of statutory/mandatory claims or penalties in light of the default with reference to the above provisions.

1. In case any person engaged by the contractor is found to be inefficient, quarrelsome, infirm, invalid or found indulging in unlawful or union activities, the contractor will have to replace such person with a suitable substitute at the direction of the competent authority.

1. The Institute shall not provide any sort of accommodation to the staff or person deployed by the contractor and no cooking/lodging will be allowed in the premises of the Institute at any time.

1. The laundry services shall be meant for the whole Institute (Main Hospital & Centres including IPD, OPD, different Diagnostic blocks, Emergency services, Maternity services, Minor & Major

OT’s, Administrative block, Medical College, Nursing College, Hostels etc.), or as per the directions of Institute authorities from time to time.

1. The provision of appropriate manpower, material supplies, required for performing the tasks processes of the laundry services, shall be borne by the contractor.

1. The complete job of collecting of dirty linens from earmarked place/places to supply of cleaned linens to earmarked place/places of the hospitals shall be carried out by the contractor. (i.e. sluicing, washing, hydro-extraction, drying, repairing of the linens, ironing/calendaring, storing and issue or distribution of cleaned linen.

1. The tenderer will be wholly responsible for providing laundry services in the Institute. The linen must be washed and ironed properly up to the satisfaction of Institute authorities. If any defect, damage or deficiency is noticed, payment in part or full may be held & penalty may be imposed.

1. The firm will segregate torn linen at the time of sorting before washing process is commenced & report to designated officer.

1. Institute will decide the timing of collection of linen, to be followed by the vendor.

1. Collection, distribution of clothes should be carried out within the period as specified by Institute authorities.

1. As and when any situation arise out in violation of any terms and conditions of the contract executed between the parties to terminate or cancel or at the time of expiry of the contract, the contractor will be held responsible to preserve the laundry equipment’s intact and handover the same in functional status. Otherwise contractor shall be liable to pay the damages occurred due to any lapse on his part and the amount of the damages of equipment will be deducted from the amount of security deposited.

1. Every worker engaged in Laundry services shall wear the prescribed neat and clean uniform according to season affixing thereon the badge mentioning on the same, the name and designation of the worker provided by the contractor at his own cost.

1. The contractor shall not engage the laundry staff below the age of 18 years.

1. If any complaint of misbehaviour and misconduct comes into the knowledge of the Institute authorities then all such responsibility shall be of the contractor and any loss owing to negligence or mishandling by the laundry staff, the contractor shall himself be responsible to make good for the losses so suffered by the Institute.

1. The contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of Institute or do anything which may cause unnecessary disturbance or inconvenience to other working there as well as to the general public in the Institute premises and near to it.

1. No escalation of rates quoted will be allowed during the period of contract. The agency will honour the Fall Clause in case it also gets business in any other establishment.

1. The contractor shall not engage any sub-contractor or sublet/transfer the contract to any other agency/person in any manner.

1. The contractor shall, for providing proper and hygienically laundry services, ensure the following:

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* + 1. Vendor will be responsible for collection of linen for washing from designated areas, transport to laundry and supply clean linen to respective areas timely on daily basis. On certain instances required linen may be demanded on urgent basis.

* + 1. That a daily report of its staff on duty and about their performance is furnished & maintained.

* + 1. That its staff does not smoke at the place of work.

* + 1. That any specific laundry work assigned to it by the Principal Employer or any officer authorized by him is carried out by him diligently and well in time.

* + 1. The contractor shall use only specific Chemicals as mentioned herein below:

Kreussler or Diversey or Taski or Ecolab. (to ensure quality and compatibility with existing laundry machinery)

1. In case the agency fails to execute the job after signing the agreement/deed or leave the job before completion of the period of contract at their own accord, the Director, AIIMS, Rishikesh shall have the right to forfeit the security money deposited by the agency for the execution of the contract.

1. The contract can be terminated by the first party (Director, AIIMS, Rishikesh) by giving one month notice. The second party (the contractor) if so desire to terminate the contract will be required to give three month’s notice.

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* 1. Earnest Money Deposit: The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 2,00,000 (Rupees Two Lakh Only) by way of demand drafts/FD/TD/CD only which shall be drawn in favour of “All India Institute of Medical Sciences, Rishikesh”. The earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder shall be returned after the successful completion of contract order and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD will be rejected.

* 1. Tender fee: Tender fee will be Non-refundable amount of Rs. 1180/- (Rupees one thousand one hundred and eighty only).

* 1. Period of Contract: The contract period shall commence on the date of Commencement and shall remain for 1 year. The period is further extendable for a maximum period of 3 years (1 year at a time) on the same terms and conditions and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increases in the rate of material to be used and other factors such as statutory payments, etc., shall be entertained and it

will be the responsibility of the contractor to bear such other expenses. However, if there is any downward revision of all the rates due to revision of govt. taxes etc. or any other reasons, the same shall be passed on to the AIIMS RISHIKESH through appropriate reduction of the contracted rates.

# Performance Security: The successful tenderer will have to deposit a Bank Guarantee of

Rs. 5.0 Lacs (Rs. five lacs ) by way of Bank Guarantee of scheduled bank in favour of AIIMS, RISHIKESH as per the prescribed format attached as Annexure -IV payable at RISHIKESH valid for 63 days beyond the expiry period of contract.

1. Each page of the tender documents and papers submitted along with, should be numbered, signed and stamped by the authorised signatory in acceptance of the terms and conditions laid down by the AIIMS RISHIKESH.

1. Director, AIIMS, RISHIKESH reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the Institute.

31. Penalty clauses

1. In case the service provider fails to commence/execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract: AIIMS Rishikesh reserves the right to impose the penalty as detailed:

1. If any linen is found dirty or not washed as per satisfaction of concerned officer of AIIMS Rishikesh or stained- 3 times of contract rate of linen washing on the first occasion

Note: Attention is invited to relevant parties in this regard to the penalty for the unsatisfactory work and delay in completion of work within the schedule time. The penalty clauses will be strictly imposed for unsatisfactory work or failure to complete the work within schedule time, then service provider may be penalize i.e. 3 times contract rate of linen washing on the first occasion.

1. For any major breach of contract, Director or duly constituted committee by Director shall be entitled to impose a penalty to the extent of Rs. 5000/- upon the service provider in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the Committee.

1. If the lapse is repeated again the extent of penalty will be doubled on each such occasion. The decision of the said officer/committee in this regard shall be final and binding upon the service provider.

1. In case of any loss or theft/ tearing of linen, it shall be made good by the agency and in event of failure in their part to do so within a period of one month, the loss shall be made good equivalent to purchase cost by getting it adjusted from monthly bill or by encashment of security deposit and if the amount of loss or damage exceeds the amount of security deposit, then the amount will be recovered from the bill in one or more installments.

In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the contract, agreement, or otherwise the matter shall be referred to the Arbitrator as appointed by the Director, AIIMS at Rishikesh shall have jurisdiction in connection with any dispute/litigation arising out of this contract. AIIMS Rishikesh reserve the right to cancel the contract and withhold the agreement and get this job to be carried out from other service provider(s) from open market at the competitive rates on repeated faults. The defaulting service provider will be blacklisted and the security deposited by the service provider shall be forfeited.

1. Evaluation of Technical Bid: The firm needs to satisfy the check list of Certificates / Documents as mentioned in Annexure - I and Minimum Eligibility Criteria to be considered technically qualified. In case no competent bid is received for providing all the services in any given category, Director – AIIMS, Rishikesh reserves the right to relax provisions.

1. Evaluation of Financial Bid:

Financial Bids will be evaluated as per details mentioned below:

a. Average Rate of washing for 1st Year = Total Quoted Rate / No. of Linens

 Calculation of Average Rate for a period of one year:

NOTE:-The vendor should quote the rate without linens.

Award of work will be awarded to the lowest average rate quoted firm / vendor. In case, similar average rate of two or more vendors, award of work will be given to those vendors who have more work experiences in such type of services.

Director,

AIIMS – Rishikesh

Financial Bid:

  The contract will be awarded to the firm, who will quote the minimum price.

B: Legal Terms & Conditions:

* 1. The Tenderer and his staff shall abide by various rules and regulations of AIIMS, RISHIKESH as prevalent from time to time.

* 1. The Tenderer shall comply with all existing labour legislations and Acts, Provisions, such as Contract Labour Regulation Act, Workmen’s’ Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the Tenderer in respect of non-compliance of any Labour legislation in force during the validity of the contract, the Tenderer would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse if any, in this regard.

* 1. The Tenderer shall submit to AIIMS, RISHIKESH a list of all workers engaged to carry out the catering work, indicating name, age, home address, qualifications, etc., and would also intimate as and when any change takes place. The Tenderer shall not at any time engage any minor to carry out the work under the contract.

* 1. The Tenderer shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.

* 1. AIIMS, RISHIKESH would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of AIIMS, RISHIKESH rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the Tenderer or his staff. The decision of AIIMS, RISHIKESH’s management in this regard would be final and binding on the Tenderer. In such an event, AIIMS, RISHIKESH shall have the right to engage any other tenderer to carry out the task.

* 1. The Tenderer and his staff shall comply with all instructions and directions of the AIIMS RISHIKESH authorities given from time to time. In the event of any emergent situation, the staff of the Tenderer shall comply with instructions given by the AIIMS, RISHIKESH authorities, without waiting for confirmation by the Tenderer.

* 1. Noncompliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

Hygiene & Other Standards for the staff provided by the Contractor:

* + - * Contractor shall be responsible for behaviour and conduct of his workers. No workman with doubtful integrity of having bad record shall be engaged by the contractor.
			* Employees should be in proper uniform at time of work. Uniform provided to workers by contractor should be different and distinguish from other categories of Institute staff with name plate, badges, uniform should be approved by Director, AIIMS Rishikesh.
			* The employees should be presentable in appearance i.e. well cut and groomed hair, properly combed, neat shaved etc.
			* Contractor/service provider shall get medical examination and blood samples of the staff deployed to ensure that they are free from any contagious diseases and/or are fit for discharge of duties as are assigned to him/her. Medical certificate every six months shall be provided starting from date of start of work.
			* Contractor shall provide its staff, a minimum of three sets of uniforms. The employees shall also display a photo identity card on their person clipped to the shirt at all times.
			* Hygiene of site and equipment
			* Waste Management
			* Storage of products
			* Personal Hygiene
			* Water Quality
			* Cleaning and sanitation
			* Records pertaining to machine cleaning, kiosk cleaning, site cleaning

|  |
| --- |
| Protective clothing,, not wear watches or other jewellery and the best practices for  |
| handwashing | .  |

* + - * A managed approach to Professional Pest Control and safeguard 
			* Hand Hygiene as per International Standards
			* Avoid spreading germs and bacteria due to health conditions

* 1. Right of the AIIMS, Rishikesh: - AIIMS, Rishikesh reserves the right to suitably increase/reduce the scope of work put to this Tender. In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the contract Document, interpretation of the Clauses by the AIIMS, Rishikesh shall be final and bindings on all Parties.

* 1. Force Majeure: -
		1. Neither party shall be deemed to be in breach of this agreement if failure to comply with the requirement of this agreement is due to circumstances beyond the control of AIIMS or Successful vendor.
		2. If because of any strike or lockout either in AIIMS or in the Local area, the Successful vendor is unable to function or his business is affected, AIIMS shall not be liable for any loss, which the Successful vendor may suffer in such an event.

Administrative Officer

AIIMS Rishikesh

TECHNICAL BID

 (Documents to be attached in the “Technical Bid”)

|  |  |
| --- | --- |
| 1. Name, full Address, telephone/mobile number, Email Id of the manufacturer and their authorised dealers/ distributors/Agency.  |   |
| 2. Specify your firm/company is a manufacturer/ authorised dealer/ distributor/ Agency.  |   |
| 3. Whether the signature on each page of the tender document and other relevant documents has been made by the bidder or not. (Signature on each page of tender document and other document is necessary)  |   |
| 4. Name, Address & designation of the authorized person(s) (Sole proprietor/partner /Director)  |   |
| 5. Clarification/declaration of Power of Attorney/authorization for signing the bid documents (It is not required in case of sole-proprietorship.)  |   |
| 6. PAN No. (Please attach scanned copy)  |   |
| 7. GST/VAT/Service Tax Registration Number. (Please attach copy)  |   |
| 8. Please attach copy of last three year’s Income Tax Return.  |   |
| 9. Turnover 1. Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years (average minimum turnover for last three years should not be less than Rs 1.2 Crores (Rupees one crore twenty lakh only). Submit last three year’s turnover statement duly certified by the Chartered Accountant in the format shown in Annexure- A).
2. The bidder falls under Section 44AD/44ADA/44AE of Income Tax Act shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India.
3. Indian Agent can submit its copy of POs of LC cases, in support of its amount getting short in required turnover.
4. Start-ups may submit its Start-up Registration for consideration (Relaxation in turnover can be considered as the case may be, subject to fulfilment of other conditions. However, it will not be mandatory)
 |   |
| 10. Please provide a notarised affidavit on Indian Non Judicial stamp paper of Rs. 10/- in the format given in Annexure-1 that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D/GeM rate in last two years. If you don’t fulfil this criterion, your tender will be out rightly rejected.  |   |
| 11. Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- in the format given in Annexure- 2 that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.  |   |
| 12. Please declare that proprietor/firm/company has never been blacklisted/debarred by any organization. An oath certificate to this effect may be enclosed on Rs.10 notarised Indian Non Judicial stamp paper in the format given in Annexure- 3  |   |
| 13. Please submit a notarised affidavit for miscellaneous declarations on Indian Non Judicial stamp paper of Rs. 10/- in the format as given in Annexure- 4.  |   |
| 14. Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof.  |   |
| 15. Please submit two performance certificate from your two different customers to whom you have supplied such type of equipment in previous 3 years  |   |
| 16. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.  |   |
| 19. Details of the FD/DD/TD/CD of bid security (EMD) FD/DD/TD/CD No:  Date:  Payable at-  | Detail of cost of Tender for Rs. 1180/- (if downloaded from website) DD No. Date: Payable at-  |

Annexure-1

# NOTARISED AFFIDAVIT

(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

I, undersigned ……………… (name)…………………(designation)………………, duly authorised representative of …………………(name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that-

Proprietorship/Firm/Company/Agency has not quoted price in this Tender higher than one at which goods/services were previously supplied to any government Institute/ Organisation/ reputed Private Organisation or DGS&D rate in last two years. If at any stage it is found that the firm (bidder) has quoted lower rates to any Govt./ Private Institute, Bidder shall be liable to payback access value to AIIMS Rishikesh. AIIMS Rishikesh further reserves right to impose suitable penalty shall be made by AIIMS Rishikesh.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declaration is true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature: …………

Name: …………..

Designation: …………..

Aadhaar No: …………..

Email Id: …………..

Mobile No: …………..

Landline No: …………..

Fax No: …………..

Address: …………..

(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)

## Annexure- 2

NOTARISED AFFIDAVIT

(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

I, undersigned ……………… (name)…………………(designation)………………, duly authorised representative of………….. (name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that-

No criminal case is pending with the Police against our Proprietorship/Firm/Company/Agency or any of its authorized signatories.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declaration is true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature: …………

Name: …………..

Designation: …………..

Aadhaar No: …………..

Email Id: …………..

Mobile No: …………..

Landline No: …………..

Fax No: …………..

Address: …………..

(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)

## Annexure- 3

NOTARISED AFFIDAVIT

(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

I, undersigned ……………… (name)…………………(designation)………………, duly authorised representative of …………………(name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that-

Proprietorship/Firm/Company/Agency has never been blacklisted/ debarred by any organization.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declaration is true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature: …………

Name: …………..

Designation: …………..

Aadhaar No: …………..

Email Id: …………..

Mobile No: …………..

Landline No: …………..

Fax No: …………..

Address: …………..

(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)

## Annexure- 4

NOTARISED AFFIDAVIT

(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

I, undersigned ……………… (name)…………………(designation)………………, duly authorised representative of …………………………… (name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that-

1. Undersigned is fully competent and authorised from Proprietorship/Firm/Company/Agency to make this Affidavit to bind such Proprietorship/Firm/Company/Agency.
2. All details/information/documents furnished by Proprietorship /Firm/ Company/Agency in bid document is true and correct.
3. Proprietorship/Firm/Company/Agency is fully solvent and legally/financially competent to perform terms and conditions of Tender.
4. Proprietorship/Firm/Company/Agency is duly registered under various relevant government notifications and all dues have been paid as on date.
5. Proprietorship/Firm/Company/Agency hereby agrees and fully understands that notwithstanding anything contrary contained in Tender document and without prejudice to any of the rights or remedies of AIIMS Rishikesh, AIIMS Rishikesh shall be entitled in its sole discretion to determine that a bidder is to be disqualified at any stage of the process and its participation in Tender process and/or its Technical Proposal and/or Financial Bid dropped from further consideration for any reasons.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declarations are true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature: …………

Name: …………..

Designation: …………..

Aadhaar No: …………..

Email Id: …………..

Mobile No: …………..

Landline No: …………..

Fax No: …………..

Address: …………..(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)

Undertaking

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

1. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish within 15 days, Bank Guarantee/ Performance Security after the issue of Purchase Order, as applicable, in the format to be provided by AIIMS Rishikesh in addition to execution of a Contract as pre-condition for obtaining the supply orders.

1. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the AIIMS Rishikesh immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

1. I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Signature of the Bidder)

Name:

Designation with Seal of the Firm:

 Proforma of Performance Bank Guarantee

1. In consideration of the Director All India Institute of Medical Sciences, RISHIKESH (hereinafter called ''The Client'') having offered to accept the terms and conditions of the proposed agreement between AIIMS, RISHIKESH and …... (hereinafter called ''the said contractor(s) for the work of Contract Canteen Services (hereinafter called ''the said agreement'') having agreed to production of an irrevocable Bank Guarantee for Rs …….. only) as a security/ guarantee from the contractor(s) for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We ............. (hereinafter referred to as the ''Bank'') hereby undertake to (indicate the name of the Bank).

1. We …... ................................ ... do hereby undertake to pay amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from the AIIMS, RISHIKESH stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee we shall be restricted to an amount not exceeding Rs. …...................... (Rupees……………….).

1. We, the said Bank, further undertake to pay to the AIIMS, RISHIKESH any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the contractor(s) shall have no claim against us for making such payment.

1. We .............................................. further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the AIIMS, RISHIKESH under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Administrative Officer, AIIMS RISHIKESH on behalf of the AIIMS, RISHIKESH, certifies that the terms & conditions of the said contractor(s), and accordingly discharges this guarantee. We……………… further agree with the AIIMS, RISHIKESH that the AIIMS, RISHIKESH (indicate the name of the Bank) shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the AIIMS, RISHIKESH against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the AIIMS, RISHIKESH or any indulgence by the AIIMS, RISHIKESH to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

1. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

1. We.................... lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the AIIMS, RISHIKESH in writing.

1. This guarantee shall be valid up to …................ unless extended on demand by the AIIMS, RISHIKESH Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs.…...(Rupees............................. Only), and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

Dated the ….......................... day of …....................... for …...

(Indicate the name of the Bank)

MANUFACTURER’s / PRINCIPAL’s AUTHORIZATION FORM

(Clause 11 (c) of other terms and conditions of the tender) To

The Administrative Officer,

All India Institute of Medical Sciences

Rishikesh

Dear Sir,

TENDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who are established and reputable manufacturers of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having factories at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize Messrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and address of agents) to bid, negotiate and conclude the contract with you against Tender No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the conditions of tender contract for the goods offered for supply against this tender by the above firm.

The authorization is valid up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours faithfully,

(Name)

For and on behalf of Messrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of manufacturers)/Principal

Laundry Services AIIMS, Rishikesh

Chapter-II (Schedule of requirements& EMD)

Table-I

## Details of EMD

The following items manufactured by Indian/International firms of repute are required.

|  |  |  |
| --- | --- | --- |
| S.No.  | Item  | EMD  |
| 1  | LAUNDRY SERVICES  | 2,00,000/-  |

Annexure-A

# ANNUAL TURNOVER STATEMENT

(At the Letter Head of Chartered Accountant)

 I/We have examined the books of account and other relevant records of ……………… (bidding firm name), having its registered office at …………………………………. (full address of bidding firm) and do hereby certify that:

1. Annual gross turnover as per Annual Accounts of the firm for last three years is as under-

|  |  |  |
| --- | --- | --- |
| Sl. No.  | Financial Year  | Turnover (In INR)  |
| 1.  | 2015- 2016  |  ……………  |
| 2.  | 2016- 2017  |  ..…………..  |
| 3.  | 2017- 2018  |  ……………  |

1. Average turnover of the firm for last three financial years is Rs. ……………………….

.

 Signature of CA (with stamp of Firm) ………………….

 Name- ……………………………

 (Registration No.- ……………….)

 (Chartered Accountant)

 Firm name- …………………………

 Proprietor name …………………….

 Signature (with stamp) ……………...

 Date- ……………………………….

|  |  |  |
| --- | --- | --- |
|  S.No  |  Name of the Linen item  |  Rate/unit for washing & Pressing  |
| 1  | Bed Sheet  |   |
| 2  | Blanket Woollen  |   |
| 3  | Draw Sheet  |   |
| 4  | Pillow Cover  |   |
| 5  | Mackintosh  |   |
| 6  | Towels of varying sizes  |   |
| 7  | Kurta of varying sizes  |   |
| 8  | Pyjama of varying sizes  |   |
| 9  | OT Gown (Male & Female)  |   |
| 10  | Plastic Sheet  |   |
| 11  | Baby Frock  |   |
| 12  | Baby Sheet  |   |
| 13  | Legging  |   |
| 14  | Baby Blanket  |   |
| 15  | Baby Blanket Cover  |   |
| 16  | Curtain  |   |
| 17  | Trolley Cover  |   |
| 18  | Side Screen Cloth  |   |
| 19  | Laundry Bag  |   |
| 20  | Apron  |   |

Financial Bid as mentioned in BoQ Xls.

Quantity will vary according to work load.

Financial bid for existing scope of work without linens (transport of dirty linen from collection point area to laundry, washing of dirty linen & transport of clean linen from laundry to collection point area, sorting processing of used linen etc.)

After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer. L1 Will be decided on composite basis.