

Cost of tender form Rs 500  
Starting Date 26/9/12  
Closing date and time 19 /10/12 at 2 pm  
Opening date & time of Prequalification/Technical bid 19/10/12 2.30 pm  
Opening of Financial bid 26/10/12

GOVT OF NCT OF DELHI  
OFFICE OF THE MEDICAL SUPERINTENDENT  
ARUNA ASAF ALI GOVT. HOSPITAL  
5,RAJPUR ROAD, DELHI- 110054.

To

M/S

SUB: LIMITED TENDER ENQUIRY FOR PROVIDING LAUNDRY SERVICE  
IN AAAGH HOSPITAL .ROOM NO. 125 ADMN BOLOCK AAAGH DELHI.

Sir,

Sealed Quotations are hereby invited on behalf of Medical Superintendent, AAAGH for award of contract for providing Laundry Services in the AAAGH ,5 Rajpur Road Delhi for the period of one year extendable for another term of one year on the basis subject to satisfactory performance of the tenderer . You are accordingly requested to submit your quotation in attached proforma , in a sealed cover marked as ' Quotation for washing of Linen ' so as to reach the undersigned latest by 1.00 p.m. on 19-10-2012 .... The quotation may be dropped in the Tender box kept at General Branch , room no 126 1<sup>st</sup> floor . Administrative Block, AAAGH for this purpose . The quotations will opened on the same day 2.30 PM in the presence of those tenderers. Who may like to remain present at the time of opening of the tenders. The quotation (s) received after stipulated time and date will not entertained.

The award of the contract will be governed by the following terms and conditions:-

**I- Documents required for pre qualification Bid**

1. Valid Services Tax/ VAT , if any
2. PAN Number
3. PF Registration Number , if any
4. ESI Number , if any
5. Licence Number under Contract Labour Act, if any.
6. Proof of filing I.T Return for the Assessment year 2010-11 & 2011-12
7. Firm should not be Black Lister by any Delhi Govt.
8. Firm should have adequate infrastructure for washing of Linen.
9. EMD of Rs. 25000/- in the shape of FDR duly pledged in favour of Medical Superintendent, AAAGH Hospital valid up to Two and half year
10. The Dhobi Ghat should be Pucca structure, made up of bricks / cement owned / tenancy be contractor or land allotted by the govt for this purpose only, He should have his own MCD/ Delhi Jal Board supply water line

connection/ K. NO. along-with the copy of latest paid water & Electricity Bill.

11. Duly filled application form

2- **The tender must be submitted in two parts:-**

(i) Pre Qualification Bid – Consisting of all required documents mentioned above

(ii) Price Bid -As per performa at Annexure -1

3. The above said two bids must be submitted in two separate sealed envelopes, clearly marked as pre Qualification Bid and price Bid respectively.
4. The pre qualification & Technical bid will be opened on ....19-10-2012..... in the Room No 125 1st Floor Administrative Block , AAAGH Delhi at 2.30 p.m by Technical Evaluation Committee. Constituted for this purpose in the presence of Tenderers or their authorised Representative . Financial Bids of the technically Qualified Bidders will be opened on same day .
5. Assessment of washing of Laundry / Linen will be done by committee duly constituted by Medical Superintendent, AAAGH , for infrastructure / site and only if found satisfactory bidder will be considered eligible for opening of price Bid
6. Bidder must assess the work/ business before submission of his bids.
7. The rates to be quoted should be inclusive of delivery and other incidental charges etc taxes levies extra if any, should be specifically indicated separately in the quotations.
8. The tenderer should abide by the hospital rules and regulations.
9. The contractor should submit the address , ID Medical & police verification report of the employees engaged by him.
10. The contractor should not assign the present contract to any person or allow any person interfere in the management of Laundry Services.
11. In case , the contractor fails to render services to the satisfaction of the hospital authority , the letter shall be at liberty to get the work done by any other party or to enter a fresh contract for the for remaining period on contractors risk and expenses.
12. All the expenses with regard to the execution of the agreement on stamp paper of Rs. 100/ shall be borne by the contractor, which shall be executed in Delhi.
13. IN the event of committing any breach of terms& conditions contained herein by the contractor, the hospital authority shall be at Liberty to Terminate the agreement forthwith and without prejudice to other right and shall be entitled to forfeit earnest money ./ security deposit , as the case may be.
14. The provision of appropriate manpower, material supplies required for performing the tasks / processes o f the laundry services shall be borne by the contractor and other necessary appliance require for completing the job, shall also be arranged by the contractor, Store facilities like almirahs, racks etc shall be ensured by the contractor.
15. The complete job of collection of dirty linen and supply of cleaned linen to various, department like ward, OT labs and other designated points, Poor House , Mortuary and other Branch IN- charge etc. shall be carried out by the contractor , form time to time, that includes sluicing , washing hydro

extraction ( if required ) drying repairing of the linens ( if required ) and ironing.

16. The contractor should ensure disinfection of the linen before washing .
17. The timing of collection of linen should be regular, in the morning and evening or in the next morning depending on the quantum of linen as per the need of the hospital.
18. The contractor shall engage the laundry staff above the age of 18 years . For any complaint of misbehaviour and misconduct of the employee, the responsibility shall be complaint of misbehaviour and misconduct of the employee , the responsibility shall on the contractor,. Any loss owing to negligence for mishandling by the laundry staff, at any stage in the laundering process, the contractor is liable for replacement of the damaged linen with new one of same quality and quantity.
19. The contractor should ensure that no pollution of the environment occurs as a result of the activities of his employees.
20. Tax will be deducted at source as per rules. The firm should also submit the information as sought in the Performa enclosed as Annexure-II
21. The tenderer will be required to deposit a sum of Rs. 50000/- (Rs. Fifty thousand only ) As bid Security in the form of FDR in favour of Medical Superintendent, Aruna Asaf Ali govt. Hospital from any nationalized bank valid upto 2 and ½ years failing which the quotation will not be entertained. The bid security deposited by the firms will be refundable after the contract is awarded to the successful bidder. The bid security will be liable to be forfeited in case the successful bidder denies the offer.
22. The EMD of the successful bidder will be adjusted against the performance security . The performance Security will be liable to be forfeited in part or in full in the event of any loss suffered by the hospital or if the work assigned to the firm is not found to be satisfactory. This performance security will be refunded on completion of the contract provided the hospital has no other claims outstanding against the party at that time.
23. The successful firm shall have to undertake the job of washing of linen only after getting written orders from the hospital.
24. The contractor shall have to return the washed linen within two days from receipt of the linen to the department failing which Rs. 200/- on first instance and Rs. 500/- on subsequent instances, shall be levied as penalty.
25. For damage of Linen penalty shall be charged as present value of Linen +Rs. 200/- first instance and present value of Linen+ Rs. 500/- on subsequent instances.
26. Bidder will be fully responsible for any loss/damage to himself , any worker engaged him during collection/transportation/ washing handling of the machine. He shall also fully responsible for disbursing the wages to the workers and their good conduct as per Labour Rule .
27. Erasing & overwriting in the quotation in any form will render the same invalid .
28. The lowest acceptable tender shall be considered further for placement of the contract after complete clarification and price negotiation as applicable.
29. The Medical Superintendent AAAG Hospital reserves the right to reject any or all the quotations without assigning any reason thereof.

30. The contract may be terminated or revoked at the discretion of the Medical Superintendent AAAGH without assigning any reason within 30 days of written notice.
31. The contract with the firm shall be interpreted under Indian Laws and in the case of any dispute the contractor and the Department, the sole authority for settlement of such dispute will rest with the arbitrator appointed by the Pr. Secretary (H&FW), Govt. NCT of Delhi.

Medical  
Superintendent  
Aruna Asaf Ali Govt.  
Hospital  
5-Rajpur Road, Delhi  
-54

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**ANNEXURE -1**

**PRICE BID**

Rates may be obtained as per list given below :-

S.n.	Linen	Rates per item (In Rs.)	In words
1	Bed Sheet		
2	Pyzama		
3	Towel (Big/Small)		
4	Gown		
5	Pillow cover		
6	Curtain		

7	Warm Blanket		
8	Shirt		
9	Doctors Coat		
10	Maxy		
11	Draw sheet		
12	Duster		
13	Eye Towel		
14	Abdomen sheet		
15	Leggies		
16	Doctors Gown		
17	Baby Sheet		
18	Baby Towel		
19	Baby Blanket		
20	Dari		
21	Repair		

I have read all the terms and conditions of the Tender Document and I am fully agreed with them. I will abide by the terms and conditions , penalty clause, liability clause liability clause of the tender document.

Date  
Bidder

Signature of

Place  
Name  
Address  
Ph.No.

#### UNDERTAKING

1. I, the undersigned hereby bind myself to hold laundry services contract fo the hospital as a hold for a period of one year on the terms and conditions at enclosed with this form.
2. I shall deposit a sum of Rs. 25000/- ( Rs twenty five thousand ) as Earnest money deposited in the form of FDR form a nationalized bank in favour of Medical Supdt, AAAGH Rajpur Road, Delhi Payable at Delhi.
3. I shall abide by the Hospital rules and regulations,
4. I shall not engage any staff below the age of 18 years
5. I shall submit the Address Proof Medical & Police verification report of the employees engaged by me.

6. I shall not assign the present contract to any person or allow any person to interfere in the management of the laundry Services without the written permission of the Medical Superintendent, AAAGH
7. In case, I fail to render the services to the satisfaction of the Hospital authority, they shall be at liberty to get the work done by the other party to enter in to a fresh contract of the remaining period on my risk and expenses.
8. All the expenses with regard to the execution of the agreement on stamp paper of Rs. 100/- shall be borne by me.
9. In the event of my committing any breach of terms and conditions contained herein, the Hospital Authority shall be liberty to terminate the agreement forthwith and without prejudice to other rights and shall be entitled to forfeit earnest money.
10. The provision of appropriate manpower, material supplies, required for performing the talks /process of the laundry service shall be borne by contractor, Store facility like almirahs, racks, etc shall ensured by me.
11. The complete job of collection of dirty linens to supply of cleaned linen to various earmarked point each ward, OT, Labs and other designated points, Poor House Mortuary and other Branch In-charge shall be carried out by me , from time to time that includes sluicing, washing hydro extraction ( if required), ironing , issue or distribution of cleaned lines. Disinfection before washing will have to be ensured by me .
12. The time of collection of linen will be regular in the morning and evening and / or in the next morning depending on the quantum of linen as per the need of the Hospital.
13. I shall engage the Laundry staff above the age of 18 years and if any complaint of misbehaviour and misconduct comes, responsibility shall be of the contractor and any loss owing to negligence or mishandling by the laundry staff shall be borne by me.
14. I or authorize person shall collect dirty linen form Hospital premises, process them at a place authorized for the purpose by NCT of Delhi / MCD and deliver back the clean Lenin in the Hospital premises at respective place.

Date  
Place  
Tenderer.

Signature  
Name of

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APPLICATION FORM CUM CHECK LIST FOR PRE-QUALIFICATION OF WASHING OF LINEN OF AAAGH.

1	Tender Form of Rs. 500/-	
2	Name and address of the Dhobi Ghat	
3	Name and address of the Firm.	
4	Phone No. /Fax Number	
5	Registration Number of Dhobi Ghat if any,	
6	PF Registration No. if any	
	ESI registration No. if any	
7	Copy of Labour Licence if any	
8		
9	Copy of Service Tax Registration Certificate & Proof of Filing of Last Return.	
10	Experience / Performance certificate of washing Linen in Govt . hospital of at least one year.	
11	PAN of the firm/ Proprietor	
12	Undertaking	
13	Latest Electricity/ Water Bill of the firm	
14	Details of EMD ( Rs. 25000/ in favour of M.S. of AAAGH GNCT of Delhi. )	FDR No. Date Name of the Bank

1. Certified that I have read and understood all the terms and conditions of the contract and I shall abide by them
2. I will be abide by all the instruction issued by Hospital Authorities from time to time and will maintain good conduct.
3. I certify that I have not been black listed by any Govt. Institution.
4. No criminal case / recovery process is pending against me /my firm.
5. Information furnished by me is correct to the best of my knowledge and befief. If found wrong at any point of time, my bid may be cancelled and my EMD may be forfeited.

Date

SignatureofTenderer

Place

Name of the Tenderer

