

**EMPLOYEES' STATE INSURANCE CORPORATION**

**ESIC HOSPITAL**

**ANKLESHWAR, DIST. BHARUCH**

**(Ministry of Labour & Employment, Govt. of India)**

**E-TENDER DOCUMENT**



**LAUNDRY SERVICES**

## Important Instruction for Bidders regarding Online Payment

All bidders/contractors are required to procure class-III B Digital Signature certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

Bidders should get registered at <https://esictenders.eproc.in>.

Bidders should add the below mentioned sties under Internet Explorer → Tools → Internet Options → Security → Trusted Sites → Sites of Internet Explorer:

<https://esictenders.eproc.in>.

<https://www.tpsl-india.in>

<https://www4.ipg-online.com>

Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer → Tools → Internet Options → Advanced Tab → Security.

Bidders needs to submit Bid processing Fee charges of **Rs. 2495/-** (non-refundable) in favour of M/s.C1 India Pvt Ltd., Payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or Net Banking for participating in the tender.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

**શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર**

કર્મચારી રાજ્ય વીમા નિગમ, અંકલેશ્વર હોસ્પિટલ,

500 ક્વાર્ટર્સ ની નજીક, અંકલેશ્વર જી આઈ ડી સી, જિલ્લો ભરૂચ-393002

શ્રમ એવં રોજગાર મંત્રાલય, ભારત સરકાર,

કર્મચારી રાજ્ય વીમા નિગમ, અંકલેશ્વર

500 ક્વાર્ટર્સ કે પાસ, અંકલેશ્વર

500 Quarters,

અંકલેશ્વર, જિલા ભરૂચ - 393002

Website:www.esic.nic.in



Ministry of Labour & Employment, Govt of India

અસ્પતાલ, Employees' State Insurance Corporation,

જી.આઈ.ડી.સી.

Ankleshwar Hospital, Near

GIDC Ankleshwar, Dist Bharuch - 393002

mail: [esih-ankleshwar.gj@esic.in](mailto:esih-ankleshwar.gj@esic.in)

File No 375/D/14/22/2017/ESICH/ANK/Gen

Dated: 08-09-2018

**E-TENDER FOR PROVIDING LAUNDRY SERVICE  
IN ESIC HOSPITAL ANKLESHWAR**

1. Online Quotations are hereby invited on behalf of Medical Superintendent, ESIC Hospital, Ankleshwar for award of contract for providing Laundry Services for the period of one year extendable for another term of one year on the basis subject to satisfactory performance of the tenderer. You are accordingly requested to submit online your quotation in attached proforma, marked as 'Quotation' for washing of Linen 'so as to reach the undersigned latest by **01.00 p.m. on 11-10-2018**. The quotation may be dropped in the Tender box kept at General Branch, room no 294 2<sup>nd</sup> floor. Administrative Block, ESIC Hospital Ankleshwar. The quotations will opened on the same day 2.30 PM in the presence of those tenderer's who may like to remain present at the time of opening of the tenders. The quotation (s) received after stipulated time and date will not entertained.

Sl. No.	Name of work	Estimated Annual cost for year	Earnest Money Deposit (EMD)	Security Deposit	Last date of receiving of sealed Tender Bid	Date of opening of Tender Bid
1.	Laundry service for ESIC Hospital, Ankleshwar, Dist-Bharuch	Rs. 2 lakh (Rs Two Lakh only)	2% of Estimated annual cost i.e. Rs 4000/- (Four Thousand only)	5% of Estimated Annual Cost i.e. Rs 10000/ (Ten Thousand Only)	<b>11/10/2018 01:00 PM</b>	<b>11/10/2018 02:30 PM</b>

2. Tender Document can be downloaded from the ESIC Headquarters website [www.esic.nic.in](http://www.esic.nic.in) and <https://esictenders.eproc.in> under 'Tenders' tab and may be submitted along with tender form fee by stipulated date & time.

3. Pre Bid meeting will be held on the above mentioned date and time at the ESIC Hospital, Ankleshwar, Dist. Bharuch to clarify queries of the tenderers, if any.

**Note: All tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.**

## GENERAL CONDITIONS OF CONTRACT

1. Documents required for Technical Bid
  - a. Valid GST No, if any
  - b. PAN Number
  - c. PF Registration Number, if any
  - d. ESI Number, if any
  - e. Licence Number under Contract Labour Act, if any.
  - f. Proof of filing I.T Return for the Assessment year 2015-16, 2016-17 & 2017-18
  - g. Proof of Company / Proprietor / Partnership
  - h. Registration under Shop / Establishment (if any)
  - i. Firm should not be Black Lister by any Govt. Department.
  - j. Firm should have adequate infrastructure for washing of Linen.
  - k. Experience certificate for at least one year.
  - k. EMD of Rs. 4000/- in the shape of demand draft in favour of ESIC Fund A/C No 1, payable at SBI Kosamadi Branch Superintendent, ESIC Hospital Ankleshwar valid up to two and half year
  - l. Duly filled application form.
2. The tender must be submitted in two parts:-
  - (i) **Technical Bid** – Consisting of all required documents mentioned above
  - (ii) **Financial Bid** -As per Performa at Annexure
3. The above said two bids must be submitted in two separate sealed envelopes, clearly marked as Technical Bid and Financial Bid respectively.
4. The Technical bid will be opened on **11-10-2018** in the Room No 294 2<sup>nd</sup> Floor Administrative Block, ESIC Hospital Ankleshwar at **0230 PM** by Technical Evaluation Committee. Constituted for this purpose in the presence of Tenderers or their authorised representative. Financial Bids of the technically Qualified Bidders will be opened on same day.
5. Assessment of washing of Laundry / Linen will be done by committee duly Constituted by Medical Superintendent, ESIC Hospital Ankleshwar, for infrastructure / site and only if found satisfactory bidder will be considered eligible for opening of price Bid
6. Bidder must assess the work/ business before submission of his bids.
7. The rates to be quoted should be inclusive of delivery and GST if any, should be specifically indicated separately in the quotations.
8. The tenderer should abide by the hospital rules and regulations.
9. In case, the contractor fails to render services to the satisfaction of the hospital authority , the letter shall be at liberty to get the work done by any other party or to enter a fresh contract for the for remaining period on contractors risk and expenses.
10. All the expenses with regard to the execution of the agreement on stamp paper of Rs. 100/ shall be borne by the contractor, which shall be executed in Ankleshwar.
11. In the event of committing any breach of terms& conditions contained herein by the contractor, the hospital authority shall be at Liberty to terminate the agreement forthwith and without prejudice to other right and shall be entitled to forfeit earnest money/security deposit, as the case may be.

12. The provision of appropriate manpower, material supplies required for performing the tasks / processes of the laundry services shall be borne by the contractor and other necessary appliance require for completing the job, shall also be arranged by the contractor, Store facilities like almeries, racks etc. shall be ensured by the contractor.
13. The complete job of collection of dirty linen and supply of cleaned linen to various, department like ward, OT labs and other designated points, Poor House, Mortuary and other Branch IN- charge etc. shall be carried out by the contractor, from time to time, that includes sluicing, washing hydro extraction (If required) drying repairing of the linens (if required) and ironing.
14. The contractor should ensure disinfection of the linen before washing.
15. The timing of collection of linen should be regular, in the morning and evening or in the next morning depending on the quantum of linen as per the need of the hospital.
16. The contractor shall engage the laundry staff above the age of 18 years. For any complaint of misbehaviour and misconduct of the employee, the responsibility shall be complaint of misbehaviour and misconduct of the employee, the responsibility shall on the contractor. Any loss owing to negligence for mishandling by the laundry staff, at any stage in the laundering process, the contractor is liable for replacement of the damaged linen with new one of same quality and quantity.
17. The contractor should ensure that no pollution of the environment occurs as a result of the activities of his employees.
18. Tax will be deducted at source as per rules. The firm should also submit the information as sought in the Performa enclosed as Annexure-II
19. The tenderer will be required to deposit a sum of Rs. 4000/- (Rs. Four Thousand only) As Bid Security in the form of demand draft in favour of ESIC Fund A/C No 1, payable at SBI Kosamadi Branch valid up to 2 and ½ years failing which the quotation will not be entertained. The bid security deposited by the firms will be refundable after the contract is awarded to the successful bidder. The bid security will be liable to be forfeited in case the successful bidder denies the offer.
20. The EMD of the successful bidder will be adjusted against the performance security the performance Security will be liable to be forfeited in part or in full in the event of any loss suffered by the hospital or if the work assigned to the firm is not found to be satisfactory. This performance security will be refunded on completion of the contract provided the hospital has no other claims outstanding against the party at that time.
21. The successful firm shall have to undertake the job of washing of linen only after getting written orders from the hospital.
22. The contractor shall have to return the washed linen within two days from receipt of the linen to the department failing which Rs. 200/- on first instance and Rs. 500/- on subsequent instances, shall be levied as penalty.
23. For damage of Linen penalty shall be charged as present value of Linen +Rs. 200/- first instance and present value of Linen+ Rs. 500/- on Subsequent instances.
24. Bidder will be fully responsible for any loss/damage to himself, any worker engaged him during collection/transportation/ washing handling of the machine. He shall also fully responsible for disbursing the wages to the workers and their good conduct as per Labour Rule.
25. Erasing & overwriting in the quotation in any form will render the same invalid.

26. The lowest acceptable tender shall be considered further for placement of the contract after complete clarification and price negotiation as applicable.

27. The Medical Superintendent Hospital reserves the right to reject any or all the quotations without assigning any reason thereof.

28. The contract may be terminated or revoked at the discretion of the Medical Superintendent ESIC Hospital Ankleshwar without assigning any reason within 30 days of written notice.



**TECHNICAL BID**

<b>SI No</b>	<b>Details of the tenderer</b>	
1.	Name of the tenderer:	
2.	<b><u>Full Particulars of Office:</u></b> Address:  Telephone No.: Fax No. : E-Mail Address	
3.	<b><u>Registration Details:</u></b> a. PAN Number b. Valid GST No c. PF Registration Number, if any d. ESI Number, if any e. Licence Number under Contract Labour Act f. Proof of Company / Proprietor / Partnership g. Registration under Shop / Establishment (if any)	
4.	Proof of filing I.T Return for the Assessment year <b>2015-16, 2016-17 &amp; 2017-18</b>	
5.	Experience certificate for at least one year	
6.	Firm should not be Black Lister by any Govt/PSU/Private.	
7.	EMD of Rs 4000/- (Four Thousands only) in shape of Demand Draft in favour of ESIC Fund A/C No 1, payable at SBI Kosamadi Branch.	

Date:  
Place:

Authorised Signature  
Seal

**FINANCIAL BID**

Rates may be obtained as per list given below:-

<b>SI No</b>	<b>Linen</b>	<b>Rates per item (Rs) including GST</b>	<b>Remarks if any</b>
1.	Bed Sheet		
2.	Warm Blanket		
3.	Pillow cover		
4.	Curtain		
5.	Draw sheet		
6.	Abdomen sheet		
7.	Doctors Gown		
<b>Grand Total</b>			

**Note:** 1. I have read all the terms and conditions of the Tender Document and I am fully agreed with them. I will abide by the terms and conditions, penalty clause, liability clause liability clause of the tender document.

2. L1 shall be considered on the basis of lowest price offer for all items in grand total.



Date:  
Place:

Authorised Signature  
Seal



## UNDERTAKING

15. I, the undersigned hereby bind myself to hold laundry services contract of the hospital as a hold for a period of one year on the terms and conditions at enclosed with this form.
2. I shall deposit a sum of **Rs. 4000/- (Rs Four thousand only)** as Earnest money deposited in the form of demand draft form a nationalized bank in favour of ESIC Fund A/C No 1, payable at SBI Kosamadi Branch.
3. I shall abide by the Hospital rules and regulations,
4. I shall not engage any staff below the age of 18 years.
5. I shall submit the Address Proof Medical & Police verification report of the employees engaged by me.
6. I shall not assign the present contract to any person or allow any person to interfere in the management of the laundry Services without the written permission of the Medical Superintendent, ESIC Hospital Ankleshwar.
7. In case, I fail to render the services to the satisfaction of the Hospital authority, they shall be at liberty to get the work done by the other party to enter in to a fresh contract of the remaining period on my risk and expenses.
8. All the expenses with regard to the execution of the agreement on stamp paper of Rs. 100/- shall be borne by me.
9. In the event of my committing any breach of terms and conditions contained herein, the Hospital Authority shall be liberty to terminate the agreement forthwith and without prejudice to other rights and shall be entitled to forfeit earnest money.
10. The provision of appropriate manpower, material supplies, required for performing the talks /process of the laundry service shall be borne by contractor, Store facility like almeries, racks, etc. shall ensure by me.
11. The complete job of collection of dirty linens to supply of cleaned linen to various earmarked point each ward, OT, Labs and other designated points, Poor House Mortuary and other Branch In-charge shall be carried out by me , from time to time that includes sluicing, washing hydro extraction ( if required), ironing , issue or distribution of cleaned lines. Disinfection before washing will have to be ensured by me.
12. The time of collection of linen will be regular in the morning and evening and / or in the next morning depending on the quantum of linen as per the need of the Hospital.
13. I shall engage the Laundry staff above the age of 18 years and if any complaint of misbehaviour and misconduct comes, responsibility shall be of the contractor and any loss owing to negligence or mishandling by the laundry staff shall be borne by me.
14. I or authorize person shall collect dirty linen form Hospital premises, Process them at a place authorized for the purpose by NCT of Delhi /MCD and deliver back the clean Lenin in the Hospital premises at Respective place.

Date:  
Place:

Authorised Signature  
Seal

**APPLICATION FORM CUM CHECK LIST FOR PRE-QUALIFICATION**  
**OF WASHING OF LINEN OF ESIC HOSPITAL ANKLESHWAR**

1.	e-tender fee deposit	
2.	Name and address of the Dhobi Ghats	
3.	Name and address of the Firm.	
4.	Phone No. /Fax Number	
5.	Registration Number of Dhobi Ghats if any	
6.	PF Registration No. if any	
7.	ESI registration No. if any	
8.	Copy of Labour Licence if any	
9.	Proof of Filing ITR of the firm Proprietor for Assessment year <b>2015-16-2016-17,and2017-18</b>	
10.	Copy of GST Registration Certificate & Proof of Filing of Last Return (if applicable)	
11.	Experience / Performance certificate of washing Linen In Govt. hospital of at least one year.	
12.	PAN of the firm/ Proprietor	
13.	Latest Electricity/ Water Bill of the firm	
14.	Undertaking	
15.	Details of EMD: Demand Draft No: Date: Name of the Bank:	
16.	Proof of Company / Proprietor / Partnership Registration under Shop / Establishment (if any)	
17.	Proof of Experience certificate for at least one year	

1. Certified that I have read and understood all the terms and conditions of the contract and I shall abide by them
2. I will be abide by all the instruction issued by Hospital Authorities from time to time and will maintain good conduct.
3. I certify that I have not been black listed by any Govt. Institution.
4. No criminal case / recovery process is pending against me /my firm.
5. Information furnished by me is correct to the best of my knowledge and belief. If found wrong at any point of time, my Bid may be cancelled and my EMD may be forfeited.

Date:  
Place:

Authorised Signature  
Seal