

**TENDER DOCUMENT**

**No. HFW-ME-DYSPGMC-HOSPITAL (LAUNDARY)/2021-**

M/S\_\_\_\_\_

Receipt No\_\_\_\_\_

\_\_\_\_\_

Date\_\_\_\_\_

**FOR**

**LAUNDARY SERVICES**

**AT**

**DR.YASHWANT SINGH PARMAR GOVT. MEDICAL COLLEGE &  
HOSPITAL NAHAN**

**DUE ON ...30-06-2021..... at 3.00PM**

**LAST DATE FOR RECEIPT OF BID**

**UP TO 1.00PM ON 30-06-2021**

**SENIOR MEDICAL SUPERINTENDENT**

**DR. YS PARMAR GOVT. MEDICAL COLLEGE,**

**NAHAN**

**Website: [www.vspgmc.org](http://www.vspgmc.org)**

**ANNEXURE-‘A’**

**DR.Y.S. PARMAR GOVT. MEDICAL COLLEGE & HOSPITAL NAHAN, DISTRICT -**  
**SIRMAUR H.P.**  
**No. HFW-DYSPGMC-HOSPITAL(Laundry)2021-1** **DATED**

**NIT for providing Laundry Services at Dr. Yashwant Singh Parmar Govt.**  
**Medical College & Hospital Nahan**

Properly sealed Tenders are invited through offers in two bid system (First one being Term & Conditions Part i.e. Documentation Part and Second one being Financial bid) by post/in person from registered companies/firms/competent/agencies/ service providers preferably registered in Himachal Pradesh and having experience in providing comprehensive Laundry services at Dr. Y.S. Parmar Govt. Medical college & Hospital Nahan. Tender will be accepted at the office of institution on or before 30-06-2021 upto 1.00 pm, thereafter no tender shall be entertained. The Bids will be opened on 30-06-2021 at 3.00 pm in the presence of the prospective vendors who may wish to remain present.

Tender form containing specifications, terms and conditions may be downloaded from the website [www.yspgmc.org](http://www.yspgmc.org) however, the bidder shall be required to pay the cost of the tender document (Rs. 1000/-) for laundry in the form of DD in favor of the Senior Medical Superintendent Dr. Yashwant Singh Parmar Govt. Medical College & Hospital Nahan along with their bid.

The tenders sent by post or courier shall be entertained only if these are actually received by the specific date and time. The tender must be accompanied with an earnest money of Rs. 25,000/- Laundry Services only in the shape of FDR duly pledged in the name of Senior Medical Superintendent Dr. Yashwant Singh Parmar Govt. Medical College & Hospital Nahan. The tenders without earnest money or short or not in form specified above will be rejected straightway.

In case any date mentioned above happens to be a holiday, the next working day will be considered as due date.

Addendum (if any) will be issued on our website only, Please keep visiting our website [www.yspgmc.org](http://www.yspgmc.org) for any amendment/announcement/modification/additionalities.

Sd/-  
Senior Medical Superintendent  
Dr. Y.S. Parmar Govt. Medical College Nahan  
District Sirmour, Himachal Pradesh 173001

**TECHNICAL PROPOSAL SUBMISSION FORM**

**Dated:-**

**LETTER OF BID**

To

The Senior Medical Superintendent,  
Dr. YSPGMC & Hospital Nahan.

Ref:- Invitation for Bid No.

We, the undersigned, declare that:

- 1) We have examined and have no reservation to the Bidding Documents, issued in accordance with Instructions to Bidders.
- 2) We offer to execute in conformity with the Bidding Document for Providing Laundry Services at Dr. YSPGMC & Hospital Nahan, District Sirmour, H.P.
- 3) Our Bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 4) If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
- 5) We also declare that Govt. of HP or any other Govt. Body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
- 6) We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid that you may receive.

Yours Sincerely,

Authorized Signatory,

(Authorized person shall attached a copy of authorization for signing on behalf of Bidding company)

Full Name & Designation

(To be printed on Bidder's Letterhead)

## INSTRUCTIONS TO BIDDERS

### 1. GENERAL:-

**1.1** Sealed tenders are invited under Two Bid System- “**TECHNICAL BID**” & “**PRICE BID**” by post/in person from companies/firms/service providers for providing laundry services at Dr. YSPGMC & Hospital Nahan, in accordance with terms & condition, laid here in the tender document.

**2. Eligibility Criteria:-** The eligible Bidders need to fulfill the following:-

- a) Tenderer should have minimum average turnover of Rs. 10 lac during last 03 years (copy to be attached with technical bid)
- b) The firm should have registered office in Himachal Pradesh.
- c) An undertaking in r/o the bidder will setup full-fledged working laundry located in within 15 km area of this hospital within 15 days of award of contract.
- d) If the bidder is authorized dealer of the other laundry service provider, they will submit a letter of authorization/franchisee, on the letter head of the original service provider company and signed by a person competent to issue said certificate on behalf of the firm/company along with the name and designation of the signatory, failing which the bid is liable to be rejected. The said certificate should also bear the signature of participating tenderer as a witness.
- e) Bidders should have a valid trade license for providing laundry services from the competent authority. The successful bidder will further ensure that their license remain valid till the end of Contract period.
- f) The tenderer Firm/company/agency/sole proprietor should not be declared as black listed in the last 3 years and should not have any fraudulent case pending under Govt. Rules. Self-declaration must be furnished in this regard.
- g) The tenderer firm/company/agency/sole proprietor must have GST registration certificate. Copy of the same should be uploaded.
- h) Only Self or distributor/Agent authorized by original owner of the company will be considered.
- i) The tenderer must have at least two years experience for providing laundry services in 100 bedded hospitals.
- j) The tenderer firm/company/agency/sole proprietor must have GST registration certificate.

### 3. General Instruction:-

**3.1** In the case of partnership, the bidder, to qualify for award of contract, shall submit a power of attorney authorizing the signatories of the bid to commit each member of the partnership.

- a) Memorandum of understanding/partnership deed shall be provided in case the bidder is a partnership.
- b) One of the members of the partnership, to be nominated as in charge and this authorization shall be covered in the power of Attorney signed by the legally authorized signatories of all

members of partnership firm. Managing Director can authorize any Person / authorized signatory.

**3.2** Bidders shall submit an attested copy of PAN (Permanent Account Number) of the tenderer/firm issued by Income Tax Department in case of partnership firm the PAN should be in the name of firm only.

**3.3** Bidder must submit copies of all documents required, duly self-attested, along with technical bid or the tender.

**3.4** Bidders are required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be constructed as an agency commission has been or will be paid and that the price quoted will not include any such amount. If Dr. YSPGMC & Hospital NAHAN subsequently find s any such evidence to the contrary, it reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the bidder null and void.

**3.5** Canvassing or offer of an advantage or any other inducement by any person with a view to influence acceptance of a bid will be an offence under Laws of the land. Such action shall result in the rejection of the bid, in addition to other punitive measures as per relevant Rules.

**3.6** No request for change of name by the tenderer once sealed bids are received shall be entertained.

#### **4. One Bid per Bidder:-**

Each bidder shall submit only one tender either by himself or through his authorized representative. If a bidder participates in more than one bid, such bid or bids are liable to be rejected.

**5. Cost of Bid:-** The bidder shall bear all costs associated with the preparation, methodology submission of his bid and the Institute in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

**6. Visit to Department:-** The bidder is required to provide laundry services to the institute as per scope work and is advised to visit the hospital premises to assess the scope of services to be provided before submitting the tender. The cost of such visit and survey will be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the work site and is aware of the operational conditions prior to the submission of the tender documents.

#### **7. Tender Documents (technical bid):-**

7.1.1 The tender document comprises of :-

- a) Forwarding letter/undertaking
- b) Notice of invitation of tender (**Annexure-A**)
- c) Terms and conditions.
- d) One Self attested photograph.
- e) Tender form of providing Laundry services. (**Annexure-1**)

f) An attested copy of PAN (Permanent Account Number) of the tenderer/firm issued by the Income Tax Department. In case of partnership firm, the PAN should be in the name of the firm only.

g) An Attested copy of the valid authorization letter given by the owner of the firm/agency in favour of the firm/agency in favour of the authorized signatory.

h) Check list for technical evaluation.(Annexure-II)

i) Undertaking.(Annexure-III)

j) Form of Bank Guarantee for bid security.(Annexure-IV)

k) Form of agreement.(Annexure-V)

l) Form of Bank Guarantee or Performance Bank Guarantee. (Annexure-VI)

m) Price bid. (Annexure-VII)

n} Contact detail (Annexure-VIII)

o) A undertaking in r/o the bidder will setup full-fledged working laundry located in within 15km area of this hospital with in 15 days of award of contract.

p) GST registration certificate.

q) Experience

**7.1.2** The bidder is expected to examine all instructions, Forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

**7.1.3** The bidder shall not make or cause to be made any alteration, erasure or Obliteration to the text of the tender document.

## **7.2 Clarification of Tender Document**

**7.2.1** The bidder shall furnish and index all documents enclosed with the bid and shall check the pages of all documents against page number given in indexes and in the event of any discrepancy or missing pages the bidder shall inform the office of the Sr. Medical Superintendent, Dr. YSPGMC & Hospital Nahan before submitting his/her bid.

**7.2.2** In case the bidder has any doubt about the meaning of anything contained in the tender document, he shall seek clarification from Senior Medical Superintendent, Dr. YSPGMC Nahan. Any such clarification if agreed to by Dr. YSPGMC & Hospital Nahan would be issued as addendum to the tender document on the Dr. YSPGMC & Hospital Nahan web site only and issued bid document shall stand corrected /detailed to that extent.

**7.2.3** Except for any such written clarification by the Dr. YSPGMC Nahan, which is expressly stated to be an addendum to the tender document issued by the office of the Senior Medical Superintendent Dr. YSPGMC Nahan, no written or oral communication, presentation or explanation by any other employee of the department shall be taken to bind or letter the Dr. YSPGMC & Hospital Nahan under the contract.

## **8. Preparation of Bids:-**

**8.1 Language:-**Bids and all accompanying documents shall be in English or Hindi. In case any accompanying document is in other language, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

**8.2 Documents comprising the bid:-** Tender document issued for the purpose of tendering as described in **Annexure-1** and any amendments issued shall be deemed as incorporated in the bid.

**8.2.1** The bidder shall, on or before the date given in the Notice of Invitation to Tender, submit his bid in sealed envelopes clearly marked with the name of the tender.

**8.2.2** One copy of the tender document and addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

**8.2.3 (i)** Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity including extension of validity, if any and latest on or before the 30th day after the award of the contract. No interest shall be payable on the same.

**8.2.4** EMD in any other form or the FDR/ Term Deposit Receipt for a period less than two year or amount less than Rs. Twenty five thousand shall render the bid liable for outright rejection.

**8.2.5** The bid shall be submitted in the office of Senior Medical Superintendent, Dr. YSPGMC & Hospital, Nahan.

### **8.3 Bid Prices:-**

**8.3.1** Bidder shall quote the rate per item for providing laundry services at Dr.YSPGMC & Hospital Nahan in Indian Rupees for the entire contract on a “single responsibility” basis such that the quoted price covers Service Provider’s all obligations mentioned in or to be reasonably inferred from the tender document in respect of laundry services at the Dr. YSPGMC, Nahan.

**8.3.2** The rates and prices quoted by the bidder shall be inclusive of Service Tax.

**8.3.3** Conditional bids/offers will be similarly rejected.

**8.4 Form of Bid:-** The form of bid shall complete in all respect and should be duly signed and stamped by an authorized and empowered representatives of the bidder. If the bidder comprises a partnership firm, bid shall be signed by a duly authorized representative. Relevant power of attorney shall be attached.

**8.5 Duration of Contract:-** The Contracts shall be valid initially for two years and can be extended for 1 year only (2+1) subject to satisfactory performance (as mentioned in notice) and the Dr. YSPGMC, Nahan reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period.

### **8.6 Bid Security:-**

**8.6(i)** The Contractor shall deposit bid security (Earnest Money Deposit) for an amount of Rs Twenty Five thousand in the form of an account of Term Deposit Receipt, fixed deposit receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank in an acceptable form in favour of the Senior Medical Superintendent, Dr. YSPGMC, Nahan, along with the tender document.

**ii.** Periods for which the offer will remain valid: The tendering laundry services providers/bidders should keep their offers valid for Acceptance for a period of at least one year from the date of the opening of technical bids. In the event that the day up to which the offer is remains open in declared holiday for the Dr. YSPGMC, Nahan, the offer shall remain valid for the following day. The Dr. YSPGMC, Nahan, has option to request to extend the validity of bids beyond the above mentioned period, for which the bidder has option to agree.

**8.7 (iii)** Bid security of the successful bidder shall be returned on receipt of Performance Bank Guarantee by Senior Medical Superintendent DR. YSPGMC, Nahan and after signing the contract agreement.

**(iv)** Bids security shall be forfeited if the bidder withdraws or modifies his bid during the period of tender validity.

**(v)** The successful bidder is required to deposit performance security with 15 days from of letter of intent.

**(vi)** Bid security shall be forfeited if the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Bank Guarantee within the time frames specified the department.

### **8.8 Format and signing of Bid:-**

**8.8.1** The bidder shall submit one copy of the tender document and addenda, if any, there to, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

**8.8.2** The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

**8.8.** The bid shall contain no alteration, omission or addition except those to comply with instruction issued by the department or are necessary to correct errors made by the bidder, in which case such correction shall be initialed/ signed and dated by the person or persons signing the bid.

### **9. Submission of bids:-**

**9.1.1** The bidder shall submit the technical bid and price bid in separate sealed envelopes cover duly super scribed and all these to sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with name of work, name of firm and date of opening of bid.

**9.1.2** The sealed cover of technical bid should consist of the following documents:-

**a.)** Bid security (Earnest Money Deposit) for an amount of Rs. 25,000/- in the form of an account Term Deposit, Fixed Deposit Receipt from a commercial bank or Bank Guarantee from a commercial bank in an acceptable form in favor of the Senior Medical Superintendent, Dr.YSPGMC, Nahan.

**b.)** Tender form duly filled in, where applicable and with signatures of the bidder or his/her authorized signatory on each page of the Tender Document in acceptance of the terms and conditions contained of the Tender Document.



c.) One self attested passport size photograph showing name of the tenderer/ authorized signatory of firm on the photograph in legible ink duly pasted on the Form.

d.) An Attested Copy of PAN (Permanent Account Number) of the tenderer/ firm issued by the Income Tax Department. In case of a partnership firm, the Pan should be in the name of the firm only.

f.) Attested copy of the valid authorization letter given by the owner of the firm/agency in favour of the authorized signatory.

g.) Attested copy of Power of attorney in case of a partnership firm.

h.) An undertaking duly typed to be submitted duly signed by the tenderer on a judicial stamp paper of Rs. 20/- which should be duly attested by the Notary Public of the area.

**9.1.3** The sealed cover of Price bid should contain Price Bid in original (**Annexure-VII**) and a duplicate copy of the same in two separate envelopes duly filled in figure and words.

**9.1.4** All the sealed covers shall be addressed to the Senior Medical Superintendent, Dr.YSPGMC & Hospital Nahan and will be put in the tender box which is available in the office of the Sr. Medical Superintendent, Dr. YSPGMC, Nahan.

**9.1.5** A declaration in r/o the bidder must be owner of a well equipped and fully fledged working laundry or will set up well equipped and fully fledged working laundry located in within 15km area of this hospital.

**9.1.6** The tender shall remain valid and open for acceptance for a period of 180 days from the last date of tender.

## **9.2 Late and Delayed Tenders:-**

**9.2.1** Bids must be received in the Dr. YSPGMC, Nahan at the address specified above not later than the date and time stipulated in the NIT. The Dr. YSPGMC, Nahan may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Dr. YSPGMC, Nahan and the bidder will be the same.

**9.2.2** Any bid received by the office after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

## **10.1 Bid Opening and Evaluation:-**

**10.1.1** The authorized representatives of the Dr. YSPGMC, Nahan will open the technical bids in presence of the bidder or of their representatives who may choose to attend at the appointed place and time.

**10.1.2** The bid of any bidder who does not meet the eligible criteria and/or has not complied with one or more of the conditions prescribed in the terms and conditions will be straight away rejected at the sole discretion of the Dr. YSPGMC, Nahan. Technical evaluation of only eligible bids shall be carried out.

**10.1.3** Incomplete/conditional bids will also summarily rejected.

## **10.2 Right to accept any bid and to reject any or all bids:-**

**10.2.1** The Dr. YSPGMC, Nahan is not bound to accept the lowest or any bid and may at anytime be notice in written to the bidders terminate the tendering process.

**10.2.2** The Dr. YSPGMC, Nahan may reject/terminate the bid/contract if it is found that the contractor is back listed on previous occasions by any of the Department/Institutions/Local Bodies/Municipalities/Public Sector Undertaking etc.

**10.2.3** The Dr. YSPGMC, Nahan may reject the bid in the event that if the bid is accepted but the successful bidder fails to furnish the Performance Bank Guarantee or fails to execute the contract agreement. In such an eventuality, Earnest Money Deposited shall stand forfeited.

## **11. CLARIFICATION ON TECHNICAL BID EVALUATION:-]**

**a.)** The technical bids shall be evaluated based on the available documents submitted by the bidder. Any clarification submitted by a bidder response to request by the Client shall not be considered. The Client's request for clarification and the response shall be in writing.

**b.)** If a bidder does not provide clarifications of its bid by the date and time set in the Client's request for clarification, its bid may be rejected.

**c.)** Client also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

## **12.) TECHNICAL BID EVALUATION :-**

**a.)** The client shall follow two bid systems where the technical bid and financial bid shall be evaluated separately.

**b.)** The bidder shall be required to produce attested copies of the relevant documents in support of addition to the documentary evidences for being considered during technical evaluation.

**c.)** A substantially responsive bid shall be one that meets the requirements of the bidding document in totality.

**d.)** The bidder who qualified in the technical evaluation stage shall only be called for opening of financial bids. Client shall intimate the bidders, the time/venue for the financial Bid opening in written communication.

## **13.) FINANCIAL BID OPENING PROCEDURE:-**

**a)** The Financial Bid of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

**b)** All the technically qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the Authorization letter from their Companies and shall be asked to sign on all the sealed envelopes containing the Financial Bid.

**c)** Any bidder objecting to the same shall disqualified and his financial bid shall be returned on the spot.

d.) Absence of bidders or their authorized representatives shall not impair the legality of the process. The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived after detailed scrutiny/correction of arithmetical error in the financial bid. Prices quoted must be meaningful and measurable in the context.

#### **14 PRICE BID**

1. Price must be clearly shown in figures and words in Indian Currency.
2. The rates mentioned should be inclusive of freight charges, packing charges etc. Price Quoted should be for the Hospital site
3. No transportation charges will be paid by the Hospital.
4. In respect of each item, separate columns should mention the cost (inclusive of freight and packing charges), statutory tax(es) and the total price inclusive of all tax(es).
5. Successful tenderer shall not be entitled to any hike in prices for any reason other than the statutory levies during the period of contract.
6. The rates quoted should not be higher than those quoted in any other Organization/institution. Price should be quoted without any overwriting/ erasing / cutting. Use of white fluid/correction tape is strictly prohibited. (Undertaking by the tenderer to be enclosed.)

#### **15. Award To Contract:-**

**15.1.1** The Dr. YSPGMC,& Hospital Nahan will award the contract to the successful bidder after evaluation whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactory as per the terms & conditions incorporated in the bidding document.

**15.1.2** The Dr. YSPGMC & Hospital, Nahan will communicate the successful bidder by letter transmitted by registration post that his bid has been accepted. This letter(hereinafter and in the condition of contract called the “Letter of Award”) shall prescribe the amount which the Dr. YSPGMC, Nahan will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

**15.1.3** The successful bidder will be required to execute an agreement in the form specified within a period of 15 days from the date issue of Letter of Award but before the work is taken up for execution.

**15.1.4** The successful bidder should submit the Performance Bank Guarantee of the amount of Rs 50000/- and agreement within 15 days from the issue of letter of award.

#### **16. Schedule of Tender dates and details: -**

1. All documents need to be self-attested, stamped, scanned and uploaded. Hard copies of the documents need not be submitted except for the Demand Draft and undertaking.

#### **17. PERFORMANCE SECURITY:**

1. The successful bidder has to deposit Performance Security in the shape of Bank Guarantee of the amount of Rs 50000/- through demand draft, in favor of The Medical Superintendent, Dr. YSPGMC & Hospital,. within 15 days from award of contract, failing which the offer shall be cancelled and EMD will be forfeited. The same will be released after successful completion of contract period for two year without any interest.

2. Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor, the Hospital shall be entitled to recover such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to recoverable under this or any other contract with the purchaser.

## **18. GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

1. Tenderer should have mechanical washing and drying facilities. The successful tenderer shall set up mechanized laundry within 15 kms of the institute within 15 days of award of contract otherwise EMD will be forfeited. The representative of the M.S. may visit the premises of the tenderer ensure that required washing facilities are available.

2. All tenders should remain valid for acceptance for a period of twelve months from the date of **opening of the tender.**

3. The contract / tender, if awarded, shall be valid initially for two year from the date of award of Contract subject to continuous satisfactory performance and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period of one year at the discretion of the Competent Authority.

4. In the event of any violation of laws, rules, statutory provisions by the contractor, this will amount to breach of contract and in such case, the hospital will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.

5. The contractor shall be required to submit his bill in triplicate month-wise by 7th of the subsequent month for further action and payment shall be released as per the terms & conditions, less deduction at source of Income tax at prevailing rates and GST, if applicable. The bills shall have to be submitted with the certificate of completion of job issued by the Sister / In Charge / unit I/C of various wards/units.

6. The tenderer shall be required to collect the used linen every day from such places in the hospital, and such times as may be advised to him from time to time.

7. The 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, Casualty etc, the same shall have to be delivered back as fast as possible, but not later than one day.

8. The tenderer / agency shall use highest grade of washing materials, reagent, disinfectants, coloring agents, whitening agents, etc. for maintaining proper washing durability of the linen and attaining adequate disinfection.

9. Woolen 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.

**10.** If any item / linen is delivered damaged / deteriorated / 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.

**11.** 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.

**12.** If the contractor fails to deliver the Washed linen within the period prescribed for such delivery in the contract, the medical superintendent may without prejudice to his right to recover damages for breach of the contract, be entitled at his Option.

**13.** Any liabilities arising out of any litigation (including those in consumer courts) due to any act of service provider's personnel shall be directly borne by the service provider including all compensation/damage/expenses/fines/death of personnel while on duty. The concerned service provider personnel shall attend the court as and when required.

**14.** The service provider shall indemnify and hold the 'DR.YSPGMC, NAHAN' protected/safe from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the service provider.

**15.** The 'DR.YSPGMC & HOSPITAL ,NAHAN' does not recognize any master servant relationship with any of the workers of the service provider. The contract worker is the employee of the service provider and can in no way claim any right for regularization of service with the Institute.

**16.** The service provider shall not engage any sub-contractor or transfer the contract to any other person in any manner.

**17.** If as a result of 'post payment audit' any overpayment is detected in respect of any work done by the agency or alleged to have been done by the agency under the tender, the service provider shall immediately refund the same to the DR.YSPGMC & HOSPITAL NAHAN on receipt of notice there to or it shall be recovered from the service provider along with costs incurred.

**18.** The service provider shall provide copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the DR.YSPGMC & HOSPITAL, NAHAN'.

**19.** Any liability arising out of any litigation (including those in consumer courts) due to any act of service provider's personnel shall be directly born by the service provider including all expenses/fines. The concerned service providers personnel shall attend the court as and when required as per law.

**20.** The service provider shall have his own establishment/setup/mechanism, at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.

21. The contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the tender document. The contractor shall not sublet transfer or assign the contract or any part thereof without the written permission of the Senior Medical Superintendent/Competent Authority. In the event of the contractor contravening this condition Medical Superintendent/Competent Authority shall be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the Hospital, may sustain in consequence or arising out of such replacing of the contract. Senior Medical Superintendent/Competent Authority reserve the right to reject/accept any or all tenders modifications in the terms and conditions without assigning any reason thereof. No Correspondence will be entertained in this regard.

22. The concern firm should fulfill the all statutory requirement as per prevailing law till date.

23. Disposal of any waste arising from washing of linen of the hospital will be the whole responsibility of the tenderer.

24. The bidder must be owner of a well equipped and fully fledged working laundry located in within 15 km area of this hospital and the washing, steaming, drying & ironing is to be carried out in the said plant on outsource basis. The present bed capacity of this Hospital is 290 which may increase in near future. In addition to this, the linens of all the operation theatres will also be got washed in the said Laundry. The linen used by the patients will be changed on alternate days. The linen used in Operation Theatres will required to be washed / prepared on the same day. Jobs are to be carried out through the following machinery and equipments already installed in the laundry :-

S. No.	Detail of equipments to be installed	Quantity
1.	Industrial Drying Tumbler – 60Kg capacity	01
2.	Flat Bed Press – Head size : 1500 x 750	01
3.	Flat Work Drying Ironer	01
4.	Laundry Scrub Station with 2 Sinks. All SS Size : 1600 x 550 x 900 ht.	01
5.	Industrial Washer Extractor 60 kg Capacity	02

**19. PENAL PROVISION:-**

(a) In case the service provider fails to commence the work as stipulated in the agreement, the DR.YSPGMC, NAHAN reserves the right to impose and recover penalty as detailed below:-

1. **2% (two percent) of cost of order/agreement** per week up to four weeks delays in commencement of the work.

2. After four weeks delay, the DR.YSPGMC, NAHAN may cancel the agreement and get this job carried out preferably from any other agency from the open market/other bidder. The difference in cost, if any, will be recovered from the defaulting service provider as damages and he shall also be black listed for a period of four years from participating in such types of tenders and his security deposit shall also be forfeited, if so warranted.

**20. PROCEDURE OF RELEASE OF PAYMENT:**

1) The service provider shall submit the bill with the M S Office for re-imburement by 07th of every month of linen wash. The bill has to be accompanied by exact data of linen wash duly certified by authorized officer/representatives of DR. YSPGMC, NAHAN on a daily basis.

2) The Income Tax or any other statutory levy/tax as applicable will be payable by service provider and shall be deducted at source as per law.

3) If as a result of 'post payment audit' any overpayment is detected in respect of any work done by the agency or alleged to have been done by the agency under the tender, the service provider shall immediately refund the same to the DR.YSPGMC, NAHAN on receipt of notice there to or it shall be recovered from the service provider along with costs incurred.

6)The service provider shall provide copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the 'DR.YSPGMC, NAHAN'.

5) The payment will be released after the deduction of any penalty that may be imposed by the Competent Authority as per contract agreement.

**Dispute Resolutions:-**

Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities representatives of the concerned parties. However, if the disputes are not resolved by joint discussion, then the matter may be referred to the competent Court of Law by either party for adjudication.

**Jurisdiction of Court:-**

The courts at Himachal Pradesh shall have the exclusive jurisdiction to try all disputes, if any arising out of this agreement between the parties.

MEDICAL SUPERINTENDENT

Annexure - I

Tender for providing Laundry services to Dr. Y. S. Parmar Govt. Medical  
College & Hospital, Nahana (Sirmaur) Himachal Pradesh 173001.

**TENDER FORM FOR PROVIDING LAUNDRY SERVICES**

:Rs. 1000/- (Rs.one thousand only)

Affix duly Attested  
PP size recent  
photograph of the  
prospective  
bidder

1. Cost of tender: \_\_\_\_\_
2. Due date for tender submission : \_\_\_\_\_
3. Opening time and date of tender : \_\_\_\_\_
4. Name, address of firm/Agency : \_\_\_\_\_  
With Tel. No. & fax No. \_\_\_\_\_
5. Registration No. of the firm/Agency : \_\_\_\_\_
6. Name, Designation, address and Tel : \_\_\_\_\_  
No. & fax No. of authorized person  
of firm/Agency to deal with. \_\_\_\_\_
7. Please specify as to whether tenderer : \_\_\_\_\_  
is sole proprietor/Partnership firm. \_\_\_\_\_  
Name and address and tel No. & fax  
No. of directors partners should  
Specified. \_\_\_\_\_
8. Copy of PAN card issued by Income : \_\_\_\_\_  
Tax Deptt. and copy of previous  
Financial year's Income Tax Return  
\_\_\_\_\_
9. Details of Bid Security Deposit  
(a) Amount : \_\_\_\_\_  
(b) FDR or TDR No. or Bank : \_\_\_\_\_  
Guarantee in favour of Medical  
Superintendent ,  
DR. YSPGMC, NAHAN,  
(c) Date of Issue : \_\_\_\_\_  
(d) Name of Issuing authority : \_\_\_\_\_
10. Any other information : \_\_\_\_\_
11. Declaration by the bidder : \_\_\_\_\_

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)  
Name & Address (With seal)  
Tel. No. & Fax No.



**ANNEXURE-II**

**Dr. Yashwant Singh Parmar Govt. Medical College & Hospital, Nahan, Distt.,  
Sirmaur Himachal Pradesh**

**CHECK LIST FOR TECHNICAL EVALUATION**

<b>Sr. No.</b>	<b>Documents asked for</b>	<b>Page number at which document is placed</b>
1.	Bid security (EMD) of Rs 25000/- (Rupees Twenty five thousand only) in the form of <b>FDR/TDR/Bank Guarantee</b> Issued by any scheduled commercial bank in favour of Senior Medical Superintendent, DR. YSPGMC, NAHAN valid for a period of one year.	
2.	One self-attested recent passport size photograph of the authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Undertaking on a stamp paper of Rs. 100/- (Rupees one hundred only) as per format prescribed in Annexure-III).	
4.	Self attested copy of the PAN card issued by the Income Tax Department with copy of Income Tax Return of the last financial year.	
5.	Self attested copy of service tax registration No.	
6.	Self attested copy of valid registration No. of the firm/agency	
7.	Annual returns of previous three years supported by Audited balance sheet/certification of Chartered Accountant (clause 2.1 (ii) of NIT)	
8.	Undertaking bidder is owner of well equipped & fully fledged laundry at least two commercial fully automated washing machine with capacity of 60kg & one fully automatic commercial dryer.	
10.	Any other documents, if required	

**Signatures of the Bidder**

**(Name and Address of the Bidder) Tel. No. & Fax No.**

Tender for providing Laundry services to Dr. Y. S. Parmar Govt. Medical  
College & Hospital, Nahan (Sirmaur) Himachal Pradesh 173001.

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**ANNEXURE-III**

**(ON A STAMP PAPER OF RS. 100/-)**

**UNDERTAKING**

**To**

Name of the firm/Agency \_\_\_\_\_

Name of the tender \_\_\_\_\_ due date: \_\_\_\_\_

Sir,

1. I/we hereby agree to abide by all terms and conditions laid down in tender document
2. This is to certify that I/We before signing this bid have read and fully understood all terms and conditions and instructions contained therein and undertake myself/ourselves is abide by the said terms and conditions
3. I/We abide by the provisions of Minimum wages Act, Contact Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, Gratuity, Leave, Relieving Charges, Uniform and allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Labour Department/D.C. Rates (which ever is higher) as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide laundry services as per agreement
5. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.

I/We give the rights to the competent authority of the Office of the Dr. YSPGMC Nahan to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.

**Signatures of the Bidder  
(Name and Address of the Bidder)  
Tel. No. & Fax No**

Tender for providing Laundry services to Dr. Y. S. Parmar Govt. Medical  
College Nahan (Sirmaur) Himachal Pradesh 173001.

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ANNEXURE-IV

**FORM OF BANK GUARANTEE FOR BID SECURITY**

**(To be stamped in accordance with Stamps Act of India/HP)**

Know all men by these present that we \_\_\_\_\_ (Name and address of Bank,) having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") are bound upto Senior Medical Superintendent, DR. YSPGMC, NAHAN (hereinafter called "the Department") in sum of Rs. \_\_\_\_\_ for which payment will and truly to be made to the said employer, the Bank binds himself, his successors and assigns by these present.

WHEREAS \_\_\_\_\_ (Name of the Bidder) (hereinafter called "the Bidder") has submitted his bid dated \_\_\_\_\_ for providing laundry services (hereinafter called "the Bid")

WHEREAS THE Bidder is required to furnish a Bank Guarantee for the some of Rs. \_\_\_\_\_ (amount in figure and words) as Performance Bank Guarantee against the Bidder's offer as aforesaid.

AND WHEREAS \_\_\_\_\_ (Name of the Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

We further agree as follows:-

1. That the department may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add there to any further conditions as may be mutually agreed upon between the department and the bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the bidder.
3. That this guarantee commences from the date hereof and shall remain in force till:-
  - a. The bidder, in case the bid is accepted by the department, executes a formal agreement after furnishing the performance guarantee of a scheduled commercial bank based in India.
  - b. Forty five days after the date of validity or the extended date of validity of the Tender, as the as may be, whichever is later.
4. That the expression "the Bidder" and "the Bank herein used shall, unless such an interpretation is repugnant to the subject or context, including their respective successors and assigns.

The conditions of this obligation are:

- (i) If the bidder withdraws his bid during the period of tender validity specified in the Form of tender or
- (ii) If the bidder refuses to accept the corrections of errors in his bid or
- (iii) If the bidder having been notified of the acceptance of his bid by the department during the period of tender validity and (a) fails or refuses to furnish them performance guarantee and /or(b) fails or refuses to enter into a contract within time limit specified in para of the NIT.
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
- (v) If the contract is terminated for the reason that the agency is blacklisted in any government or in any other State Government/Union Government

We undertake to pay to the department upto the above amount upon receipt of his first written demand, without the department having to substantiate his demand provided that in his demand the department will note that the amount claimed (i), (ii), (iii) (a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness

\_\_\_\_\_

Name of Witness

Address of Witness

Signature of Authorized official of the Bank

Name of Official \_\_\_\_\_

Designation \_\_\_\_\_

ID No. \_\_\_\_\_

Stamp/Seal of Bank

Tender for providing laundry services to Dr. Y. S. Parmar Govt. Medical  
College Nahani (Sirmaur) Himachal Pradesh 173001.

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**ANNEXURE-V**

**FORM OF AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ day \_\_\_\_\_ (month) \_\_\_\_\_ (Year) between the Medical Superintendent i.e. the Principal Employer on behalf of Principal, DR.YSPGMC, NAHAN, (hereinafter called "the Department" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND \_\_\_\_\_ (name and address of the service provider) through Shri \_\_\_\_\_, authorized representative (hereinafter called "the service provider" which expression shall unless excluded by or repugnant to the context, be deemed to include his successors, heirs executors, administrators, representatives and assigns) of the other part for providing laundry services to the DR. YSPGMC & Hospital, NAHAN.

**NOW THIS AGREEMENT WITNESSETH as follows:-**

1. In this Agreement works and expression shall have the same meanings as are respectively assigned to them in the terms and conditions of contract hereafter referred to
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
  - a. Letter of acceptance of award of contract.
  - b. Terms and conditions.
  - c. Notice inviting tender.
  - d. Addendums, if any; and
  - e. Any other documents forming part of the contract
3. In consideration of the payments to be made by the department to the service provider as hereinafter mentioned, the service provider hereby covenants with the department to execute and the laundry services w.e.f. \_\_\_\_\_ as per the provisions of this Agreement and the tender document.
4. The department hereby covenants to pay the service provider in consideration of the execution and completion of the works/services as per this agreement and tender document, the contract price of Rs. \_\_\_\_\_ (\_\_\_\_\_ Rupees in words) per month.
5. Being the sum stated in the letter of acceptance subject to such additions there to or deductions there from as may be made under the provision of the contract at the times in manner prescribed by the contract.
6. The executing officer for purpose of operation of this contract shall be

In witness whereof the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Service provider/

For and on behalf of the Director,  
DR.YSPGMC,& HospitalNAHAN,

Service Provider

Signature of the authorized official

Signature of the authorized officer

Name of official

Name of the Officer

Stamp/Seal of the Service provider

Stamp/Seal of the Medical Supdtt.

By the said

By the said

\_\_\_\_\_ Name

\_\_\_\_\_ Name

On behalf of the service provider in

on behalf of the Principal Employer in

the presence of:

the presence of:

Witness-I \_\_\_\_\_

Witness-I \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Tender for providing Laundry services to Dr. Y. S. Parmar Govt. Medical College  
Nahan (Sirmaur) Himachal Pradesh 173001.

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**ANNEXURE-VI**  
**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

**(Refer Clause 11,14 of the NIT)**

**(To be stamped in accordance with Stamps Act of India/HP)**

1. This deed of Guarantee made this day of \_\_\_\_\_ between \_\_\_\_\_  
(Name of the Bank) (hereinafter called the "Bank") of the one part and Principal, (hereinafter called the "Department") of the other part.
2. WHEREAS Dr.YSPGMC Nahan has awarded the contract for laundry services contract for Rs. \_\_\_\_\_  
(Rupees in figures and words) (hereinafter called the "Contract") to M/s \_\_\_\_\_  
(Name of the service provider) (hereinafter called the "service provider").
3. AND WHEREAS THE service provider is bound by the said contract to submit to the Employer Performance Bank Guarantee for a total amount of Rs. \_\_\_\_\_  
(Amount in figures and words).
4. NOW WE the Undersigned \_\_\_\_\_ (Name of the Bank) being fully authorized to sign and to incur obligations for and behalf of and in the name of \_\_\_\_\_  
(Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs. \_\_\_\_\_ (Amount in figures and words) as stated above.
5. After the service provider has signed the aforementioned contract with the Department, the Bank is engaged to pay the Department, any amount up to and inclusive of the aforementioned full amount upon written order from the Department to indemnify the Department for any liability of damages resulting from any defects or shortcomings of the Contract or the debts he may incurred to any parties involved in the Works under the contract mentioned above, whether these defects or shortcoming or debts are actual or estimated or expected. The Bank will deliver the money required by the Department immediately on demand without delay without reference to the service provider and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Service provider. The Bank shall pay to the department any money so demanded notwithstanding any dispute/disputes raised by the service provider in any suit or proceedings pending before any court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of \_\_\_\_\_ month form the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Department agrees to grant a time of extension to the service provider or if the service provider fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Department and at the cost of the service provider.
8. The guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the service provider.
9. The neglect or forbearance of the Department in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the department for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. The expressions "the Department", "the Bank" and "the Service provider" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name \_\_\_\_\_

Designation \_\_\_\_\_

I.D. No. \_\_\_\_\_

Stamp/Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_ in the presence of:

**Witness-I**

**Witness-I**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_



**Tender for providing Laundry services to Dr. Y. S. Parmar Govt. Medical  
College Nahan (Sirmaur) Himachal Pradesh 173001.**

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**ANNEXURE-VII**

**QUOTE YOUR PRICES**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Per Unit Rate (Rs.)*</b>	<b>Amount (In words)</b>
1	BLANKET		
2	BED SHEET		
3	PILLOW COVERS		
4	DRAW SHEETS		
5	SPINAL SHEETS		
6	ABDOMINAL CUT SHEET		
7	GYNAE CUT SHEET		
8	TRAY WRAPPERS		
9	OT TOWELS		
10	KURTA		
11	PYJAMA		
12	PETICOT		
13	BLOUSE		
14	OT GOWN		
15	CURTAINS		
16	WINDOW CURTAINS		
17	MOSQUITO NET		
18	BABY SHEET		
19	SCREEN CURTAINS		
20	LAUNDRY BAG		
21	TURKISH TOWEL		
22	BABY DRESS		
23	BABY BLANKET		
24	BABY TOWEL		
25	GREEN SHEET		
26	EYE/HAND TOWEL		
	Total :-		

**Signature of the Authorized Signatory**

**\*Note:**

- A. The bidders have to quote rates for all the items, in case bidder fails to quote rate for some of the items , then his financial bid will not be considered.
- B. For operative convenience, a single agency which is technically suitable and has quoted for all the items will be selected on the basis of lowest total amount).
- C. Rates will be inclusive of Taxes as applicable.
- D. No other charge on account of transportation, cartage, conveyance, consumables, manpower etc. shall be payable.
- E. L1 will be calculated on the bases of total of all the items.

**Signature of the Authorized Signatory**

**ANNEXURE-VIII**

**CONTACT DETAILS FORM**

**GENERAL DETAILS OF BIDDER**

1. **NAME OF THE COMPANY** .....
  
2. **NAME AND DESIGNATION OF  
AUTHORISED REPRESENTATIVE** .....
  
3. **COMMUNICATION ADDRESS** .....
  
4. **PHONE NO./MOBILE NO.** .....
  
5. **FAX** .....
  
6. **E-MAIL I.D.** .....

**PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE**

1. **NAME OF THE CONTACT PERSON** .....
  
2. **DESIGNATION** .....
  
3. **PHONE NO.** .....
  
4. **MOBILE NO.** .....
  
5. **E-MAIL I.D.** .....