

Invitation of quotation
for
Providing Laundry Services for Hospital Services
At
All India Institute of Medical Sciences, Jodhpur

Inquiry No.: : Admn/Gen/07-04/2016-AIIMS.JDH

Inquiry Issue Date : 02nd July, 2016

Last Date of Submission : 08th July, 2016 at 05:00 PM.



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur – 342005, Rajasthan

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**Invitation of quotation for Providing Laundry Services for
Hospital Services at AIIMS Jodhpur**

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Jodhpur for Providing Laundry Services for Hospital Services for the Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 08.07.2016 05.00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

**“QUOTATION FOR PROVIDING LAUNDRY SERVICES FOR
HOSPITAL SERVICES AGAINST INQUIRY NO. ADMN/GEN/07-
04/2016-AIIMS.JDH” DUE ON 08.07.2016 05.00 PM”**

1. General Terms & Conditions:

- i. **Earnest Money Deposit:** The Quotation will have to pay Earnest Money Deposit in the form of Demand Draft of Rs.10,000/- in Favor of AIIMS, Jodhpur. The Demand Draft of EMD should be prepare separately and drown in favour of All India Institute of Medical Sciences, Jodhpur. The same will be refunded without any interest to successful tenderer only after satisfactory execution of the contract and fulfillment of all contractual obligations. Each tender must be accompanied by Earnest deposit for an amount as specified in the quotation set. In case of unsuccessful tenderer(s), the Earnest money deposit will be refunded as early as possible. Without EMD quotation will be summarily rejected.
- ii. The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
- iii. Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- iv. Rates must be quoted in **Indian rupees** and as per the format specified taxes extra if any must be written separately.
- v. Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
- vi. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- vii. The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- viii. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
(L1 will be decided on composite basis)
- ix. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.

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- x. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
 - Firm shall be registered with the Government of Rajasthan / Central Government.
 - The firm shall have valid VAT/ Sales Tax No. and IT PAN.
 - **The firm should not be black listed by any Govt. Agency/Dept.**
- xi. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- xii. **Contract Period** – The contract for laundry services initially for a period of (1) one Month and can be continued / renewed for further (3) Month at a time maximum upto (1) One Month subject to satisfaction of the All India Institute of Medical Sciences (AIIMS), Jodhpur and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.
- xiii. **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.
- xiv. **Payment Terms:** Payment will be made on monthly basis only after satisfactorily completion of work and after inspection by the AIIMS Jodhpur. The bill should have full particulars of the work(s).
- xv. The firm must be located in Jodhpur only.
- xvi. The linen has to be collected, washed / cleaned properly and stains of any type have to be removed without any blot and any loss to the material of the cloth. The linen must be washed and ironed properly to the satisfaction of the authorities. The Tenderer shall use washing material of branded / standard quality. If the washed clothes received are not found satisfactory the same will be returned for washing without any additional expenditure.
- xvii. The contractor will use its own washing machine and other laundry equipment for general wash. The contractor shall use only ISI marked detergent/washing material as specified in the contract agreement. In case it becomes necessary use any material other than the approved, prior permission shall be obtained from the controlling authority.
- xviii. Dirty / soiled linen and used clothes will have to be collected and handed over to the various Departments after proper washing and ironing strictly on daily basis, failing which the penalty as decided by competent authority will be levied on each occasion continuous default may lead to cancellation of contract.
- xix. The Soiled Linen shall be collected by the contractor at the prescribed time all the concerned department under proper acknowledgment in duplicate (One copy for the concerned department and the other copy for the contractor). The washed & pressed linen as detailed above shall be delivered by the personnel of contractor to the concerned

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department at the prescribed time under proper acknowledgment. AIIMS, Jodhpur will not provide any space or personnel or transportation or material or any other support or infrastructure to the Contractor to execute his work.

- xx. The Contractor is solely responsible for any loss, damage, discoloration, bleeding of colour, fading of prints, wear & tear, etc., to the linen and the cost of the same will be recovered from the payment due to him in the first instance and may also be adjusted against the security deposit.
- xxi. Blood-Stained linen will have to be washed separately from other normally stained linen and should not be mixed with each other.
- xxii. The Tenderer will be wholly responsible for providing laundry services to this hospital. The Tenderer will ensure timely supply of washed and ironed linen to different departments of this hospital (Daily). If the contractor fails to wash and clean the clothes in time the same will be arranged from outside and all expenses on this account will be recovered from the dues payable to the contractor.
- xxiii. The timing of collection of linen will be regularly in the morning and evening hours of the day and distribution of the cleaned and ironed linen will be in the evening and next morning or as per the need of the AIIMS Jodhpur.
- xxiv. The laundry services for the AIIMS Jodhpur shall be provided on all days (including Sundays & Holidays) during the contract period. Failure to provide service shall attract penalty. The amount of penalty would be decided by competent authority on each occasion and shall be final.
- xxv. Wear & tear if noted during the collection of cloths must be pointed out to concern department. Defect if any found later on will be the responsibility of the Contractor, and Contractor is liable to provide the new cloth in place of such defective piece. Daily record during collection of dirty linen items/distribution of Cleaned washed and ironed linen items should be maintained in the department wise registers duly signed by the representative of Contractor and Department official, who is looking after the day to day transaction of such linen items. The bills in the end of the each month with department wise details must submitted and in support the register mentioned above if desired to place before any time to administration during scrutiny of Bill of the Contractor for necessary verification.
- xxvi. **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Jodhpur with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to the Director, AIIMS Jodhpur whose decision will be final and binding upon the contractor.
- xxvii. **Quantity:** - The quantity of items given in the Quotation is tentative, which may be increased or decreased as per the Institute's requirement.
- xxviii. AIIMS, Jodhpur reserves the right to increase or decrease quantity and / or amount of

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work. Decision of Quantity of material in the AIIMS, Jodhpur will be final in this regard.

- xxix. AIIMS, Jodhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Jodhpur will be final in this regard.

Administrative Officer

Encl.: Annexure 1 (Format of price bid)

[On the letterhead of firm]

ANNEXURE "1"
PRICE BIDFORM

To,

Administrative Officer,
AIIMS, Jodhpur.

Dear Sir,

1. I/We Submitted the quotation for Enquiry No. **"QUOTATION FOR PROVIDING LAUNDRY SERVICES FOR HOSPITAL SERVICES AT AIIMS AGAINST THE INQUIRY NO. Admn/Gen/07-04/2016-AIIMS.JDH" DUE ON 08.07.2016 05.00 PM** for Providing Laundry Services for Hospital Services at AIIMS Jodhpur".

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

3. I/We hereby offer to supply at the following rates.

S. No	Items/ Description	Specification	Unit	Rate for Per Unit	VAT/Taxes (if Any)	Rate for Per Unit (Inclusive all Taxes)
1	Shirt /kurta and Pyjama	All Sizes	Pair			
2	OT gown	Standard Size	Piece			
3	Stitched instrument trolley cover double layered of bleached white sheeting or casement	145cms x 145cms	Piece			
4	OT Napkin / hand towel	8"x 12	Piece			
5	OT towel small	28"x28"	Piece			
6	OT towel medium	39"x36"	Piece			
7	OT towel large	57"x36"	Piece			
8	Central hole sheet	48"x76"	Piece			
9	Perineal/gynae sheet without waterproof centre	57"x39"	Piece			
10	Perineal/gaynae sheet with one side linen with Autoclaveable waterproof centre on other side	57"x39"	Piece			
11	Eye sheet	100 x 75 cm	Piece			
12	Small hole sheet green	Sheet Size : 60 x 60 cm	Piece			
13	Spinal sheet	36"X36"	Piece			
14	Legging cum perineal sheet	Standard Size	Piece			
15	Laparoscopy sheet XL with legging	Standard Size	Piece			
16	Instrument wrapper double layer	Less than 54" x 60"	Piece			
17	Triangular Leggings	Standard Size	Piece			
18	Waterproof stretcher cover canvas with 8 handle for shifting the patient	Standard Size	Piece			
19	C-arm cover	Standard Size	Piece			
20	Camera Cover for probes/ cord/ sleeve	Standard Size	Piece			

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21	Stitched Bed sheet / Examination Couch Sheet of bleached sheeting of stain resistant cloth	240 cmx150 cm	Piece			
22	Multipurpose draw sheet standard, one side Linen and one side autoclavable water proof sheet.	150 cm x 90 cm size of water proof 58"x36"	Piece			
23	Draw Sheet	Standard Size	Piece			
24	Top Sheet	240 x 150 cm	Piece			
25	Stitched pillow case/cover	55 x 80 cms	Piece			
26	Pillow synthetic polyfill fibre with soft cotton cloth	25" x 16" x 2.6"	Piece			
27	Pillow cover of Impervious Material	55 x 80 cms	Piece			
28	Woollen blanket with piping	230 x 135 cm, weight 2 kg \pm 200 gm	Piece			
29	Woollen Baby blankets (Wool mark)	117cm Length, 74 cm wide	Piece			
30	Stitched baby sheet of 100 % bleached soft cotton cloth (poplin)	85cm x 85cm	Piece			
31	Stitched baby frock of bleached	Chest 54cm Length 42 cm	Piece			
32	Cap for baby, 100% cotton / Flannel	30cm head circumference & 15 cm height	Piece			
33	Socks for baby of flannel material with purse string	9cm Foot length	Piece			
34	Mackintosh Sheet	Standard Size	Piece			
35	Bed Side Screen Curtain	Standard Size	Piece			

Total Amount in figure (Inclusive of all taxes) In Rs._____

Total Amount in words (Inclusive of all taxes) In Rs._____

Note: L1 will be decided on composite basis.

Date_____

Place_____

(Name)_____

Name of Firm/Company/Agency_____

Phone No._____

Email:_____