



**OFFICE OF THE DEAN & PRINCIPAL,
MAHARAJA KRISHNA CHANDRA GAJAPATI MEDICAL COLLEGE,
BRAHMAPUR.760 004, GANJAM, ORISSA.**

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No. 3126 /MCB.2021/Welfare./Dated, Brahmapur the 20th April,2021

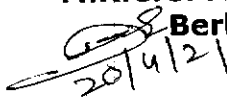
**TENDER NOTICE FOR AWARD OF CONTRACT FOR PROVIDING OF SERVICES OF
MECHANISED LAUNDRY SERVICE**

Sealed tender are invited from reputed Laundry agencies/service providers to provide Mechanised Laundry Service for MKCG Medical College & Hospital establishment for a period of one year which is extendable up to a maximum period of 3 (three) years subject to periodic review of performance.

The detailed information for outsourcing of aforesaid service is available in the Tender Document which may either be downloaded from the website www.mkcgmch.org or procure in person from Office of the Dean & Principal, M.K.C.G. Medical College, Berhampur (GM), Orissa - 760 004 on any working day between 11 A.M to 4 PM on payment of **Rs.2000/- (Rupees two thousand) only**. The last date and time for submission of Tender document is **from 21 (twenty one) days from the date of publication of this Advertisement in the News paper by speed post/Regd Post only**.

The undersigned reserves the right to cancel the Tender in full or parts at any time without assigning any reason thereof.


**Dean & Principal,
M.K.C.G. Medical College,
Berhampur.**


20/4/21

**TENDER DOCUMENT FOR OUT SOURCING OF LAUNDRY SERVICES
OF THE M.K.C.G MEDICAL COLLEGE & HOSPITAL, BRAHMAPUR**

**OFFICE OF THE DEAN & PRINCIPAL, MKCG MEDICAL COLLEGE,
BRAHMAPUR, ODISHA**

Tel: (0680)-2292746, Fax No.2292809

E-mail: mkcgmcbam@gmail.com

Price: Rs.2000.00

**(Those who download the tender document from Website
www.ganjam.nic.in should enclose a DD for Rs. 2000.00 towards
cost of tender paper)**

**Last Date for submission of tender is 14/05/2021 BY
SPEEDPOST/REGD POST ONLY**

*Proposed
20/4/21*

INDEX

Sl.No.	Section	Description of contents	Page Number
1.	Section-I	Instruction to Bidder	05 – 08
2.	Section-II	Scope of Work	09 – 11
3.	Section-III	Scheduled of Requirement	12
4.	Section-IV	General Terms and Conditions	13-16
5.	Section-V	Technical Bid	17-24
6.	Section-VI	Financial Bid	25-26
7.	Section-VII	Bid Submission Checklist	27-28
8.	Section-VIII	Service Agreement & PBG Format	29-30

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SECTION-I
Instruction to Bidders

A. GENERAL INFORMATION:

1. MKCG Medical College, Hospital requires the service of reputed, well established, financially sound and registered Service providers to provide Mechanised laundry Service at MKCG Medical College & Hospital as per the requirement.
2. The period of contract for providing the aforesaid service will be ideally one year from the date of effectiveness of the contract. The contract may be extended to a maximum period of three years subject to satisfactory performance, mutual agreement on yearly basis. Other terms & conditions will remain unchanged unless it is curtailed or terminated by the authority owing to deficiency of service, Sub-standard quality of Laundry deployed, breach of contract etc or change in requirements. The authority reserves right to terminate the contract at any time after giving 30 days notice to the service Provider.
3. The bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of bid.

ELIGIBILITY CRITERIA:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1.	The Bidder should be registered under appropriate authority such as, <ul style="list-style-type: none"> • Registered under the Companies ACT 2013 • Registered under the Indian Partnership ACT 2013 • Registered under the Indian Trust ACT 1882 • Registered under Indian Proprietorship Act 1908 • Registration under the Societies Registration Act 1860 • Registration under the Limited Liability Partnership Act 2008 	Certificate Incorporation/Registration
2.	The bidder must have at least five years in business (up-to the last date of submission of bid) for providing similar type of service to Centre/State Government/Autonomous Bodies/agencies/societies/corporate bodies	Copies of the work order from the previous authorities.
3.	The Registered Office/Branch Office of the Service Provider must be located within the jurisdiction of Odisha	Valid Address proof of the office (Copy of the Telephone/Electricity Bill)
4.	Must have average annual financial turnover of Rs.2,00,00,000/- during last five financial year on (The average annual financial turnover be twice the estimated cost of the above services	Copies of the audited Income/Expenditure Statement and balance sheet for the concerned period.
5.	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the passbook and transaction statement for the last 6 month.
6.	The agency should not have been black listed by any Central/State Government or any other public sector undertaking or a corporation as on the date of the RFP.	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T2)

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Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
7.	Must not have any pending judicial proceedings for any criminal offence against the proprietor / Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T3)
8.	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> • PAN • GSTIN • Copies of EPF & ESI Registration Certificate • IT Return for the last 3 assessment year.

B. Submission of Bid:

The proposal complete in all respect as specified must be accompanied with a 2000/- Non refundable amount (Insert Amount in INR) towards Bid Processing Fee and EMD of (2% of the estimated cost of the service) Rs.2,00,000/- in for Demand Draft in favour of Dean & Principal, MKCG Medical College, Berhampur drawn in any scheduled commercial bank and payable at Berhampur failing which the bid will be out rightly rejected. The bid should be sent through Speed Post / Registered Post / Courier so as to reach the authority by 14/05/2021 by 5 P.M

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The Bidders are advised to submit two separate envelopes super scribing "Technical Bid" (Laundry service) and "Financial Bid" (Laundry service). Both sealed envelopes must be kept in a third sealed envelope super-scribing "Bid Document – (name of the service)

Selected bidder will have to deposit a Performance Security Rs.5,00,000/- (5% of the annual contract value) in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of Dean & Principal, MKCG Medical College Berhampur as per the prescribed format provided in the tender document at Section – IX for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

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C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Covering letter along with power of attorney on the bidder's letter head.
 - b) Demand Draft in support of Bid processing fee as applicable.
 - c) Demand draft in support of EMD as applicable.
 - d) Copy of certificate Incorporation of the firm / agency.
 - e) Copy of GSTIN.
 - f) Copy of PAN.
 - g) Copies of IT returns for the last three assessment years.
 - h) Copies of EPF & ESI Registration Number.
 - i) Copy of Bank Account details.
 - j) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
 - k) Copies of work orders from the previous organization for providing the last 3 years.
 - l) Copy of appreciation letter from large organization, clients must be submitted.
 - m) Undertaking regarding non-blacklisting (On stamp paper)
 - n) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)
- Any deviation from the prescribed procedures / required information / formats / conditions shall

result in out-right rejection of the bid. Any conditional bid shall be out rightly rejected.

All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The technical Bid will be opened 14/05/2021 by 5 P.M in presence of the authorized representatives of the bidder shall be opened on 14/05/2021 at 5 P.M in presence of the authorized representatives. During opening of the technical Bid If the tenderer will absent, the bids can be opened in their absence.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract of L-1 price. However, the decision of the authority shall be final during the overall selection process.

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The quoted rates shall not be less than the minimum wages fixed / notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of Laundry deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

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SECTION – II
SCOPE OF WORK

For Outsourcing Agents for Landry Services in MKCG Medical College & Hospital of Berhampur, Odisha.

1. The contractor shall have to set up his own mechanized plant inside the Medical College campus at the place assigned/provided by the Hospital Authority.
2. Collection and transport of dirty linen: the contractor will be responsible for collection of dirty and soiled linen from the different users areas and transport the same to the laundry complex at his cost and own sources.
3. Sorting, processing of used linen with standard laundering process including repairing (if needed), finishing & packing, Transportation & delivery of washed clothes in a covered trolley to the user area daily.
4. The Agency has to make available all the clean clothes and Linen to various sections from where collected by 8 AM every day positively.
5. The contractor will be responsible for safe disposal of left out/out lot of chemicals & other washing materials and other garbage produced in the laundry.
6. Separate carts to transport and storage of dirty and washed linen will be used. The hampers of carts for transport soiled textiles should be appropriately cleaned after every use and should be kept away from those to be used in transporting clean textiles.
7. The contractor will process linen as per approved washing procedure and approved washing formulae (Annexure-A). All the washed linen should be absolutely bacteria free. The Hospital authority shall test the bacteria count of any selective bed sheet and /Linen randomly at the designated Centre.
8. Standard universal precautions to be followed while collecting and handing infected/soiled linen.
9. Bio-Medical Waste (Handling and Management) Rules, wherever applicable will be followed by the contractor.

COMMITMENT BY THE HOSPITAL:

(i) Space and accommodation requirement:

Place and accommodation for the laundry will be provided by the Hospital to the contractor for a specified period of contract. At the time of termination of the contract, the contractor will have the liberty to either, remove all his materials, or to, hand over to the next contractor. On the expiry or earlier termination of this Agreement, the said laundry shall be vacated peacefully by the contractor and handed over to the Hospital in the condition they had received. In case during the period of contract, the contractor decides to terminate the contract, a notice for a period of not less than four months must be given to the Hospital Authorities.

(ii) Electricity, Steam and water supply:

These will be provided by the institute for operation of laundry machines, general lighting & ventilation in the premises. The firm will however use these facilities judiciously and will ensure that there is no wastage. If this is observed than punitive action will be initiated against the service provider.

Dr. S. P. Das
20/1/21

(iii) Condemnation & Replacement of torn linen :

The Service Provider will have to take care to prevent damage to the Linen and clothes during cleaning causing damage to the Linen and clothes to numbers beyond acceptable limit will attract penalty. Any item if lost by the agency has to be replaced by it.

TERMS OF PAYMENT

The monthly bills will be raised by the contractor, based on actual cleaning work done during the said month after satisfactory verification by the designated officials and same shall be payable by the concerned Hospital Authority.

SUPERVISION & QUALITY CONTROL

- A. The Hospital Management/Institution shall have the right to terminate the contract of the services rendered by the contractor, which are not of the requisite standards.
- B. Management shall demand and be supplied with a sample of any washing chemical or detergent for inspection and analysis & if required to be sent for testing by the approved laboratory.
- C. Hospital Authorities will have unfettered right to inspect the premises, process of laundry service, finished product at any time and the contractor will cooperate with the authorities.
- D. Quality detergent such as Surf Excel// Ariel OR similar qualities should be used for washing of Linens etc (Items) after approved in financial bid.**
- E. Designated officials of the Hospital will have unfettered right to enter the laundry premises at any time in order to inspect and execute, any Structural additions and alterations or repairs to the said laundry premises, repairs to electric, water and sanitary installations, which may be found necessary from time to time. The time and date for his purpose will be fixed with the mutual convenience of both the parties, as far as possible. However if this is not possible in any exigency, the Hospital Authorities may allow entry of other designated officials for the above purpose.

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APPROVED WASHING PROCEDURE & FORMULA

- Segregation and Collection of soiled linen
- All linen after use will be collected in each department / ward and segregated into potentially infective and not potentially infected. The former will include all linen which has been soiled with body fluids and will be kept separately.
- Personnel working in the receiving and sorting area are required to wear a long gown, mask and gloves. He should keep his hands away from his or her mouth and eyes and thoroughly wash his or her hands when leaving the receiving and sorting area. No eating and drinking is allowed in this area.
- Sluicing / Treatment of soiled / infected linen
 - All infected linen / linen soiled with body fluids will be soaked in 0.5% bleaching solution for 30 mins then washed with water & detergent to remove bleach before handing over for washing.
 - Handing taking over of linen with the laundry staff. The soiled /infected linen is tied into bundles. The infected/soiled linen is accounted and handed over separately. If possible all linen should be inspected for tears and damage at this point to avoid dispute.
- The linen is washed, dried and ironed by the laundry staff. Infected linen is washed separately. The linen is returned to the health facility where it is properly taken over and a record made of the same.
- Blankets can be dry cleaned or hand washed. Hand-washing can be done by first soaking for 15 minutes in lukewarm water. The soap suds are squeezed through the blanket and then rinsed in cold water at least twice. The blanket should not be wrung or twisted. It should be dried by spreading it on a clean surface.
- Pillows and mattresses can be washed with soap and water and left to dry in the sun.
- Blankets pillows and mattresses can be fumigated if required by keeping them in a closed room and the room is then fumigated.
- Linen soiled with faeces pus and blood should be sluiced in 0.5% bleaching solution i for 30 mins followed by washing with clean water & detergent. It should be washed separately then subjected to boiling with frequent stirring. The addition of 0.3% Washing soda enhances the effect of boiling.

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SECTION-III

Schedule of Requirement :

Tentative requirement of for the proposed services given here as under :-

(To be filled up by the Tender inviting Authority)

Sl. No.	Description	Requirement
1	Laundry Service	The contractor shall have to set up his own mechanized plant inside the Medical College campus at the place assigned/provided by the Hospital Authority for laundry Service in mechanised way of cleaning.

[NB: All the scope are tentative & can be modified as per the requirement of the tender inviting authority. Strike out the service which is not required for the purpose]

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SECTION – IV
General Terms and conditions
GENERAL TERMS & CONDITIONS

- 1) The First Party (Institution) reserves the right to cancel the contract agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work contract. In such eventuality First Party further reserves to get the work done from open market or through other agencies. Second Party (Contractor) will also be black listed by the institute for a period of 2 years from participating in laundry service tender and his earnest money/security deposit may also be forfeited.
- 2) Any person who is in Govt. Service anywhere or an employee of the institute should not be made a partner to the contract by the Second Party directly in any manner whatsoever.
- 3) The contractor shall indemnify the First Party (Institute) against all other damages/charges and expenses for which the institute may be held liable or pay on account of the negligence of the Second Party or his servants or any person under his control whether in respect of accident, injury to the person or damaged to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- 4) If any information furnished by Second Party is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the Principal Employer/Authority/Institution.
- 5) The Individual signing the Tender Paper form or any document forming part of the contract on behalf of Second Party, shall be responsible to produce a proper power of attorney duly executed in his favour stating that he has authority to bind other such persons of the firm as the case may be, in all matters pertaining to the contract including the arbitration clauses. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time, the institute may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable to all costs and damages. In case of registered or undersigned partnership firm, all the partners should sign the Tender documents. In case of any person signing the agreement on behalf of limited company or firm, he/she will produce a letter of authority/resolution passed by the company empowering him/her to sign the agreement on behalf of the company or firm.
- 6) The workers whose service are provided by the Second Party, shall at least all times and for all purposes be the employees of the Second Party and on no account personnel so appointed and recruited by the Second Part will have any claim for appointment, continuous requirement or regularization etc, against this Institute (First Party).
- 7) The Second Party shall comply with the labour laws applicable and this Institute shall not be responsible for any litigation/default from agency side.
- 8) Any case in which by virtue of the workmen's Compensation Act, the Government of Odisha/ Institute if obliged to pay compensation to such person employed by the Second Party in during execution of the work, the Government of the Odisha/Institute will be entitled to recover from the contractor the amount of compensation so paid.

ATOPAS
20/4/21

- 9) The firm will verify the antecedents of all employees working, under him/them through police verification and will keep attendance and other relevant records at its cost and will produce these on demand of any authority. The list containing the names/addresses of the personal appointed by the Agency shall be made available to the Institution/Authorities with their bio-data within 15 days from the date of deployment.
- 10)The contractor shall obtain a license under Contract Labour (R&A) Act, 1970 and also submit a copy of such license dully attested to the institute prior to furnishing the tender/contract. No payments would be released till the contract license is submitted to the institute. Moreover, he shall abide by all necessary provisions of various other Labour Laws/Acts viz. ESI/PF/Bouns, Workmen's Compensation and any other laws and rules applicable in this regard.
- 11)The contractor, himself, shall be responsible for any type of statutory/mandatory claims or penalties in light of the default with reference to the above provisions.
- 12)In case any person engaged by the contractor is found to be inefficient, quarrelsome, infirm, invalid or found indulging in unlawful or union activities, the contractor will have to replace such person with a suitable substitute at the direction of the competent Authority/Institution.
- 13)The institute shall not provide any sort of accommodation to the staff or persons deployed by the contractor and no cooking will be allowed in the premises of the institute at any time except for laundry services.
- 14)The laundry service shall be meant for the whole institute (Main Hospital & Centers including IPD, OPD, different Diagnostic Blocks, Emergency Services, Maternity Services, Minor & Major OT's Administrative Block etc.) or as per the directions of institute authorities from time to time.
- 15)The provision of appropriate Laundry, material supplies, required for performing the tasks processes of the laundry service, shall be borne by the contractor at his own cost/resources.
- 16)The complete job of collecting of dirty lines from earmarked place/places to supply of cleaned linens to earmarked place/places of the Hospitals shall be carried out by the contractor. (i.e. sluicing, washing, Hydro-extraction, drying repairing of the linens, ironing /calendaring, storing and issue or distribution of cleaned linen at the designated places.
- 17)The tenderer will be wholly responsible for providing laundry services in the institute. The linen must be washed and ironed properly up to the satisfaction of institute authorities. If any defect, damage or deficiency is noticed, payment in part or full may be held & penalty may be imposed on the service provider.
- 18)Institute will decide the timing of collection of linen and that is to be followed by the vendor.
- 19)Collection, distribution of clothes should be carried out within the period as specified by Institute Authorities.
- 20)As and when any situation arise out, in violation/breach of any terms and conditions of the contract executed between the parties, the authority will terminate or cancel the contract.

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- 21) Every worker engaged in laundry services shall wear the prescribed neat and clean uniform according to season affixing thereon the badge mentioning, the name and designation of the worker which is to be provided by the contractor at his own cost.
- 22) The contractor shall not engaged the laundry staff below the age of 18 years.
- 23) If any complaint of misbehavior and misconduct by the workers by the workers comes to the knowledge of the Institute Authorities, then all such responsibility shall be of the contractor and any loss owing to negligence or mishandling by the laundry staff, the contractor shall be responsible for that & the loss will bear by the contractor if any damages held in the Institute.
- 24) The contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of institute or do anything which may cause unnecessary disturbance or inconvenience to others working there as well as to the general public in the institute premises and near to it.
- 25) No escalation of rates quoted will be allowed during the period of contract. The agency will honour the Fall Clause in case it also gets business in any other establishment.
- 26) The contractor shall not engage any sub-contractor or sublet/transfer the contract to any other Agency/Persons in any manner.
- 27) The contractor shall, for providing proper and hygienically laundry services, ensure the following:-
- i. That a daily report of its staff on duty and about their performance is furnished & maintained.
 - ii. That its staff does not smoke at the place of work.
 - iii. That any specific laundry work assigned to it by the Principal Employer/Institution or any officer authorized by him is carried out by him diligently and well in time.
 - iv. That before using any equipment/appliances or material and products of laundry, it should having the approval of the Principal Employee so as no sub standard material is used.
 - v. The Principal Employer may also furnish that the salary/wages shall be distributed in full as per Minimum Wages Act by the contractor to the laundry worker(s) in the presence of a representative of the institute and a certificate to this effect is provided to the Institution in support of payment.
- 28) The Institute will deduct Income Tax at source under section 194-c of the Income Tax Act, 1961 from the contractor @ 2% or appropriate amount as is applicable of such sum as Income Tax comprised there in and a certificate of TDS shall be provided by the Institution.
- 29) In case the agency fails to execute the job after signing the agreement /deed or leave the job before completion of the period of contract at their own accord, the Hospital shall have the right to forfeit the security money deposited by the agency during the execution of the contract.
- 30) The contract can be terminated by the First Party (Authority) by giving one month notice. The Second Party (the contractor) if so desire to terminate the contract will be required to give one month's notice.
- 31) The said contract will be a period for maximum 1(one) years, During this period if at any stage of time, the Hospital Authority finds non-compliance of the assigned work, the said contractor will be served with a notice period of one month and is still non compliance is there, the said contract will be forfeited and new party will be assigned with the task.

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- After allotment of the order, the Outsourcing agent has to execute the services within 15 days of the issue of letter.
 - The Outsourcing agent has to sign a Memorandum of Understanding (MOU) with the concerned authority within one month of issue of order.
 - The Outsourcing Agent has to submit a Physical Status Report for the concerned Hospital within one month of issue of Order to the Dean & Principal/DMET (O) as the case may be.
 - Besides, the Outsourcing Agent has to submit Monthly Progress Report/Status report duly signed by the Dean & Principal/Superintendent with remarks to the DMET (O) as the case may be without fail. Three consecutive Adverse Remarks may be treated as cancellation of the Contract and the same work may be allotted to another agency.
 - The Outsourcing Agents shall be under the Administrative Control of the Superintendent MCH and their work will be supervised by the Hospital authorities so authorized to do so.
32. The bidder must have to submit the following documents in the Technical Bid otherwise the bid will be out rightly rejected.

1	Tender document Fee Rs.2000/-
2	Earnest Money Deposit for Rs.20000/-
3	Valid labour license by concerned District labour officer
4	Registration Certificate of the Organisation
5	Copy of EPF Registration certificate issued by competent authority
6	Copy of ESI Registration certificate issued by competent authority
7	Copy of PANCard
8	Proof regarding financial stability (bank statement 2017-18 to 2019-20)
9	By Law of the organization
10	GST Registration Certificate
11	Experience certificate on providing laundry services to the Government Hospitals along with letter of appreciation.
12	Copy of IT Return filed for last three F.Y
13	GST Registration
14	An affidavit sworn before the Executive Magistrate to the effect that neither the owner/proprietor of service provider have been blacklisted by any organization or are defaulters of any tax liability

33. The cleaning charges of the items are to be quote in separate cover in Financial Bid by the service provider super scribed as Financial Bid.

PENALTY

34. 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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SECTION – V
TECHNICAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

(Location, Date)

To

(Name and Designation of
Tender Inviting Authority)
(Office Address and Location)

Sub: Tender for Outsourcing of (Laundry Service) at (MKCG Medical College & Hospital Berhampur)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (Insert name of the Service) in accordance with your Tender Notice No..... dated We are hereby submitting our proposal, which includes Technical Proposal and Financial proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory

With date and Seal

Name and Designation: _____

Address of the Bidder: _____

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FORM – T1

For Providing Laundry Services to the Office of the Dean & Principal, M.K.C.G. Medical College, Berhampur (Gm), Orissa.

1. Name of Tendering Service Provider; _____
2. Details of Earnest Money Deposit : D.D. No. _____ Date _____ of Rs. _____ drawn on Bank _____
3. Name of Proprietor/ Partner/ Director : _____
4. Full Address of Registered: _____

Telephone No. : _____

FAX No. : _____

E-mail Address : _____

5. Full address of Operating/ Branch Office : _____

Handwritten signature and date
20/4/21

Telephone No. _____

FAX No. _____

E-mail Address _____

6. Name & telephone no. of _____
Authorized Office/person
to liaise

7. Banker of the Service Provider _____
(Attach certified copy of statement of
A/c for the last Three years)

Telephone No. _____
of Banker

8. PAN / GIR No. _____
(Attach attested copy)

9. GSTIN. _____
(Attach attested copy)

10. E.P.F. Registration No. _____
(Attach attested copy)

11. E.S.I. Registration No. _____
(Attach attested copy)

12. Acceptance to all the terms &
Conditions of the tender (Yes / NO) _____

13. Power of attorney / Authorization letter
Signing the bid documents _____

14. Please submit an undertaking that no criminal
Case with the police at the time of submission
Of Bid _____

15. Kindly mentioned the total number of
Pages in the tender documents. _____

D. Tripathi
20/11/21

16. Financial turnover of the tendering r Service Provider for the last 5 Financial Years (Laundry Service).

Financial Year	Amount (Rs.)	Remarks, if any
FY1		
FY2		
FY3		
FY4		
FY5		

* From the date of issue of tender

17. Give details of the major similar contracts handled by the tendering Laundry Service Provider during the last three years in the following format

(if the space provided is insufficient, a separate sheet may be attached):

Sl.No.	Name of client address, telephone & Fax No.	Laundry services provided		Amount of contract (Rs. Lacs)	Duration of contract	
		Type of Laundry provided	No.		From	To

18. Copy of appreciation letter from large organization, clients must be submitted.

RFSPAS
20/4/21

19. DECLARATION

1. _____ Son / Daughter / Wife of
Sri _____ Proprietor / Director / authorized signatory of the Service
Provider, mentioned above, am competent to sign this declaration and execute this tender
document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them;
3. The information / documents furnished along with the above application are true and authentic to
the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any
false information / fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

Date:

Signature of authorized representative with seal

Place:

Enclosures:

1. Bid processing fees in form of Demand draft in original.
2. EMD in form of Demand draft in original.
3. Copy of tender documents each page must be signed and sealed.
4. Duly filled Technical Bid and Financial Bid
5. List of documents as applicable.

D. S. S.
20/4/21

FORM – T2

UNDERTAKING

(On the stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department / Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours Sincerely,

Authorized Signature

(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

*DTIPCOB
26/11/21*

FORM – T3

UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor / Director / Persons to be deployed by our company.

I/we further certify that Proprietor / Director / Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours Sincerely,

Authorized Signature

(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

Handwritten signature
20/4/21

Technical Bid Evaluation

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation state, will be considered for opening of the financial bids, The financial bids shall be opened in the presence of the tender committee and bidder's representatives who choose to attend. Least Cost Selection Method will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the **lowest and competitive evaluated bid price**.

DT/opa
20/4/21

SECTION – VI
FINANCIAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

(Location, Date)

To

(Name and Designation of

Tender Inviting Authority)

(Office Address and Location)

Sub: Tender for Outsourcing of (Insert Name of the Service) at (Insert Name of the Office / Location)
(Technical Proposal)

Sir,

I, the undersigned, offer to provide the services for (Insert name of the Service) in accordance with your Tender Notice No..... dated Our attached financial price is (Insert amounts in words and figures) for the proposed service. The amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory

With date and Seal

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

RTopas
20/12/21

FORM – F1

FINANCIAL BID

COST OF CLEANING CHARGES OF EACH ITEM

Sl. No.	Name of the Items	Rate per unit	Approx/Average Qty to be cleaned (daily)
1.	Bed Sheets,		500
2.	Draw sheet		100
3.	Blanket,		100
4.	Pillow Cover		100
5.	Doctors Apron		100
6.	Tetra		100
7.	Shirt		100
8.	Pant		100
9.	Legin		100
10.	Maxi		100
11.	Gown		100
12.	Cap		100
13.	Patient Drap with slit		100
14.	Big Towel		100
15.	Small Towel		100
16.	Green Towel		100
17.	T Towel		100
18.	Eye Towel		100
19.	Curtain		100
20.	Mosquito net		100
21.	Table clothes		100

The intending bidder may personally see the items in MKCG MC Hospital.

NB:- Zero or free or less than One Rupees quoted for cleaning charges of each item in the Financial Bid will not be accepted and out rightly rejected.

The L-1 will be calculated basing on the mean of the total value multiplying each item with quantity proposed to be cleaned.

The proposed quantity may be variable after entering in to the agreement. The quantity mentioned in the proposed column is only to evaluate the L-1 bidder.

Date:

Signature of authorized person

Full Name:

Place:

Seal:

Handwritten signature
20/4/21

SECTION – VII

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes / No)	Page No.
Technical Bid (Original)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
10	Technical Bid duly filled in (Covering Letter , FORM-TI, T2 and T3)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5 years. (Laundry Service)		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities. Appreciation letter from the large organization, clients.		
14	Undertaking for not have been black-listed by any Central / State Govt. / any autonomous bodies during the recent past. (Form-T2)		
15	Undertaking for not having any police case pending against the bidder (Form-T3)		
16	Experience certificate on providing laundry services to the Government Hospitals along with letter of appreciation.		
Financial Bid (Original)			
1	Covering Letter in Bidders Letter head		
2	Duly Filled in Financial Bid (Form – F1)		

It is to be ensured that:

- All information has been submitted as per prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory (In full and initials) : _____

Name and Designation with Date and Seal: _____

Section – VIII

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20/4/21

Section – VIII

Service Agreement

(To be made on Rs.100.00 Non judicial Stamp Paper)

This SERVICE AGREEMENT is made on _____ between, _____
(hereinafter called as the "Authority") of the 1st Part and _____ its principal place of
business at _____ (hereinafter called the "Service Provider") of the 2nd Part.

WHEREAS

- a. The "service Provider" having represented to the "Authority" that he has the required Laundry and other resources, has offered to provide the service in response to the Tender Notice No: _____ Dated: _____ issued by the Authority;
- b. The "Authority" has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

1. The following documents attached hereto shall be deemed to form an integral Part of this Contract:

Appendix A: General Terms and Conditions

Appendix B: Scope of Work;

Appendix C: Contract Price and Payment Term;

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:

- a. The Service Provider shall carry out the service in accordance with the Provisions of the Agreement; and
- b. The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Service Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

3. Mode of Payment

The Service provider will open a specific Bank, Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the parties.

4. Now this agreement witnesses as below:

- a. That in consideration of the payment to be made by the "Authority" to the "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide Laundry resources to be engaged in the (Insert the location) in conformity with the provisions of the terms and conditions of the contract.
- b. That the "Authority" hereby further agrees to pay the "Service Provider" the contract price at the time and in the manner prescribed in the said terms and conditions.

Atopas
20/4/21

- c. Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d. That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e. That this agreement is valid up to _____

For and on behalf of (Tender Inviting Authority)

Witness 1:

Witness 2 :

For and on behalf of (Service Provider)

(Name and Designation of the Representative with seal)

Witness 1:

Witness 2 :

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20/4/21

SECTION - IX

Performance bank Guarantee Format

To

Name & Address of the
Tender Inviting Authority

Whereas _____ (name and address of the Service Provider) (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No _____ dated _____ to undertake the service (description of services) (herein after called "the Contract")

And Whereas it has been stipulated by _____ (name of the Authority) in the said contract that the Service Provider shall furnish you with a bank guarantee by scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And Whereas we have agreed to give the Service Provider such a bank guarantee;

Now therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits or (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the bank)

.....
Name and Designation of the Officer
.....
.....

Seal, name & address of the bank & Branch

Handwritten:
Tnpas.
20/4/21