

**TERMS & CONDITIONS FOR
LAUNDRY SERVICES
FOR THE YEAR 2018-19**

District Head Quarters Hospital, Bhadrak
Pin - 756100, Odisha

**TENDER DOCUMENT
FOR
THE LAUNDRY SERVICE**

629



OFFICE OF THE CDMO, Bhadrak
District Health Quarter Hospital, Bhadrak
(Department of Health & FW, Govt. of Orissa)

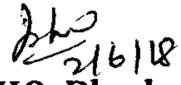


Advt no: 5375

Date: 02.06.2018

TENDER CALL NOTICE

Sealed tenders are invited from eligible NGO/firms/agencies/ Societies/Companies (having upto date VAT/GST clearance certificate) adequate experience in taking up of work for Laundry Service to the Rogi Kalyan Samiti, Bhadrak, O/o DMO (M.S)-cum-Superintendent, DHH, Bhadrak for a period of one year on an annual rate contract basis. Details regarding the items, terms & conditions, format for submission of tender may be downloaded from the district website www.bhadrak.nic.in. Interested bidders fulfilling the eligibility criteria may submit their proposal(s) (with EMD and documents as per Tender Document. The bidders have to submit their proposal(s) to the office of the CDM & PHO, Bhadrak for which they want to BID . The details of proposal(s) complete in all respect superscribing "Tender for supply of laundry services & the advertisement reference no 5375" on the envelope and should reach the office of the CDM & PHO Bhadrak **on or before Dt.- 23.06.2018 (till 1 PM) by Speed Post or Registered Post/Courrier Only.** The technical and financial bids shall be opened at the office of the CDM & PHO, Bhadrak on Dt 28.06.2018. The authority reserves the right to reject any or all the proposals without assigning any reason thereof. The undersigned reserves the right to accept or reject any/all bids without assigning any reason thereof. The undersigned will not be held responsible for any postal delay.


21/6/18
CDM & PHO, Bhadrak



ROGI KALYAN SAMITI, DISTRICT H.Q.HOSPITAL, BHADRAK

TERMS & CONDITIONS FOR PROVIDING LAUNDRY SERVICE

- 1) Sealed tenders are invited from eligible NGO/firms/Agencies/Society/Company having adequate experience in providing for laundry services on an outsourcing basis.
- 2) Interested bidders may obtain detail terms and conditions for taking up this assignment. The tender documents can be downloaded from the website www.bhadrak.nic.in.
- 3) The tender will be in two parts i.e. **Technical Bid. (Cover-A)** and **Financial Bid. (Cover-B)**. The bidders should give their technical and financial Bid separately in two separate envelopes and the same should be put into another cover envelop super scribed as “Tender for Providing Laundry services on outsourcing basis.
- 4) The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes and the name of the bidder of the left bottom side of the envelopes. All the envelopes (Inner & Cover envelopes) should be addressed to: **The Chief District Medical Officer, District Head Quarters Hospital, Bhadrak - 756100.**
- 5) The bidder has to deposit earnest money deposit (EMD) **Rs. 10,000 (Ten thousand only)** in shape of **DD in favour of Rogi Kalyan Samiti, Bhadrak** payable at Bhadrak at any Nationalized / Schedule Bank any exemption certificate is not allowed.
- 6) The bidder has to deposit tender processing fees of **Rs 5, 000/- (Five thousand only)** in shape of **DD in favour of Rogi Kalyan Samiti, Bhadrak** payable at Bhadrak at any Nationalized / Schedule Bank any exemption certificate is not allowed.

Eligibility Criteria:-

The NGO/firms/Agencies/Society/Company

- 1) Should be in business for at least 3 years in outsourcing & providing laundry service in Govt Deptts.
- 2) Should not have any track record of Contract termination of the previous assignments for providing personnel to Govt. sector.
- 3) Must have registered with appropriate registration authority.
- 4) Must have a PAN.
- 5) Must submit the EMD of **Rs.10, 000/- (Ten thousand only)** in favour of Rogi Kalyan Samiti, Bhadrak in the shape of demand draft from a Nationalized /Schedule Bank. EMD of unsuccessful bidders will be returned without interest after finalization of the Tender. EMD of successful bidder will be retained & will be adjusted with the Performance security money and the same Performance security money shall be refunded on successful completion of the job without interest.
- 6) The bidders shall furnish Tender Processing fees of **Rs.5, 000/- (Five thousand only)** in the shape of a demand draft from any Nationalized / Schedule Bank in favour of Rogi Kalyan Samiti, Bhadrak payable at Bhadrak any exemption certificate is not allowed and it is non refundable. **The Tender Processing fee should be put in the Technical Bid envelope.**
- 7) The successful tenderer will have to deposit a Performance security money amounting of **Rs.50, 000/- (Fifty thousand only)** in the form of DD in favour of **Rogi Kalyan Samiti, Bhadrak** that will be refunded without interest in case of successful completion of the contract. The security deposit will be forfeited in case the non-compliance of the terms of agreement by the Service Provider..
- 8) The organization will have to submit the Affidavit of Declaration in stamp paper regarding following:-
 - It has not been blacklisted by any Government organization.
 - The organization does not have any legal suit/ criminal case pending against it for violation of any law.



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GENERAL

1. The service agreement shall commence from the date of signing of the contract and shall continue till one year from the date of signing of the contract unless it is curtailed or terminated by the authority owing to deficiency of service substandard quality of service or change in requirements.
2. The service agreement may be extended further by the mutual consent of the service provider and RKS, DHH, Bhadrak.
3. The agreement may be extended, on the same terms and conditions or with same addition/ deletion / modification, for a further specific period mutually agreed upon service provider and Member Secretary, RKS, DHH, Bhadrak.
4. The authority reserves the right to terminate the agreement during initial period also after giving 30 days notice by the either parties to the service provider if the service is found to be unsatisfactory.
5. The RKS, DHH, Bhadrak shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
6. The Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees state Insurance Corporation, GST etc. and copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining license under Contract Labor (Regulations and Abolition) Act, 1970 if any at his own part and cost.
7. All legal Disputes arising under this contract between the parties will be subjected to resolve under jurisdiction of RKS Committee Members only. The decision of the Collector & District Magistrate will be final & binding by either party.
8. The RKS, DHH, Bhadrak will not pay any advance payment to the organization. The organization will have to give the entire Service on its own and the amount will be paid only after satisfactory performance on monthly basis.
The Agency will provide the following list of facilities.
 - Supply of new 7 colour bed sheets with replacement when it is unserviceable, one colour bed sheet should be used in one day.
 - Cleaning of Bed sheets, gowns, towel, Blanket, Mosquito net etc.
 - Ironing and Spraying Scent.
 - Removing/ (Lifting) & Spreading daily.
 - Manpower for all services.
 - 4 Numbers Washing Machines.
 - Stained bed sheets should not be given to the patients.
9. The agency will collect and deliver the materials in his own arrangement.
10. The Agency will borne cost of the materials if any damage, Disfigure caused to the materials of the RKS, DHH, Bhadrak.
11. The qualified bidders in technical bid should only appear in the opening of price bid. The bidders will be selected in the price comparison, offer will be given to lowest quoted bidders.
12. The agency will bear all cost of materials related to washing /Cleaning, ironing and spraying of scent.
13. The RKS, DHH, Bhadrak reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

PENALTY

1. In case of deficiencies in providing quality service, the authority will have the right to impose penalty as per decision of the Committee which shall be deducted from the monthly bill.

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TENDER FORM FOR LAUNDRY SERVICE
PART - 1
(Technical Bid)

1.	Name Of the NGO/firms/Agencies/Society/Company	
2.	Registered office Address of the NGO/firms/Agencies/Society/Company	Telephone No Fax No Email ID
3.	Office address of the Branch office in Bhadrak (if any)	Telephone No Fax No Email ID
4.	Name of authorized signatory (in block letters)	
5.	Specimen signature of authorized signatory	
6.	Telephone number of authorized signatory NGO/firms/Agencies/Society/Company	
7.	Draft number, Name of Bank & date of EMD of Rs.10, 000/ & Draft number, Name of Bank & date of 5, 000/ towards tender processing fees- submitted by the NGO/firms/ Agencies/Society/Company (Yes/No)	
8.	Registration number of the NGO/firms/Agencies/ Society/ Company	
9.	Registration Certificate (Labour Licenser, Provident Fund Authorities, Employees state Insurance Corporation, GST etc.	
10.	PAN No (furnish self attested photo copy of PAN)	
11.	Audit report of three financial years (i.e 2014-15, 2015-16, 2016-17)	
12.	The organization have to submit the affidavit (on original stamp paper of relevant value) with the following clauses: 1. Our organization has not been black listed by any Government Organization. 2. Our organization does not have any legal suit / Criminal case pending against it for violation of any law. 3. Our organization agrees to abide by all terms & Condition of tender. 4. The price quoted by our organization is inclusive of minimum take home pay mentioned in the tender, all	

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	statutory charges, Administrative Taxes etc.	
13.	Whether have any track record of contract termination of the previous assignments for providing service to RKS,DHH, Bhadrak(Yes/No)	
14.	Whether all documents submitted signed by the authorized signatory of the NGO/firms/Agencies/Society/Company (Yes/No)	
15	The organization have to submit the affidavit (<i>on original stamp paper of relevant value</i>) with the clauses: The organisation solely declared that in case of non availability of fund the organisation will manage the service up to three months without hampairing the patients and public.	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my/our knowledge. I/ we understand that in case of any deviation in the above statement at any state, the Organization /Organizations will be blacklisted and will not have any dealing with in future.

(Signature and seal of authorized signatory)

Place:

Date:



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BHADRAK**

TENDER FORM

**PART - 2
(Financial Bid)**

Sl. No.	Name of Article	Rate per piece inclusive of all charges	Remarks
1	7 diff light colour Bed sheets with all desired service Quoted.		
2	Blankets		
3	Pillow cover		
4	Doctor's coat		
5	OT linen		
6	Towel		
7	Table cloth		
8	Curtain		

(Signature and seal of authorized signatory)

Place:

Date