Sealed quotations are invited for awarding contract for laundry services at HABRA S.G. Hospital, NORTH 24 PGS for washing of hospital linen items as listed below:-

1. Bed Sheet (cotton)
2. Woolen Blanket
3. Patient’s pant
4. Mosquito net (cotton/nylon)
5. Turkish towel
6. Screen (colour)
7. Operation Gown
8. Face mask
9. Operation sheet
10. Pillow cover
11. Operation towel
12. Hand towel
13. Eye sheet
14. Leggings
15. Mops
16. Patient’s Gown
17. Cut sheet
18. Curtain/Parda

Contract will be awarded to the successful lowest bidder for One year on the terms & conditions enclosed. All contractors who accept the terms & conditions may apply as under:-

1. Tender Document can be downloaded from the web-site of (www.north24pgs.gov.in) under the category of below Rs. 1 Lac.
2. All quotations must be under sealed cover, accompanied by a D.D as EMD valid for a period of one year for Rs. 15,000/- (Rs. Fifteen Thousand Only) in favour of HABRA STATE GENERAL HOSPITAL, RHS.
3. Quotations can be deposited in the Superintendent Chamber of Habra State General Hospital, on all working days between 10:00 AM to 4:00 PM on or before 07-03-19.
4. Quotations will be opened on 08-03-19 at 2:00 PM in the Chamber of Superintendent of Habra SGH by the duly appointed Committee in the presence of bidders/representatives of the bidders, who wishes to be present.
5. Envelope must be marked in bold letters “Quotations for Laundry Services” in the name of Superintendent, HABRA SG Hospital, Habra, North 24 Pgs.
6. The Firm/bidder should have PAN Card issued by the Income Tax Department, Companies valid Registration Certificate, GST, P.Tax, Last three years working Experience Certificate, Last three years Income Tax Return, Last three years audited Balance Sheet, Profit & Loss Account.
7. The quoted price must be inclusive of all charges/taxes.
8. The Superintendent reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

Enclosure: 1. Format of Price Bid
1. Terms & conditions

Memo No.HAB/SGH/2019
Copy forwarded to:-
1. The SDO, Barasat Sadar
2. The CMOH, North 24 Parganas
3. The Dy-CMOH-I, North 24 Parganas
4. The Chairman, Habra Municipality

Dated: 14/02/2019

Superintendent
Habra State General Hospital

Dated: 14/02/2019
including the personal protective devices according to season. The uniform and

20. Every worker engaged in laundry services shall wear the neat and clean uniform produced by the firm during the period of contract and be furnished by the contractor at his own cost and be

19. The laundry collection records shall be kept by the contractor as per necessity.

18. Subletting of any kind in any form is not permissible.

17. The hospital staff will not be providing laundry space above with capstans (washing machine, dryer, water, steam press and other services).

16. For any breach of the terms and conditions of this contract, the contractor will be fully empowered to impose penalty to the extent of Rs. 500/- (Rupees Five Hundred Only) each time. in case of breach of terms and conditions the contractor will be entitled to terminate this contract at any time.

15. No service charges shall be given by the hospital as per I/T/SS/64 Tax rules.

14. Income tax/excess as applicable will be deducted from gross bill before payment to TDS.

13. Payment will be made on monthly basis on submission of monthly bills in triplicate duly

verified by the concerned head of the department/unit/ward in charge.

12. After switching the work, the contractor shall execute the remaining contracts, all terms & conditions with the hospital shall continue in full force.

11. The successful bidder will have to deposit Rs. 15,000/- (Rupees Fifteen Thousand Only) as deposit which will be refunded after one year

10. The contractor will be party for a period of one year. The contract cannot be extended before

9. The contractor will ensure timely and adequate supply of washed and ironed linen for the different sections of the hospital. The supply of clean discharged and used linen has to be removed from the premises of the hospital.

8. The linen must be washed and ironed properly and the supply of the same is subject to the inspection of the authorities.

7. Sorthing and distribution of collected linen will have to be carried out in accordance with the directions of the hospital.

6. The contractor shall provide the washing materials (soap, detergent, disinfectant etc.)

5. The provision of appropriate manual supplies and manpower required for the laundry

4. Wear and tear if any should be notified during the collection and delivery and must be

3. Use of cloths will have to collected in the morning (8.30 am to 9.30 am) for all wards.

2. The hospital services at point to point service to follow the directions of the laundry service blocks etc. or as per the directions of the

1. The laundry services shall be mean for the entire hospital with specific reference to the

TERMS & CONDITIONS OF TENDER FOR LAUNDARY SERVICES
thereon the badge mentioning the name/designation of the worker shall be provided by the contractor at his own cost.

21. The contractor shall engage the laundry staff between the age of 18 years to 40 years and if any complaint of misbehavior and misconduct comes to the knowledge of the Hospital authorities, then all such responsibility shall be of the contractor, and any loss owing to the negligence or mishandling by the laundry staff, the contractor shall himself be responsible to make good for the losses so suffered by the department or hospital as a whole.

22. The contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of the hospital or do anything which may cause unnecessary disturbance or inconvenience to other working there as well as to the general public in the hospital.

23. The Hospital authorities reserves the right to terminate the contract without assigning any reason by giving to the contractor one calendar month notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice or any right of remedy that may be accrued to other party by reason of any incident which of any terms thereof.

24. If the performance continues to be unsatisfactory even after giving a notice for putting the things in order for satisfactory performance, the contract is liable to be terminated along with forfeiture of performance guarantee and tender will be awarded to L 2 for remaining period of the tender.

25. The contractor shall provide proper linen trolley to collect and distribute linen in Hospital.

26. The contractor shall provide the laundry staff's proper register for keeping daily records of collection and distribution of linens. No backlog will be entertained for more than 72 hours from collection of linens.

27. The contractor must visit the facility minimum twice in a month and as and when summoned to monitor the whole process and must communicate with Ward In-Charges, Superintendent/Assistant Superintendent (Non-Medical)

[Signature]
Superintendent
Habra State General Hospital
North 24 Parganas
To The Superintendent,  
HABRA SG Hospital, NORTH 24 PGS.

I/We hereby submit the price bid for providing laundry services as under as per following category:-

<table>
<thead>
<tr>
<th>SL.No.</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bed sheet (Cotton) reference as base price</td>
</tr>
<tr>
<td>2.</td>
<td>Large linen- Woolen Blanket, Mosquito net</td>
</tr>
<tr>
<td>3.</td>
<td>Medium linen- Patient’s pant, Operation gown, Leggings, patient’s gown, cut sheet, Curtain/parda</td>
</tr>
<tr>
<td>4.</td>
<td>Small linen- Turkish towel, screen (colour), face mask, operation sheet, pillow cover, operation towel, Eye sheet, Mops, Hand towel.</td>
</tr>
</tbody>
</table>

Note: The rates shall be quoted by the bidders only for Bed sheets. For medium and small linen the rates will be \( \frac{a}{b} \) (SL No.3), \( \frac{c}{d} \) (SL No.4) and for large linen (SL no.2), the rates will be double; keeping the cost of bed sheet as base price.

1. I / We the undersigned, certify that I / We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. That no Civil / Criminal / Income Tax / Service Tax / Blacklisting case is pending against me/my firm in any Govt. Institution.
3. The rates quoted by me / us are valid and binding on me / us for acceptance for the entire period of contract.

ENCLOSURE:-

1. Original DD of Rs. 15000/- (Rs. Fifteen Thousand Only) vide DD No. Date. Issued by bank in favour of Habra SGH RKS as EMD.
2. Self attested copy of address proof like Ration Card/ Electoral Photo Identity Card/Aadhar Card etc. vide No. dated.
3. Self attested copy of PAN Card No

SIGN. OF THE TENDERER

NAME OF PROP./FIRM

ADDRESS WITH STAMP