

Rate Contract
for
Laundry Services
At
All India Institute of Medical Sciences, Jodhpur

NIT No. : Admn/RC/02/2016-AIIMS.JDH.

NIT Issue Date : 22nd April, 2016

Pre Bid Meeting : 02nd May, 2016 at 11.00 AM

Last Date of Submission : 12th May, 2016 upto 3.00 PM



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur – 342005, Rajasthan

Telefax: 0291- 2012978, email: procurement@aiimsjodhpur.edu.in

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Chapter I- Instruction to bidders

Notice Inviting Bids

1. All India Institute of Medical Sciences (AIIMS), Jodhpur, Rajasthan, an apex healthcare institute being established by Parliament of India under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed bids for Laundry Services on Rate Contract Basis as per the specification and quality given in annexure III respectively for a period of one year which may be extendible upto three year, one year at a time. The estimated yearly washing consumption of the hospital linen is expected around **Rs. 15 Lakhs**. Interested parties may send their tender in sealed cover addressed to the Administrative Officer, **All India Institute of Medical Sciences, Basni Phase - II, Jodhpur** superscripted with the words “**Rate Contract for Laundry Services**” and complete in all respects should be dropped in the tender box up to **3:00 PM on 12th May, 2016**. The Quotations will be opened on **12th May, 2016 at 04:30 PM** at Conference Hall, Medical College, All India Institute of Medical Sciences, Jodhpur. The tenders received after the scheduled date and time will be rejected out-rightly.
2. The tender is in two - bid system i.e. Technical Bid & Financial Bid contains specification and allied Technical details and the Price Schedule of the various items detailed in “**Annexure III**”. The technical bid will be opened on the designated date by the Institute. The financial bid containing the rate of various items will be opened on a suitable date, to be intimate later by the Institute in respect of those who qualify the terms and conditions of the technical bid.
3. The technical bid and the financial bid should be sealed by the bidder in separate covers super-scribed “**Technical bid for Rate Contract for Laundry Services**” and “**Financial Bid for Rate Contract for Laundry Services**”. Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as “**Rate Contract for Laundry Services**”. The ‘Technical Bid’ will be analyzed and ‘Financial Bid’ of only those firms who are found eligible in ‘Technical Bid’ will be opened in due course and the eligible firms would be intimated there of accordingly.

Schedule of Tender

Last date and time of receipt of tender	:	12 th May, 2016 at 03:00 PM
Amount of Earnest Money Deposit	:	Rs.30,000/- (Rupees Thirty Thousand)
Date & time of opening of Tender Venue	:	12 th May, 2016 at 04:30 PM at Conference Hall, Medical College, AIIMS, Basni Phase-II, Jodhpur- 342005.
Pre Bid Meeting	:	02 nd May, 2016 at 11:00 AM at Conference Hall, Medical College, AIIMS, Basni Phase – II, Jodhpur

4. Tender document may be downloaded from below mentioned website:

1. www.aiimsjodhpur.edu.in
2. www.tender.gov.in
3. www.eprocurement.gov.in

5. The Parties interested for any clarification, kindly visit AIIMS Jodhpur in person by **02nd May, 2016 at 11:00 AM in Pre Bid Meeting.**

Administrative Officer
AIIMS, Jodhpur

General Terms and Conditions

1. Parties :

The parties to the contract are the contractor (the tenderer to whom the work have been awarded) and the AIIMS through Administrative Officer, All India Institute of Medical Sciences, Jodhpur for and on behalf of the Director, AIIMS, Jodhpur.

2. Earnest Money:

Earnest money by means of a Bank Demand Draft of **Rs 30,000/- (Rs. Thirty Thousand only)** may be enclosed with the quotation (Technical Bid). It is also clarified that the quotations received without earnest money will be summarily rejected. The Bank Demand Draft may be prepared in the name of "**All India Institute of Medical Sciences, Jodhpur**".

- a) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the institute in respect of any previous work will be entertained.
- b) Tender shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the AIIMS.
- c) The Tenders without Earnest Money will be summarily rejected.
- d) The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) are exempted to submit the EMD (copy of registration must be provide along with)
- e) No Claim shall lie against the AIIMS in respect of erosion in the value or interest on the amount of EMD.
- f) The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand draft of EMD will be summarily rejected.

3. Tender Fee:

Tender fee will be Non-refundable amount of Rupees One thousand (Rs. 1000/-) only and the tenderer shall deposit a separate Bank Demand Draft in favor of "**All India Institute of Medical Sciences, Jodhpur**" along-with tender Document (Technical Bid). **The tenders submitted without tender fee shall liable to be rejected summarily.**

4. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
5. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional bid shall be rejected summarily.

6. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of AIIMS Jodhpur (<http://www.aiimsjodhpur.edu.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.

7. DOCUMENTS COMPRISING THE BID:

The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial Bid:

Technical Bid: - To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria: -

- (a) Duly filled format of Technical Bid & required document proof as per Chapter – IV.
- (b) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- (c) **Financial Status:** - The average annual turnover from similar jobs, of the firm should not be less than **15 Lakhs** in the last three years. Copies of profit & loss account and balance sheets duly authenticate by a Chartered Accountant for the last three years should be enclosed.
- (d) The technical bid should be accompanied by Demand draft of **Rs. 1000/- (non-refundable) against tender fee** and Demand Draft of **Rs. 30,000/- (Rupees Thirty Thousand only) for EMD. The Demand Draft of tender fee and EMD should be prepare separately and drown in favour of All India Institute of Medical Sciences, Jodhpur.**
- (e) Copy of Income Tax Return Acknowledgement for last Three years.
- (f) Copy of PAN Card / Service Tax Registration.
- (g) Copy of Sales tax / VAT registration certificate.
- (h) Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.
- (i) Photocopy of Shop & Establishment License / Factory License / Permission of Fire Brigade / Rajasthan Pollution Control Board's Certificate.
- (j) Copy of registration under Contract Labour Act as well as certificate of registration of firm if so, with registrar of firms.
- (k) Registration with Excise Department, Govt. of India. The industries situated in excise free zones will be exempted from registration provided they produce the copy of appropriate notification.
- (l) Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients.
- (m) The bidder must have adequate experience of execution of similar work in Govt. offices / PSUs / Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.

- (n) Brochure, original technical catalogue with detailed specification and picture of the laundry offered, if relevant.

Financial Bid: The financial bid shall contain:

- (a) Price Bid Form [As per Annexure - III] – Price must be quoted as per format specified, failing which tender shall be summarily rejected.

8. Signing of Tender :

Individual signing the tender or other documents connected with contract must specify whether he sign as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

9. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, AIIMS, Jodhpur may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

10. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

11. BID PRICES:

- (a) It should be submitted in form given in Annexure III. The price quoted will be exclusive of taxes and inclusive of all applicable charges (i.e. packing, forwarding, postage and transportation) at F.O.R. AIIMS, Jodhpur and shall be fixed and final. Taxes, as applicable will be extra, which will separately quoted in the bid, At the time of payment Income Tax or any other Tax payable shall be deducted at source.
- (b) The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the Institute.
- (c) The rate quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

12. TECHNICAL EVALUATION:

- (a) Detailed technical evaluation shall be carried out by Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- (b) The Institute may call the responsive bidders for discussion to facilitate and assess their understanding of the scope of work and its execution. However, the Institute shall have sole discretion to call for discussion.
- (c) AIIMS Jodhpur shall have right to accept or reject any or all tenders without assigning any reasons thereof.

13. FINANCIAL EVALUATION:

- (a) The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The institute shall inform the date, place and time for opening of financial bid.
- (b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
- (c) The AIIMS Jodhpur does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The AIIMS Jodhpur reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

14. Award of Contract:

The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

15. Opening of Tender:

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification.

16. Validity of the bids:

The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be specified by the tenderer in the financial bid.

17. Contract Period: The rate contract for laundry services initially for a period of (1) one year and can be continued / renewed for further (1) year at a time maximum upto (3) three years 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.

18. Right of acceptance:

The AIIMS, Jodhpur reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS Jodhpur reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

19. Payment clause:

The bill in triplicate may be sent to this office for settlement after satisfactorily completion of work. The bill should have full particulars of the items(s).

No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after successfully completion of work to the satisfaction of the AIIMS Jodhpur, on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for poor quality of work.

23. Performance Security:

The Successful Contractor will be required to furnish an amount of **Rs. 1,50,000/ - (Rupees One Lakhs Fifty Thousand Only)** as a performance security in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the **"All India Institute of Medical Sciences, Jodhpur"** within 15 days from the award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations.

The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations under the contract.

24. FORCE MAJEURE:

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any

war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

25. Insolvency etc:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Jodhpur shall have the power to terminate the contract without any prior notice.

26. Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Jodhpur in that event the security deposit shall also stands forfeited.

27. Subletting of Work:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Jodhpur, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

28. Right to call upon information regarding status of work:

The AIIMS, Jodhpur will have the right to call upon information regarding status of work / job at any point of time.

To assist in the analysis, evaluation and computation of the bids, the Institute, may ask 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.

29. Arbitration:

If any conflict or difference arises concerning this agreement, its interpretation on payment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary,

Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

30. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Jodhpur, Rajasthan and all obligations hereunder shall be deemed to be located at Jodhpur, Rajasthan and Court within Jodhpur, Rajasthan will have Jurisdiction to the exclusion of other courts.

31. Other Conditions:

The successful firm will be required to do the work / job for a period of one year from the date of award the contract. AIIMS, Jodhpur shall, however, reserve the right to terminate the contract at any time without assigning any reason.

The job will be entrusted on the basis of all inclusive rate contract on as is where is and competitive rates basis.

32. The firm must be located in Jodhpur only.

33. 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.

34. 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.

35. 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.

36. 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 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.

- 37.** 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.
- 38.** Blood-Stained linen will have to be washed separately from other normally stained linen and should not be mixed with each other.
- 39.** 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.
- 40.** 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.
- 41.** 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.
- 42.** 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.
- 43.** No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
- 44.** No advance shall be paid. Bills of laundry services may be raised in triplicate by the contractor on monthly basis duly supported by daily transaction statement of issue and receipt.
- 45.** Applicable taxes will be deducted at source at the time of settlement of bills. TDS certificate will be issued.

- 46.** In case of breach of any terms and conditions attached to the contract, the performance security deposit of the contractor will be liable to be forfeited by AIIMS Jodhpur besides annulment of the contract.
- 47.** The contractor will comply with all legal requirements and for obtaining license under contract labour if required. Institute shall not be responsible in any way for any breach by the contractor of the rules and regulations governing the running of such establishment.
- 48.** The contractor will at all times duly observe the provisions of Employment of Children Act. XXVI, 1938.
- 49.** The Tenderer must have at least Three years' experience of collection of dirty linen, washing of linen in Govt. Hospitals / PSUs/ Private Hospitals etc. Performance Certificate issued by the organization where such types of works / jobs have been performed should be attached.
- 50.** The agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- 51.** Performance Security Deposit of the firm shall be forfeited in case firm stop the work for any reason.
- 52.** For finalization of contract, the technically qualified tenderer, whose rate as given in the Financial Bid in the format given at Annexure "III" are the lowest in comparison to other tenderers will be considered as the lowest tenderer.
- 53.** No transportation/ cartage charges will be provided for the same.
- 54.** The Tenderer shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS), Jodhpur while submitting the tender or at subsequent stage. Upon selection of the Tenderer, if at any stage, the documents furnished by him/her are found to be false, it would be deemed to be a breach of terms of contract, the contract shall be cancelled at the discretion of competent authority and performance security shall be stand forfeited.
- 55.** The Successful Tenderer shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of making arrangement for washing of the desired items even on short notice to AIIMS, Jodhpur.
- 56.** If a tenderer decides to withdraw from the bidding at any stage after submitting the bid, Institute shall forfeit the EMD deposited with their technical bid.

57. The rate quoted by firm should be final and written in ink or typed against each item and should not be overwritten.
58. Each page of the Tender Notice should be signed and stamped by the bidder in token of having accepted the same.
59. The AIIMS, Jodhpur reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation.

Special Conditions:

- a. Freight, insurance charges, if any will be borne by the supplier, Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 10 days without additional freight / transport charge.
- b. VAT and other Govt. levies will be paid extra as applicable by the supplier.
- c. Delivery of linen will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from any mode of transport.
- d. No revision in rate (on higher side) will be accepted during contract period.
- e. The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
- f. The Institute reserves the right to conclude more than one rate contract for the same item.
- g. The purchaser has the option to renegotiate the price with the rate contract holder.

Inspection:

- (a) The Director, AIIMS Jodhpur shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

Administrative Officer
AIIMS, Jodhpur

Annexure – I
TECHNICAL BID

(Tenderer may use separate sheet wherever required)

S.No.	Details of the Tenderer / Bidder	Page No.	Remarks
1.	Name & Address of the Tenderer/ Bidder		
2.	Whether the Firm is located in Jodhpur (Rajasthan). (Yes/No)		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
5.	Details of the cost of the Tender documents (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
6.	Whether each page of NIT and its annexure have been signed and stamped		
7.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
8.	Last Income Tax Certificate		
9.	Copy of VAT/CST/ST Registration		
10.	Quality Assurance Certificate (Undertaking)		
11.	Have you previously work to any government / private organization? If yes, attach the relevant proof. (Also provide an affidavit that you have not quoted the price higher than previously supplied any government institute)		
12.	Proof of the last three year's turnover of the firm Which should not be less than Rs. Fifty Lakh only		

	continuously for the preceding three years		
13.	Permanent Account Number		
14.	Sale Tax Registration No.		
15.	TIN No. with Proof		
16.	Whether copies of authenticated balance sheet for the past three years enclosed		
17.	Name and Mobile Number of a Key person.		

- **Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy (ies) of the document(s) are kept.**
- **In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.**

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

Annexure - II
CERTIFICATE

(To be submitted on letter head of the company/ firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated at any stage and the firm blacklisted.

I also certify that firm will ensure to provide good quality of work and also abide all the terms & conditions stipulated in tender

Date:	Name	:
Place:	Business Address	:
	Signature of Bidder	:
	Seal of the Bidder	:

Annexure - III**Financial Bid****Format for Financial Bid****(To be submitted on the letterhead of the company / firm)**

S. No	Items/ Description	Specification	Unit	Approximate Yearly qty	Rate for per Unit	Taxes (Rs.)	Total Price per unit (Including all taxes)
1	Shirt /kurta and Pyjama	All Sizes	Pair	28000			
2	OT gown	Standard Size	Piece	12500			
3	Stitched instrument trolley cover double layered of bleached white sheeting or casement	145cms x 145cms	Piece	5000			
4	OT Napkin / hand towel	8"x 12	Piece	10000			
5	OT towel small	28"x28"	Piece	10000			
6	OT towel medium	39"x36"	Piece	10000			
7	OT towel large	57"x36"	Piece	10000			
8	Central hole sheet	48"x76"	Piece	1200			
9	Perineal/gynae sheet without waterproof centre	57"x39"	Piece	600			
10	Perineal/gaynae sheet with one side linen with Autoclaveable waterproof centre on other side	57"x39"	Piece	600			
11	Eye sheet	100 x 75 cm	Piece	2000			
12	Small hole sheet green	Sheet Size : 60 x 60 cm	Piece	14500			
13	Spinal sheet	36"X36"	Piece	3000			
14	Legging cum perineal sheet	Standard Size	Piece	1200			
15	Laparoscopy sheet XL with legging	Standard Size	Piece	2400			
16	Instrument wrapper double layer	Less than 54" x 60"	Piece	6000			
17	Triangular Leggings	Standard Size	Piece	3000			
18	Waterproof stretcher cover canvas with 8 handle for shifting the patient	Standard Size	Piece	3600			
19	C-arm cover	Standard Size	Piece	1800			
20	Camera Cover for probes/ cord/ sleeve	Standard Size	Piece	1800			
21	Stitched Bed sheet / Examination Couch Sheet of bleached sheeting of stain resistant cloth	240 cmx150 cm	Piece	70000			
22	Multipurpose draw sheet standard, one side Linen and one side autoclavable water	150 cm x 90 cm size of water proof	Piece	12000			

	proof sheet.	58"x36"					
23	Draw Sheet	Standard Size	Piece	12000			
24	Top Sheet	240 x 150 cm	Piece	6000			
25	Stitched pillow case/cover	55 x 80 cms	Piece	10000			
26	Pillow synthetic polyfill fibre with soft cotton cloth	25" x 16" x 2.6"	Piece	600			
27	Pillow cover of Impervious Material	55 x 80 cms	Piece	12000			
28	Woollen blanket with piping	230 x 135 cm, weight 2 kg \pm 200 gm	Piece	6000			
29	Woollen Baby blankets (Wool mark)	117cm Length, 74 cm wide	Piece	2400			
30	Stitched baby sheet of 100 % bleached soft cotton cloth (poplin)	85cm x 85cm	Piece	1200			
31	Stitched baby frock of bleached	Chest 54cm Length 42 cm	Piece	2400			
32	Cap for baby, 100% cotton / Flannel	30cm head circumference & 15 cm height	Piece	1200			
33	Socks for baby of flannel material with purse string	9cm Foot length	Piece	600			
34	Mackintosh Sheet	Standard Size	Piece	1200			
35	Bed Side Screen Curtain	Standard Size	Piece	1200			
Grand Total in Figure							
Grand Total in words							

Note - L1 will be decided on composite basis

1. All Sizes and quantity are approximate.
2. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
3. No other charges would be payable by the Institute.

Date:

Place:

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :