



ESI- POST GRADUATE INSTITUTE OF MEDICAL SCIENCE & RESEARCH AND  
EMPLOYEE'S STATE INSURANCE CORPORATION HOSPITAL & ODC(EZ)  
(A Statutory Body Under Ministry of Labour, Govt. of India)  
DIAMOND HARBOUR ROAD, P.O.: JOKA, KOLKATA-700 104  
**An ISO 9001:2008 Certified**  
Fax: 033 2467 2795, Phone: 033 2467 2799 / 6280 / 1764

Tender No. H.41.A.52/13/Tender/Laundry/Part-III/2010

Dated: 19.10.2011

**Sub: Invitation to tender for providing washing of hospital linen and Laundry services and instructions to tenderer (Two Bid system)**

(NOTE: The envelope containing the tender as well as subsequent communications should be addressed and delivered to 'The Medical Superintendent', ESIC Hospital & O.D.C. (E.Z), Diamond Harbour Road, P.O.: Joka, Kolkata, 700 104, West Bengal. All communications must be addressed to the officer named above by title only and not by name.)

From: **The Medical Superintendent,  
ESIC Hospital & O.D.C. (E.Z),  
Diamond Harbour Road,  
P.O.: Joka, Kolkata: 700 104.**

To: \_\_\_\_\_

Sir(s),

The Medical Superintendent invites sealed tender (under Two Bid System – “TECHNICAL BID” & “PRICE BID”) for SUPPLY OF / WORK CONTRACT OF / TIE UP ARRANGEMENT of **“WASHING OF HOSPITAL LINEN AND LAUNDRY SERVICES”** as per specifications and/or quantities detailed in the **Schedule** attached. The **“Tender Documents”** comprising the **General Terms and Conditions of Contract (Annexure I)** and the **Special Terms and Conditions of Contract (Annexure II)** which will govern any contract made, the **Tender Application Form (Annexure III)** and the **Schedule of contract / specifications of items / proforma for quoting rates (Annexure IV)** are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, please submit your quotation to this office.

Tenderers are requested that, before quoting their rates or sending 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 his own.

The form is a Standard Form of Tender. Certain clause /clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause /clauses, which are not applicable in the instant case.

The tender document may be obtained from the office of the Medical Superintendent in person by the bonafide applicant or his authorised representative by applying in their letter head at a cost of Rs.500/-

The “tender documents” can also be downloaded from the web site ([www.esic.nic.in](http://www.esic.nic.in)) and in such case the same may be signed and submitted as per the procedures mentioned hereinafter along with the fee(s) for the “tender documents” @ Rs.500/-

All the payment shall be made by **Demand Draft; drawn in favour of ESI Fund A/c No.1 payable at kolkata; Cheques/cash will not be accepted.**

The Tender form containing the Terms and Conditions and the Schedule should be returned in original, intact, after filling up the tender form and signing in full, on each page, whether you are quoting for any item or not,

failing which the bid is liable to be rejected. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by some such words as 'not quoting'.

In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be fully signed by you. In such cases, reference to the additional pages must be made in the Tender Form.

If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender.

Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.

Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

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

<b>CHECK LIST</b>		
1	<b>Tender document fee by demand draft only</b>	<b>Submitted [Yes/No]</b>
2	<b>Earnest Money Deposit by Demand Draft only</b>	<b>Submitted [Yes/No]</b>
3	<b>Original Tender document must be signed all pages</b>	<b>Submitted [Yes/No]</b>
4	<b>Valid Trade Licence</b>	<b>Submitted [Yes/No]</b>
5	<b>PAN/TAN other statutory documents</b>	<b>Submitted [Yes/No]</b>
6	<b>ESI &amp; PF Registration Certificate, if applicable</b>	<b>Submitted [Yes/No]</b>
7	<b>The bidder must not have less than 3 (three) years experience of similar services in an organisation in this trade and documentary evidence to be submitted in support thereof with the tender.</b>	<b>Submitted [Yes/No]</b>

Yours faithfully,

**MEDICAL SUPERINTENDENT**

Enclosures:

- Annexure – I (General Tender Terms & Conditions)
- Annexure – II (Special Tender Terms & Conditions)
- Annexure – III (Tender Application Form)
- Annexure – IV (Schedule Of Work /Proforma for quoting rates/ Specifications for PROVIDING WASHING OF HOSPITAL LINEN AND LAUNDRY SERVICES )



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Tender No. H.41.A.52/13/Tender/Laundry/Part-III/2010

Dated: 19.10.2011

***GENERAL TERMS AND CONDITIONS FOR LINEN & LAUNDRY***

Period for supply of Blank Tender Forms and related documents at the Hospital on all Working Days (Except Saturdays, Sundays and Holidays)	31.10.2011 to 21.11.2011 (Between 10 AM to 3.00 PM)
Last Date & Time of submission of completed Tender form in the prescribed tender box:	22.11.2011 at 2.00 PM
Date & Time of Opening of Tender	22.11.2011 at 2.30PM
Earnest Money	Rs.20,000/-
Security Deposit Money	Rs.1,00,000/-

**INSTRUCTIONS**

**1. PREPARATION OF TENDER:**

- a. The Tender form containing the Terms and Conditions (General and Special) and the Schedule should be returned in original after filling up the form and duly signing in full on each page with stamp, whether you are quoting for any item or not, failing which the bid is liable to be rejected. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by writing '**not quoting**'.
- b. In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be duly signed and stamped by you. In such cases, reference to the additional pages must be made in the Tender Form.
- c. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent with the Tender.
- d. The Tenderer shall give full assistance and information as may be required in connection with the contract to the Medical Superintendent or any other officer nominated by him to inspect the premises of the tenderer at all reasonable times.

**2. SIGNING OF TENDER:**

- a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Particular attention may be given to the dates of delivery, places of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.
- b) Individuals signing tender or other documents connected with the contract must specify:
  - i) Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
  - ii) Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
  - iii) Whether signing for the firm 'Per Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

**NOTE:** In case of unregistered firms, all the members or all Attorneys duly authorised by all of them or the Manager of the firm should sign the tender and subsequent documents.

**3. PROCEDURE FOR SUBMISSION OF TENDERS /BIDS:**

I. The tender should be submitted in 'TWO BID' SYSTEM:-

i. TECHNICAL BIDS:

a. TECHNICAL BIDS in one separate envelope, sealed, super scribed with the wordings "TECHNICAL BID".

b. The original copy of tender (Annexure – I to Annexure – III), duly completed and signed on each page, should be submitted/ returned back, enclosed along with the "TECHNICAL BID".

c. The "Technical Bid shall contain Earnest Money, the cost of Tender Document (if downloaded from website), both in the form of demand drafts as prescribed hereinbefore and all the technical details & documents along with commercial terms and conditions in support of the quoted service.

d. The Earnest Money Deposit (EMD) should be submitted in separate envelope super scribed with the wordings "EMD".

e. No rate/should be quoted in the technical bid.

f. This should be followed meticulously failing which the tender is liable to be cancelled.

ii. PRICE (FINANCE) BID

a. PRICE (FINANCE) BID is to be submitted in SEPARATE sealed envelopes, super scribed with the wordings "PRICE (FINANCIAL) BID". This should be followed meticulously failing which the tender is liable to be cancelled.

b. The 'Price/Financial Bid' will contain item-wise price / cost for the items mentioned / quoted in the technical bid.

II. Both the Technical Bid envelope and the Price (Financial) Bid envelope, prepared as above, are to be kept in a larger single envelope super-scribed with "TENDER (TWO BID SYSTEM) FOR LAUNDRY SERVICES" so as to give a double cover protection.

III. The outer cover should also be sealed and addressed to the Medical Superintendent in the address mentioned hereinbefore.

**4. DELIVERY OF TENDER:**

The original copy of tender (Annexure – I to annexure - IV), duly completed and signed on each page, should be submitted, enclosed in a double cover. The outer as well as the inner covers should be sealed and addressed to the Medical Superintendent. At the top of the inner and outer cover, the following words should be written in block letters. "**TENDER FOR PROVIDING WASHING OF HOSPITAL LINEN AND LAUNDRY SERVICES**".

The right to ignore / reject any tender, which fails to comply with the above instructions, is reserved. All outstation tenders should be sent by Registered Post. Only one tender should be included in one cover.

**5. LATEST HOUR FOR RECEIPT OF THE TENDER:**

Your tender must reach this office not later than the date and time notified in the Tender Notice stated in the schedule of tender. Any tender received after that shall be rejected. In the event of the stipulated date of opening of the tender being declared a closed holiday for Govt. offices, the date of opening of the tender(s) will be the next working day.

**6. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:**

- i) All tenders should remain valid for acceptance for a **period of twelve months** from the date of opening of the tender or for such period as stated in Special Terms & Conditions.
- ii) The contract / tender, if awarded, shall be valid **initially for two years 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, to a maximum of one year, on terms and conditions of the hospital, while accepting the tender. However the Competent Authority on his discretion can increase the price up to maximum 10% of the rate quoted during the extended period of contract, if it is felt that there has been excess price rise in items and factors related to Laundry.

- iii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance'; 'subject to prior sale' etc. will not be considered.

**7. OPENING OF TENDER:**

The tender shall be opened on the date and time mentioned here in the document. All tenderers and/or their representatives, if they should desire, may be present at the opening of the tender at the date and time as specified in the schedule.

**8. PRICES:**

- i) The rates quoted should be quoted in original sheet at Annexure-IV inclusive of all charges. Price must be clearly shown in figures and words in Indian Currency. **Quoting of rates in any other sheet will not be acceptable.**

**9. DELIVERY TERMS**

- a) The delivery of the stores / execution of work / providing the services etc. are required within a period as specified and as the place mentioned therein.
- b) The tenderer shall deliver the stores/ execute the work at the destination / space defined to the consignee / authority in good order (of which the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, Kolkata shall be the sole judge) within the limits of the time as deemed reasonable and specify in such quantities/qualities as may be ordered by him from time to time.
- c) Time for and date of delivery: The essence of contract: - The time for and the date of delivery of the stores / date of execution of work as stipulated in the schedule shall be deemed to be the essence of contract and delivery / execution must be completed not later than the date(s) specified.

The Medical Superintendent may allow additional time under special circumstances such as strikes, lockouts, fire accidents, riots etc.

**10. SAMPLES**

Wherever applicable / asked, the firms shall have to submit samples of item(s) for verification / inspection, approval, etc., if required and the firm shall have to comply with such conditions. It is, therefore, in the own interest of the firm(s) concerned to get their proofs / samples, etc verified / inspected before effecting supply at their own cost. Samples supplied should not be less than the quantity necessary for the test given in the specifications (if any) or in the schedule to tender. Each sample should have a card affixed to the sample which should bear the following information:

- i. Your Name and address
- ii. Tender Number
- iii. Date of opening of tender
- iv. Item no. against which tendered
- v. Any other relevant description deemed fit.

**Samples shall not be returned normally (until specifically asked for within one month of opening of tender in case of implants and instruments only) and shall be the property of the ESIC.**

**11. INSPECTION OF STORES /WORK:**

Supplies shall be accepted/work shall be certified as completed subject to inspection by Medical Superintendent, ESIC Hospital & ODC (EZ), Joka or his assigned representative. Any defect found in the materials / work done will render the supplies/work open to rejection and decision of the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, shall be final and legally binding. The rejected store shall be returned to the suppliers/work may be executed through others, at their risks and costs.

**12. OTHER TERMS**

- A. **Responsibility for executing Contract:** 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 acceptance of tender.
- B. The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the Medical Superintendent. In the event of the contractor contravening this condition, Medical Superintendent 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 Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, may sustain in consequence or arising out of such replacing of the contract.
- C. **Earnest Money:** The tenderer shall have to deposit Rs.20,000/- as earnest money with their tender, failing which the tender is liable to be rejected. The earnest money is to be paid by **Demand Draft drawn in favour of ESI Fund A/c No. 1 payable at Kolkata. NO CHEQUES WILL BE ACCEPTED.** In the event of the withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stand forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned below, the earnest money will however, be returned without interest to the tenderer whose tender is not accepted.
- D. **Security Deposit:** On acceptance of the tender, within the period specified by the Medical Superintendent, the contractor shall deposit as security, a sum of Rs.1,00,000/-. The hospital authority shall be entitled to forfeit the Security Deposit or any part thereof without prejudice to any other remedies provided in the contract or available under the law. The security shall be in the form of **Demand Drafts payable at Kolkata in favour of ESI Fund A/c. No. 1.**
- a) *If the contractor fails in fulfilling above-mentioned terms and conditions, such failure will constitute a breach of the contract and the Medical Superintendent shall be entitled to make other arrangements at the risk and expense of the contractor.*
  - b) *On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.*
- E. **Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of 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.
- F. **Insolvency and breach of contract:** The Medical Superintendent may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-
- i) *If the contractor being at individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or*
  - ii) *If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.*
  - iii) *If the contract commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.*

G. **Arbitration:**

Subject as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitrator proceedings under this clause. Work under the contractor shall, if reasonable possible continue during the arbitration proceeding and no payment due to payable by the purchaser shall be withheld on account of proceedings: -

The venue of arbitration shall be at Kolkata.

In the clause, the expression 'The Director General', ESI Scheme means, the Medical Superintendent, ESI Scheme for the time being and includes is there be no Medical Superintendent the officer who is for the time being the administrative head of the ESI Corporation, whether in addition or otherwise.

For the purpose of the contract including arbitration proceedings there under, the Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, shall be entitled to exercise all the rights and powers of the purchaser.

- H. **Document:** The tenderer should have a valid **Trade licence, PAN / TAN / other statutory document as applicable** and produce attested copies of such certificates along with the tender papers, **failing which the tender shall liable to be rejected.**
- I. **Right to accept / reject:** The hospital authority reserves the right to **reject** any or all tender without assigning any reason whatsoever. Also, the hospital authority reserves the right to **award** any or part or full contract to any successful agency at its discretion and this will be binding on the tendered.
- J. **Experience Certificate:** The bidder must not have less than 3 (three) years experience of similar services in an organisation in this trade and documentary evidence to be submitted in support thereof with the tender.
- K. **Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfilment of the contract or in the securing of transport facilities.
- L. The tenderer should have a permanent place of business in Kolkata and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.
- M. 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.
- N. **Validity of Contract:** The contract, if awarded, shall **initially for two years from the date of award** subject to continuous satisfactory performance. However, on failure on this aspect by the contractor, the hospital will have the right to terminate the contract forthwith in addition to forfeiting the security amount deposited by the contractor and initiating administrative actions for black listing, etc. solely at the discretion of the hospital authority. This period of two years can be further extended to a maximum of one more year, at the sole discretion of the hospital without prejudice to any other right of the hospital.
- O. The contractor shall be required to submit his bill in triplicate month-wise by 7<sup>th</sup> 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. 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.
- P. The successful agency shall have to enter into an agreement with the hospital and the cost incurred in this connection, shall be borne by the contractor.
- Q. The rates once accepted by the hospital shall remain unaltered throughout the period of contract, including any extended period.
- R. The hospital authority reserves the right to award any part or full contract to any successful agency (ies) at its discretion and this will be binding on the tenderer.
- S. Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.
- T. Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

- U. The tenderer will quote the rates in respect of jobs / services described above in various paras and shall fill **Annexure - IV** appended herewith along with the Tender Application form.
- V. **Failure and Termination:** If the contractor fails to delivery the stores or any instalments thereof within the period prescribed for such delivery in the contract or any time liquidation the contract before the expiry of such period, the Director (Medical)/Medical Superintendent may without prejudice to his right to recover damages for breach of the contract, be entitled at his option.
- A. To recovery from the contractor as agreed liquidated damages, and not by way of penalty a sum equivalent to 2% of the price of any stores which the contractor has failed to deliver within the period fixed for delivery for the schedule for each month or part of the month during which the delivery of such stores may be in arrears, where delivery thereof is accepted after expiry of the aforesaid period, or
- B. To purchase elsewhere, without notice to the contractor, on his account and at the risk of the contractor, the stores not delivered or stores of similar description (where stores exactly complying with the particulars are not in the opinion of the Director (Medical)/Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, readily procurable such opinion being final). Without cancelling the delivery in respect of the consignments not yet due for delivery, or
- C. To cancel the contract or a portion thereof, and if so decided to purchase or authorise to purchase of stores not so delivered or other of a similar description (where stores exactly complying with the particulars are not, in the opinion of the Director (Medical) /Medical Superintendent readily procurable, such opinion being final) at the risk and cost of the contractor.

**MEDICAL SUPERINTENDENT**



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Tender No. H.41.A.52/13/Tender/Laundry/Part-III/2010

Dated: 19.10.2011

***SPECIAL TERMS AND CONDITIONS FOR LINEN & LAUNDRY***

Period for supply of Blank Tender Forms and related documents at the Hospital on all Working Days (Except Saturdays, Sundays and Holidays)	31.10.2011 to 21.11.2011 (Between 10 AM to 3 PM)
Due Date & Time of submission of completed Tender form in the prescribed tender box:	22.11.2011 at 2.00PM
Date & Time of Opening of Tender	22.11.2011 at 2.30PM
Earnest Money	Rs.20,000/-
Security Deposit Money	Rs.1,00,000/-

The following special terms and conditions shall apply for undertaking for providing washing of hospital linen and laundry services on contract in ESIC Hospital & ODC (EZ), Joka.

- 1.0 The selected contractor / agency / tenderer shall be required to wash hospital linen, which are being used at various departments / units / wards / wings of the hospital. 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.
- 2.0 The tenderer should have a permanent place of business in Kolkata and the complete Postal Address, telephone / Mobile / E-Mail address, etc should be provided, while submitting the completed tender form.
- 3.0 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, the same shall have to be delivered back as fast as possible, but not later than one day.
- 4.0 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.
- 5.0 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.
- 6.0 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.
- 7.0 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 pertaining to each group (A to E) as per the list (Annexure – IV) without which the tender shall be rejected.
- 8.0 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.

- 9.0 The tenderer / agency shall use his own tools, machines and other appliances for washing, drying, ironing, etc., of the linen.
- 10.0 **The Tenderer should dedicate workshop for the use of ESIC Hospital & ODC to ensure cleaning, drying & delivery of linen within time schedule and for prevention of Cross Contamination. The workshop should be within 25 Kms. Distance from the ESIC Hospital & ODC (EZ) to save delay in transit.**
- 11.0 **Tenderer should have mechanical washing and drying facilities. Washing & drying by hand will not be acceptable.**
- 12.0 **The agency while submitting their tender form shall enclose certified Photostat copies of experience, trade license essential for carrying out the activities under reference and any other documents in support of carrying out the activities under reference from Competent Authority.**
- 13.0 Tender form incomplete in any respect and not supported' with Earnest Money and such requisite documents, will be summarily rejected by the hospital.
- 14.0 All pages of the tender and related papers are to be duly authenticated by tenderer or authorized signatory on behalf of tenderer.
- 15.0 The successful tenderer will be required to deposit Security Money as stated in this document within such specified period as may be decided by the hospital and on failure, the offer shall be cancelled without further reference and earnest money may be forfeited.
- 16.0 The security Money so deposited by the successful bidder will be retained by the hospital till completion of the contract and will be released thereafter on claim, subject to adjustment by hospital of any claim arising out of terms & conditions pertaining to the tender.
- 17.0 The tender application form and related documents along with the Earnest Money is to be submitted in a sealed cover as per the Terms and Condition mentioned in Annexure – I and it will be dropped in the Tender Box kept for the purpose in the Office of the Medical Superintendent on the date and time as mentioned in 1st page.
- 18.0 The hospital authority reserves the right to reject any or all tender without assigning any reason whatsoever.

**MEDICAL SUPERINTENDENT**

**TENDER APPLICATION FORM**

1	Name of the firm:-	
2	a	Full Postal Address:-
	b	Cell Phone No.
	c	Telephone No:-
	d	Fax No.
3	Date of Establishment of Firm:-	
4		If your Firm Registered under:-
	a	The Indian Factories Act:-
	b	Any other Act, if not, who are the owners (Please give full address):-
5	Name and Address of your Bankers stating the name in which the Account stands:-	
6	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no:-	
7	Total number of Employees:-	
8	Are you in the list of approved contractors of any other organisations / institutions, if any give details:-	
9	Give details of any Government contracts executed during the last twelve months:-	
10	Any other information which you consider necessary to furnish:	

**UNDERTAKING**

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) 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 and the lowest quoted for any other institution/hospital in India.
- c) The Earnest Money of Rs. \_\_\_\_\_ to be deposited by me has been enclosed herewith vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on bank \_\_\_\_\_ Branch \_\_\_\_\_.
- d) I/We give the rights to Medical Superintendent to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to supply the articles within the appointed firms of desired quality.
- e) I hereby undertake to supply the items as per direction given in the tender document/supply order within stipulated period.
- f) I shall be vacating any space that may be proved to me by the hospital authority to carry cut the job or otherwise, before I put up the last bill of the contract period for payment.

Date:-

Signature of the tenderer:-

Place:-

Full Name:-

Designation:-

(Office seal of the tenderer)

**ANNEXURE-IV (SCHEDULE)****SCHEDULE OF WORK / SPECIFICATIONS FOR WASHING OF HOSPITAL LINEN AND LAUNDRY SERVICE****PLEASE QUOTE YOUR RATE**

The tenderer should quote rates on individual job basis, which shall be inclusive of all the charges viz. Labour Charges, Input cost, Material charges, Service Charges, etc. and any other statutory obligations and taxes as the case may be:

<b>Group.</b>	<b>Head</b>	<b>Price you are quoting for individual job against each Sl. No. (In Rs.)</b>
A	BLANKET (BIG SIZE ) (DRY CLEAN)	
Group A Total		
B	BLANKET (SMAL SIZE ) (DRY CLEAN)	
Group B Total		
C	BED SHEET	
	PATIENT'S PYJAMA	
	PATIENT'S JACKET	
	GREEN SHEET (BIG)	
	DOCTOR'S O.T. GOWN	
	GREEN COATS	
	GREEN PYAJAMA	
	SCREEN BIG SIZE	
	FEMALE DRESS	
	DOCTOR'S APRON	
	MOSQUITO NET BIG SIZE	
	SCRUB SUIT	
	CURTAIN DOOR	
	CURTAIN WINDOW	
	ABDOMINAL SHEET	
	CURTAIN SCREEN	
DOCTOR'S COATS		
Group C Total		

Continued next page.....

**(SIGNATURE OF THE TENDERER)**

(OFFICE SEAL)

**PLEASE QUOTE YOUR RATE**

Group.	Head	Price you are quoting for individual job against each Sl. No. (In Rs.)
D	PILLOW COVER	
	DRAW SHEETS,	
	TOWEL (BIG),	
	TOWEL (MEDIUM),	
	GREEN SHEET (MEDIUM )	
	SCREEN (SMALL) ,	
	MOSQUITO NET (SMALL)	
	CUT SHEET	
	PATIENT'S PETTI COAT	
	BABY FROCKS	
	FROCKS	
	LEGGING	
	Group D Total	
E	HAND TOWEL	
	TOWEL (SMALL)	
	GREEN EYE TOWEL	
	DUSTER	
	MASK	
	GLOVES COVER	
	MOPS	
	NAPKIN	
Group E Total		
Grand Total (A+B+C+D+E)		

List of Enclosures:

- 1.
- 2.
- 3.

Date:  
Place:

**(SIGNATURE OF THE TENDERER)**  
(OFFICE SEAL)