



REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
“PANCHDEEP BHAWAN” JAWAHARLAL NEHRU MARG, PATNA-1
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No.42-Z-17/12/General/2018/ESIC Hospital Bihta (Laundry Tender)

Dated:-01.06.2018

Invitation of Open E-tender for providing laundry services

The Medical Superintendent, ESIC Hospital, Bihta, Patna, Bihar invites open e-tender under double-bid system for providing laundry services at ESIC Hospital Bihta, Patna, Bihar ' as per details mentioned in **Annexure II** attached herewith. The 'Tender Documents' are available on line as per schedule and comprises of the Terms and Conditions of contract (**Annexure I**),the Tender details (**Annexure-II**),the Tender Application Form (**Annexure III**) proforma for quoting rates (**Annexure IV**) and Undertaking (**Annexure V**). If the tenderers are in a position to quote for the contract in accordance with the requirements stated in the attached schedule/annexures, they may submit their quotations online.

Tenderers are requested that, before quoting their rates or filing tender, the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error / oversight of the tenderer. The present tender is in standard form. Hence, applicability of certain clauses to the tenderer may depend on specific facts/ circumstances related to the tender. So, Tenderers are requested to ignore such clause /clauses, which is/are not applicable in the instant case. **All payments shall be made by Demand Drafts drawn in favour of ESI Fund A/c No.2, payable at Patna. Cheques/cash will not be accepted.**

The Medical Superintendent, ESIC Hospital,Bihta,Patna,Bihar, does not pledge himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and the tenderer shall supply the same at the rate quoted by them.Acceptance by the purchaser shall be communicated in due course. The successful bidder shall comply with the instructions contained in the said communication immediately / when asked for.

Medical Superintendent

Signature of the tenderer with Stamp

THE TENDERER IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.

CHECK LIST			
1	Earnest Money Deposited by Demand Draft only (Rs /-)	Whether uploaded [Yes/No]	Whether original Demand Draft submitted [Yes/No]
2	Valid Trade Licence	Whether uploaded [Yes/No]	
3	PAN Card	Whether uploaded [Yes/No]	
4	GST Registration Certificate	Whether uploaded [Yes/No]	
5	Registration Certificate under Shops and Establishment Act.	Whether uploaded [Yes/No]	
6	Technical Bid form completely Filled	Whether uploaded [Yes/No]	
7	Price Bid filled	Whether uploaded [Yes/No]	
8	Tender document signed on all pages	Whether uploaded [Yes/No]	
9	Undertaking as per annexure Von Rs 100/ non-judicial stamp Paper	Whether uploaded [Yes/No]	
10	Document showing atleast three years experience in providing laundry services to 100 or more bedded hospital	Whether uploaded [Yes/No]	
11	Document showing proof of address of workshop	Whether uploaded [Yes/No]	

Note:i)If valid trade licence constitutes/consists of more than one certificate/page then all the pages are to be enclosed failing which bid is liable to be cancelled.

ii)In case any licence expires within the period of submission of tender, an application towards renewal of the same should be uploaded along with the last licence, and attested photocopies of the same may be submitted. The renewed licence is to be submitted, in case of award of the contract.

iii)The Original Demand Draft and Undertaking has to be put in a sealed cover and dropped in the tender box. The cover should be super scribed

,EMD in respect of e-tender for providing laundry services`.

Medical Superintendent
ESIC Hospital,Bihta

Signature of the tenderer with Stamp

Important Instructions for Bidders regarding online Payment

All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

Bidder should get registered at <https://esictenders.eproc.in>.
Bidders should add the below mentioned sites under Internet Explorer-tools-Internet Options-Security-Trusted sites-Sites of Internet Explorer:

<https://esictenders.eproc.in>

<https://www.tpsl-india.in>

<https://www4.ipg-online.com>

Also, Bidders need to select " UseTLS1.1 and Use TLS1.2" under Internet Explorer-Tools-Internet Options-Advanced Tab-Security.

Bidder needs to submit Bid Processing Fee charges of Rs.2495/- (non-refundable) in favour of M/s. CI India Pvt. Ltd., payable at New Delhi via Online Payment modes such as Debit Card, Credit Card or Net Banking for participating in the Tender.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support>

Enclosures:

Annexure–I (Tender Terms & Conditions)

Annexure–II (Schedule of Requirements)

Annexure–III (Tender ApplicationForm)

Annexure–IV (Proforma for quoting rates)

Annexure-V (Undertaking)

Annexure I

TERMS AND CONDITIONS FOR Open E-TENDER ENQUIRY FOR PROVIDING LAUNDRY SERVICES

PART-A.

Schedule of Tender dates and details	
e-Tender document available at ESIC website / e-procurement portal https://esictenders.eproc.in , www.esic.nic.in & www.esicbihar.in	01.06.2018
Last Date & Time of submission of e-tender	21.06.2018,02:00PM
Last Date & Time of submission of e-tender	21.06.2018,02:30PM
Date & Time of Opening of e-Tender	21.06.2018,04:30PM
Bid Security / Earnest Money (to be sent through Post/Dropped in the tender box in a sealed cover along with undertaking (Annexure V))	Rs.25000/
Performance security / Security Deposit Money	10% of the contract value

PART-B:

The tender document can be downloaded from www.esic.nic.in, www.esicbihar.in Central Public Procurement Portal <https://www.esictenders.eproc.in> from as per schedule. The Bidders are advised to register themselves with e-procurement Portal at: <https://www.esictenders.eproc.in> to participate in the e-Tender. The e-tender should be filled online on e-procurement portal as per prescribed format. Incomplete bids are liable for rejection. ESIC reserves the right to reject any tender without assigning any reason.

Part -C

1. EMD of Rs. 25000/- should be deposited by the bidder by enclosing Demand Draft only in favour of 'ESI Fund A/c No.2' Payable at Patna, which shall be refunded/adjusted to bidders without any interest after finalization of tender. Earnest Money demand draft must be submitted in a sealed cover duly super scribed 'EMD in respect of e-tender for providing laundry services' and dropped in the tender box located at ESIC Hospital Bihta, Patna, Bihar.

The EMD will be forfeited

(a) If a bidder withdraws his bid during the period of bid validity specified by the bidder

in the tender form.

(OR)

(b) In case of a successful bidder if the bidder fails to furnish performance security:

(OR).

(c) If at any stage, any of the information/declaration given/made by the bidder is found to be false.

3. The bidder should have local outlet in Patna, Bihar.

4. 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.

5. Price Bid:

a. Prices to be quoted in Annexure-IV

b. Prices quoted must be meaningful and measurable in the context.

c. Price must be clearly shown in figures and words in Indian Currency.

d. The rates mentioned should be inclusive of freight charges, packing charges etc. Price Quoted should be for the supply at Hospital storage, ESIC Hospital, Bihta. No transportation charges will be paid by the Hospital

e. 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).

f. Successful tenderer shall not be entitled to any hike in prices for any reason other than the statutory levies during the period of contract.

g. The rates quoted should not be higher than those quoted in any other Organization/institution or the P.M.C.H etc. Price should be quoted without any overwriting/ erasing / cutting. Use of white fluid/ correction tape is strictly prohibited.

6. The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement at the discretion of the Hospital.

7. Validity of bid for acceptance should be for a minimum period of 12 months.

8. The rates quoted should not be higher than that quoted in case of any other organization/Institution (under taking by the tenderer to be enclosed.)

9. The Tenderer must furnish all the details in the Annexure III:

10. 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 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.

11. Performance security: The successful bidder has to deposit 10% of the total cost as the performance security with Dean in the form of demand draft, in favour of E.S.I Fund Account No.2 payable at Patna which will be released after successful completion of contract.

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. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.

12. Tenderer should have mechanical washing and drying facilities. The Dean or his representative may visit the premises of the tenderer before award of contract to ensure that required washing facilities are available.

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

14. The contract / tender, if awarded, shall be valid initially for one 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 at the discretion of the Competent Authority

15. The bidder shall have at least 3 (three) years experience of providing laundry services to 100 or more bedded hospital and documentary evidence shall be submitted in support thereof along with the tender document.

16. 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

17. 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.

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

19. 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.

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

21. 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

22. If any item / linen is delivered damaged / deteriorated / torned 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.

23. 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.

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

a. To recover from the contractor as agreed liquidated damages, and not by way of penalty a sum equivalent to Rs 10/- per each item of linen for each day of delay by the contractor, or

b. To get the linen washed elsewhere, without notice to the contractor, on his account and at the risk of the contractor,

c. To purchase the linen from the market without notice to the contractor at his expense to be recovered from his monthly bills/ performance security.

25. Medical Superintendent/Competent Authority reserves 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.

Schedule of Requirements

<u>Sl No</u>	<u>Particulars</u>	<u>Expected quantity in a year</u>
A	B	C
<u>1</u>	<u>Bed sheets</u>	<u>37800</u>
<u>2</u>	<u>Surgeons Gowns (Blue)</u>	<u>8760</u>
<u>3</u>	<u>Plain towels (Green)</u>	<u>3164</u>
<u>4</u>	<u>Hole towels (Green Large)</u>	<u>5475</u>
<u>5</u>	<u>Plain towels (Medium)</u>	<u>10860</u>
<u>6</u>	<u>Plain towels (Small)</u>	<u>3650</u>
<u>7</u>	<u>Surgeons Gowns (White)</u>	<u>1220</u>
<u>8</u>	<u>Hole towels (White)</u>	<u>2000</u>
<u>9</u>	<u>Plain towels (white)</u>	<u>2000</u>
<u>10</u>	<u>Doctor's Shirts</u>	<u>730</u>
<u>11</u>	<u>Doctor's pants</u>	<u>730</u>
<u>12</u>	<u>Doctor's Gowns</u>	<u>690</u>
<u>13</u>	<u>Hole Towel (Small)</u>	<u>690</u>
<u>14</u>	<u>Patients/ Attendance Gown</u>	<u>6900</u>
<u>15</u>	<u>Wrapper (Dressing Sets)</u>	<u>2500</u>
<u>16</u>	<u>Pillow Covers</u>	<u>2500</u>
<u>17</u>	<u>Blankets</u>	<u>130</u>
<u>18</u>	<u>Towel</u>	<u>400</u>

Signature of the tenderer with Stamp

Technical Bid

1 A	Name of the firm/Company	
B	Constitution(Proprietorship/Partnership/Company etc)	
C	Name of the Proprietor/Managing Partner/ ManagingDirector	
2A	Full Postal Address of Office	
(i)		
(ii)	Full Postal Address of Workshop	
B	Cell phone no.	
C	Telephone No.	
D	Fax no.	
E	e-mail id	
3	Name and address of your Bankers stating the name in which the Account stands	
a	Name of the bank	
b	Name of the Bank branch	
c	Account No.	
d	IFSC Code	
e	MICR Code	
4	Pan No/GIR No.	
5	GST Registration no.	
6.	Details of EMD (DD no, Drawee Bank , valid upto)	
7	Are you in the list of approved contractors of any other organizations/ Institution, if any give details	
8	Details of appropriate licens	
9	Any other information which you consider necessary to Furnish	

Place:

Signature of the tenderer

Date:

Full
Name
Office seal of the tenderer

Signature of the tenderer with Stamp

PRICE BID

<u>Sl No</u>	<u>Particulars</u>	<u>Expected quantity in a year</u>	<u>Rate Per unit (Rs.)</u>	<u>Tax Per Unit (Rs.)</u>	<u>Total Rate per unit (Rs.)</u>	<u>Total In (Rs.)</u>
A	B	C	D	E	F=(D+E)	G=(Cx F)
<u>1</u>	<u>Bed sheets</u>	<u>37800</u>				
<u>2</u>	<u>Surgeons Gowns (Blue)</u>	<u>8760</u>				
<u>3</u>	<u>Plain towels Green)</u>	<u>3164</u>				
<u>4</u>	<u>Hole towels (Green Large)</u>	<u>5475</u>				
<u>5</u>	<u>Plain towels (Medium)</u>	<u>10860</u>				
<u>6</u>	<u>Plain towels (Small)</u>	<u>3650</u>				
<u>7</u>	<u>Surgeons Gowns (White)</u>	<u>1220</u>				
<u>8</u>	<u>Hole towels (White)</u>	<u>2000</u>				
<u>9</u>	<u>Plain towels (white)</u>	<u>2000</u>				
<u>10</u>	<u>Doctor's Shirts</u>	<u>730</u>				
<u>11</u>	<u>Doctor's pants</u>	<u>730</u>				
<u>12</u>	<u>Doctor's Gowns</u>	<u>690</u>				
<u>13</u>	<u>Hole Towel (Small)</u>	<u>690</u>				
<u>14</u>	<u>Patients/ Attendance Gown</u>	<u>6900</u>				
<u>15</u>	<u>Wrapper (Dressing Sets)</u>	<u>2500</u>				
<u>16</u>	<u>Pillow Covers</u>	<u>2500</u>				
<u>17</u>	<u>Blankets</u>	<u>130</u>				
<u>18</u>	<u>Towel</u>	<u>400</u>				

Note: a.The bidders have to quote for all the items.

b.For operative convenience, a single agency which is technically suitable and has quoted for all the items (Sl No 1 to 18 of price bid) will be selected on the basis of amount at the column No 'G' ('Grand Total').

Place:

Signature of the tenderer

Date:

Full
Name

Undertaking

(To be submitted on Rs. 1000/-non judicial stamp paper)

1.I, the undersigned certify that I have gone though the Terms & conditions mentioned in the tender document including annexure and undertake to comply with them. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of 6 months from date of opening of tender.

2.It is certified that rate quoted by me are the lowest quoted for any institution/Hospital in India.

3.Earnest money deposited by me/us viz Rs. /-in the form of Demand Draft in favour of ESIC saving Fund Account No.2 payable at Patna is attached herewith and shall remain in custody of the Medical Superintendent, ESIC Hospital,Bihta,Patna,Bihar.

I/we give the rights to Medical Superintendent , ESIC Hospital, Bihta,Patna,Bihar to forfeit the EMD deposited by me/us if any delay occur on my/agent's part or fails to supply the item at the appointed place and time and of the desired specifications.

4.There is no vigilance/CBI case or court case pending against our firm.

5.On Inspection if any article is found not as per supply order and specifications, it shall be replaced by me/us in time as asked for, to prevent any inconvenience at my/our own expenses.

6.I/we hereby undertake to supply the items as per specifications and directions given in supply order within the stipulated period.

7.I/we undertake to provide guarantee/warranty as mentioned in specifications from the date of satisfactory installation and inspection.

8.I/we understand that Medical Superintendent, ESIC Hospital, Bihta,Patna,Bihar the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.

Place:

Signature of the tenderer

Date:

Full

Name

Office seal of the tenderer

Signature of the tenderer with Stamp