



# **EMPLOYEE'S STATE INSURANCE CORPORATION**

(Ministry of Labour & Employment, Government of India)

**E-TENDER DOCUMENT**  
**FOR**  
**OPERATION, MAINTENANCE & RUNNING OF**  
**LAUNDRY SERVICES**  
**AT**  
**ESIC MODEL HOSPITAL LUDHIANA**  
**2018**

**ESIC Model Hospital, Bharat Nagar, Ludhiana**

[ms-ludhiana@esic.in](mailto:ms-ludhiana@esic.in), [ms-ludhiana@esic.nic.in](mailto:ms-ludhiana@esic.nic.in)

Important websites:

[www.esic.nic.in](http://www.esic.nic.in)

[www.esichospitals.gov.in](http://www.esichospitals.gov.in)

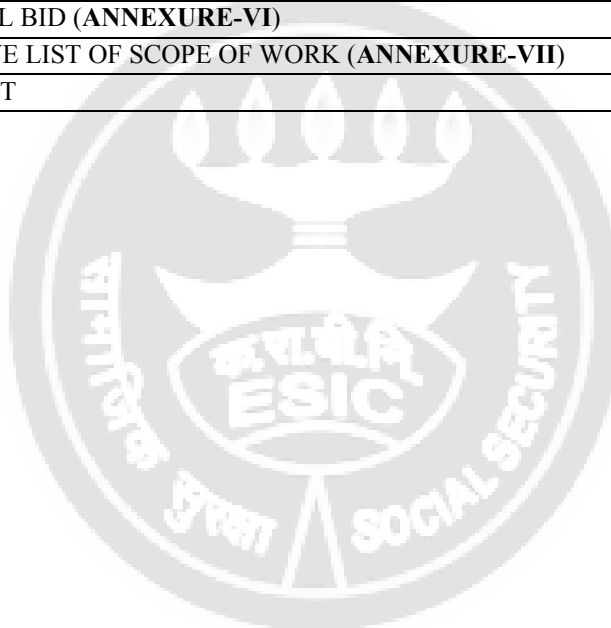
[www.esictenders.eproc.in](http://www.esictenders.eproc.in)

[www.eprocure.gov.in](http://www.eprocure.gov.in)

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## 1. SCOPE OF WORK & SCHEDULE OF TENDER PROCESS

**Scope of work:** ESIC MODEL HOSPITAL LUDHIANA invites online bids from eligible, reputed and experienced agencies in the field through e-procurement under two Bid system(Technical & Financial Bid) for **OPERATION, MAINTENANCE & RUNNING OF LAUNDRY SERVICES** on contractual basis at **ESIC Model Hospital at Ludhiana**

This hospital will provide Two washers(5.6 KW.each), One press machine(2.5 KW), One press machine (0.75 KW), Two steam press sets with light and flat bed, One Steam Drier(2HP) and one compressor(2.2 KW motor with 160 litres capacity and maximum pressure 12 KG/cm square). Contractor has to arrange One Electrical Drier{2HP with 18KW Heater} and Two Boilers Non-IBR(6-12KG/cm square) certified by the concerned authorities of Ludhiana jurisdiction & compatible with the machines provided by this hospital. The Boilers should be able to maintain adequate temperature and pressure to run above machines.

The bidders are allowed to visit the laundry section with pre-appointment to physically verify and confirm specifications of above machines before bidding.

The contractor will ensure repair and maintenance of all machines and equipments including the machines and equipments provided by this hospital every 3 months. The contractor will bear the expenses of Electricity & Diesel used for running of all machines & also of repair and maintenance of all machines and equipments including the machines and equipments provided by this hospital. In no circumstances the work of washing should be withheld on any grounds whatsoever i.e. non running of machinery, failure of electricity etc. In that event the contractor shall have to arrange washing of cloths manually, with the existing staff. The Agency shall itself provide the requisite detergents, disinfectants and consumables to be used in laundry, boiler and other machines. The contractor will post its staff for running of laundry services. The contractor will pay salary/wages and all other legitimate dues of the staff engaged by him/her in bank accounts of the staff strictly on the basis of **Aadhaar Enabled Biometric Attendance System(AEBAS)** installed at Hospital premises. No manual attendance will be considered for payment. The salary/wages of the staff engaged by the contractor including employer contribution of EPF and ESI will then be paid by this hospital as per minimum wages applicable in the State to the agency on production of detailed bill alongwith proof of payment of salary/wages to the staff engaged.

Tentative list of scope of work is enclosed as **ANNEXURE VII**. Actual volume of work may vary as per the requirement of the Hospital.

### Schedule of tender process:

Period for downloading and online submission of E-tender	Between 12/06/2018 to 03/07/2018 upto 01 PM
Date, Time & Place for Pre-Bid Meeting	21/06/2018 at 11:00 AM in Room No 207 Second Floor, ESIC Model Hospital Ludhiana
Date, Time & Place for opening of Technical Bid	On 03/07/2018 at 02:30 PM in Room No 207 Second floor, ESIC Model Hospital Ludhiana
Date, Time & Place for opening of Financial Bid	Will be intimated at a later stage to the technically qualified bidders only
EMD amount	Rs 70,000/-(Rupees Seventy Thousands only)
Performance Security	Rs 3,50,000/-(Rupees Three Lakh Fifty Thousands only) (To be paid by successful bidder only)

## 2. TENDER NOTICE

**Employees' State Insurance Corporation** is an autonomous body under Ministry of Labour and Employment, Govt. of India governed by ESI Act, 1948. As envisaged in the Act, ESIC provides Social Security to workforce and dependent family members in India covered under the ESI Act, 1948 in the form of cashless medical benefits as well as cash benefits in the event of Sickness, Maternity and Employment Injury etc.. ESIC Model Hospital Ludhiana is catering to the medical needs of these beneficiaries at Ludhiana.

To serve them better, ESIC Model Hospital Ludhiana, a 262-bedded Hospital, invites online bids from eligible, reputed and experienced bidders through E-procurement under two Bid system (Technical and Financial Bid) for **OPERATION, MAINTENANCE & RUNNING OF LAUNDRY SERVICES at ESIC Model Hospital at Ludhiana.**

Approximate value of contract is  **35 Lakhs** Per annum.

E-Tender Document is available for viewing and downloading on websites [www.esic.nic.in](http://www.esic.nic.in), [www.esictenders.eproc.in](http://www.esictenders.eproc.in), [www.esichospitals.gov.in](http://www.esichospitals.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) before closing date and time as shown under **Schedule of tender process.**

The interested Bidders are requested to go through the entire tender document carefully before quoting rates/submitting bid online. The Hospital will not be responsible for any loss to the bidder due to his/her own error/oversight.

The interested Bidders should **upload** duly filled tender form and Bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price Bids on the website [www.esictenders.eproc.in](http://www.esictenders.eproc.in) before closing date and time as shown under **Schedule of tender process.** Each and every page of all scanned documents uploaded online should be signed by the authorized signatory only with official stamp.

Bids will be opened as per schedule given under **Schedule of tender process.** All Bidders can participate in technical evaluation process personally or through representative. In case of representative, he/she must be duly authorized by the Bidder in writing to do so.

MEDICAL SUPERINTENDENT, ESICMH, LUDHIANA

## 3. IMPORTANT INSTRUCTIONS FOR BIDDERS REGARDING OBTAINING DSC AND APPLYING FOR E-TENDER

All Bidders/contractors are required to procure Class-IIIB 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 sites under:

Internet Explorer --> Tools --> Internet Options --> Security --> Trusted Sites --> Sites of Internet Explorer

<https://esictenders.eproc.in>

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

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

Also, Bidders need to select "Use TLS 1.1 and Use TLS 1.2" under:

Explorer --> Tools --> Internet Options --> Advanced Tab --> Security

Bidder needs to deposit Bid Processing Fee charges of ₹ 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 NetBanking for participating in the Tender.

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

## 4. GENERAL GUIDELINES

**A. Availability of E-Tender document:** E-Tender Document can be downloaded from websites [www.esic.nic.in](http://www.esic.nic.in), [www.esictenders.eproc.in](http://www.esictenders.eproc.in), [www.esichospitals.gov.in](http://www.esichospitals.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) before closing date and time as shown under **Schedule of tender process**.

**B. Period of Contract:** The Contract shall initially be for a period of **two years** and may be extended further for a period of **one year** on mutual consent subject to satisfactory performance and on same rates, terms and conditions. The rates approved shall remain unchanged during the period of contract and extended period, if any. The Medical Superintendent reserves the right to terminate the contract at any time without assigning any reason thereof and without being liable for any cost.

**C. Cost of submission of Bids:** The Bidder shall bear all costs associated with preparation and submission of the Bid. The Corporation shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the Bidding process.

**D. Language of the Bid:** The language of the Bid shall be English and all correspondence in this regard shall be in English language.

### **E. Pre-Bid Meeting**

1. A Pre-Bid meeting for interested Bidders will be held on a date, time and place as shown under **Schedule of tender process**. Any change in venue or timing of pre-bid meeting will be hosted on aforesaid websites.

2. Interested Bidders will be allowed to seek clarification and get their doubt(s) if any, cleared during pre-Bid meeting.

3. Any change in the Tender Document by the Competent Authority after issue of the Tender will be hosted on aforesaid websites in the form of Corrigendum/Addendum for incorporating the same in the Bid before last date of submission.

**F. Validity of the Bid:** The Bids will be valid for a period of 180 days from the date of opening.

### **G. Bid Security (Earnest Money)**

1. The Bidders shall deposit with the ESIC a sum of rupees as shown under **Schedule of tender process** towards an interest free Bid security/Earnest Money Deposit (EMD) in the form of **Account Payee Demand Draft** from any Nationalised bank only in favour **ESI Fund A/c No.1 payable at Ludhiana** in sealed envelop superscribed as 'EMD FOR E-TENDER FOR OPERATION, MAINTENANCE & RUNNING OF LAUNDRY SERVICES'. The sealed envelope containing Demand Draft is to be dropped in the tender box placed at **Administrative Block, 2nd floor, outside DD(Admin) office** for this purpose before closing date and time as shown under **Schedule of tender process**. The failure to submit Demand Draft in time or omission shall disqualify the Bid.

2. The Bidder shall **not** revoke his/her Bid or vary its terms and conditions once submitted. If the Bidder revokes the Bid or varies its terms or conditions, the Earnest Money deposited shall stand **forfeited**.

3. If the successful Bidder does not pay the Performance Security in favour of ESI Fund account no. 1 in prescribed manner and time limit or fails to sign the agreement, his/her Earnest Money Deposit will be **forfeited**.

4. The Earnest Money Deposit of unsuccessful Bidders shall be refunded, after the successful Bidder pays the Performance Security in favour of ESI FUND Account no. 1.

**H. Eligible Bidders:** Only those Bidders, who fulfill the eligibility criteria are eligible to submit their Bids for the purpose of this tender.

**I. Last Date for Submission:** Last date for submission of online Bid is mentioned under **Schedule of tender process**.

**J. Manner of Submission of Bid:** The complete Bid is to be uploaded online on [www.esictenders.eproc.in](http://www.esictenders.eproc.in). Any other mode of Bid submission will not be entertained.

In the event of the space on the ANNEXURES being insufficient for the required purpose, additional pages may be added, which must be serially numbered, bearing the Tender Number and duly signed and stamped by the bidder. In such cases, reference to the additional pages must be made in the Tender Form.

For all practical purposes, the e-tender shall be considered for evaluation. However in case of any dispute, the physical documents would also be scrutinized.

**K. How Rates to be Quoted:** The Bidder is expected to work out his rates, keeping in view the technical specifications & conditions and then arrive at the rates to be quoted. The Bidder shall be deemed to have satisfied himself before Bidding as to the correctness and sufficiency of Bid and of the rates and prices quoted in the attached schedules, which rates and prices shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper fulfilling of his obligations under the contract.

No prices should be quoted in technical Bid or any other document than Financial Bid, else the bid will be rejected outrightly.

### **L. Other Important Points to be noted by the Bidder**

The Financial Bid should be written both in words and figures at appropriate places.

The Bidder shall submit the Bid, which satisfies each and every condition laid down in Tender Document, failing which the Bid shall be summarily rejected.

Conditional Bids will be rejected.

Cuttings and overwritings must be avoided.

The rates quoted in ambiguous terms and with pre conditions will be rejected outrightly.

**M. Corrupt or Fraudulent Practices:** The Medical Superintendent requires that the Bidders under this Bid observe the highest standards of ethics during the procurement and execution of this Contract. Accordingly, the Medical Superintendent defines the terms set forth as follows:

**a) 'corrupt practice'** means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and

**b) 'fraudulent practice'** means a misrepresentation of facts in order to influence a procurement process or an execution of a contract to the detriment of the ESI Corporation, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Contract Prices at artificial non-competitive levels and to deprive the Medical Superintendent of the benefits of the free and open competition.

The Medical Superintendent shall reject a proposal for award, if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question; The Medical Superintendent shall deem a company/firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at anytime it determines that the company/firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

**N. Opening of Technical Bid:** The Technical Bids received as per the scheduled time and date, will be opened at **DMS office, 2<sup>nd</sup> floor,**

**ESIC Model Hospital, Ludhiana** in the presence of Bidders or their authorized Representatives present on the opening day. Authorized representatives must produce authority letter at the time of opening of Bids duly signed by the Bidder.

In case, the date of opening is declared a holiday, a fresh date will be communicated through aforesaid websites.

**O. Shortlisting of Bidders:** The Committee duly constituted by the Medical Superintendent will shortlist technically qualified Bidders. Financial Bids of only those Bidders will be opened at a date and time to be intimated, who are declared technically qualified by the committee. The Bidders rejected during technical evaluation will not be intimated.

**P. Opening of Financial Bid:** The Committee constituted by the Medical Superintendent will open the Financial Bid on the notified date and time in the presence of technically qualified bidders or their authorized representatives present on the day. The rates quoted by the Bidders in FINANCIAL BID shall then be read out. The committee will recommend the award of contract to the Bidder who quotes the lowest rate/price. There should not be any revision of Rates during the contract period unless anything is statutorily liable or imposed and is duly notified by the government.

**Q. Acceptance of Bid:** Acceptance of Bid shall be done by the Medical Superintendent. The Medical Superintendent is not bound to accept the lowest or any Bid. The Medical Superintendent reserves the right to reject the lowest or all Bids received without assigning any reason whatsoever. The acceptance of Bid will be communicated to the successful Bidder in writing by the authorized officer of the Hospital.

**R. Process to be Confidential:** Information relating to the examination, evaluation and comparison of Bids and the award of Contract shall not be disclosed to Bidders or any other person not officially concerned with such process until the award to the successful Bidder has been announced.

**S. Performance Security:** To ensure due performance of the contract, an interest free Performance Security for rupees as shown under **Schedule of tender process** will be obtained from successful Bidder before award of the contract for entire period of contract and extended period (if any) plus 60 days. Performance Security will be furnished in the form of an Account payee Demand Draft from any Nationalised Bank in favour of ESI Fund A/c No.1, payable at Ludhiana.

**T. Execution of Contract Document:** The successful Bidder after submitting Performance Security in favour of ESI Fund A/c No.1 payable at Ludhiana, is required to execute an Agreement on a stamp paper of proper value. **The Agreement should be signed within 10 days from the date of acceptance of the Bid.** The Contract will be governed by the Agreement, guidelines, terms and conditions stated in the tender document, the Conditions of the Contract (CoC) and other documents as specified in the CoC.

It shall be incumbent on the successful Bidder to pay stamp duty, legal and statutory charges for the Agreement, as applicable on the date of the execution.

A formal contract shall be entered into with the successful Bidder. In this contract, the successful Bidder shall be defined as 'Contractor'.

"Force majeure" will be applicable to the agreement made.

**U. Rights of the Hospital:** The Medical Superintendent reserves the right to suitably **increase/reduce** the scope of work mentioned in this tender. In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the conditions of the Contract, interpretation of the clauses by the Medical Superintendent shall be final and binding on all Parties.

The contract may be awarded to one or more Bidders at the sole discretion of the Medical Superintendent.

**V. Notice to form Part of Contract:** Entire tender document including Tender Notice, guidelines, CoC, terms & conditions of tender shall form part of the Agreement.

**W. Signing of tender document:** In the case of Partnership companies/firms, where authority to refer disputes concerning the business of the partnership has been conferred upon any partner, the tender and all other related documents must be signed by that partner of the company/firm.

**X. Responsibility of the person signing the tender document:** A person signing the tender documents or any document forming part of the contract, shall be deemed to be construed that he has authority to sign and if at any point of time, it is found that the person signing has no authority to do so, the purchaser, without prejudice to other civil criminal remedies, will cancel the contract and hold the signatory responsible for all costs and damages.

**Z. Statutory compliance:** The company/firm must certify that they are fulfilling all special conditions that have been imposed by any authority as per Indian Law.

**MEDICAL SUPERINTENDENT, ESICMH, LUDHIANA**

## 5. ELIGIBILITY CRITERIA

1. The Bidder should be an eligible, reputed and experienced company/firm engaged in **OPERATION, MAINTENANCE & RUNNING OF LAUNDRY SERVICES** for at least 3 years till the publishing of this tender in last 7 years including at least one year experience of providing round-the-clock services to 100 or more bedded hospitals under Central Government/State Government/Autonomous Bodies or/and reputed private hospital.  
**(Supporting documents to be uploaded)**
2. The Bidder must have annual turnover of  $\geq$  50,00,000 (Rupees Fifty Lakhs only) or more each during the last three financial years i.e. 2014-15, 2015-16 and 2016-17.  
**(Duly audited report signed and stamped by the Bidder to be uploaded).**
3. The Bidder must be having following equipments in functional state:-
  - a. One Electrical Drier {2HP with 18KW Heater}
  - b. 2 Boilers Non-IBR {6-12KG/cm<sup>2</sup>}
 (The Boiler must be certified by the concerned authorities of Ludhiana jurisdiction & compatible with the machines provided by this hospital).  
**(Supporting documents to be uploaded)**
4. The company/firm must have experienced and trained staff as per prescribed norms.  
**(Supporting documents to be uploaded)**
5. The company/firm must be having valid labour licence as well as valid factory licence.  
**(Supporting documents to be uploaded)**
6. The company/firm must have valid licence to work as contractor  
**(Supporting documents to be uploaded)**
7. The company/firm must not have been indicted/debarred for any criminal, fraudulent or anti competition activity and have never been blacklisted or debarred or both ever by any department/Ministry of Govt. of India or any other body in India or abroad.**(An undertaking to be uploaded)**
8. The company/firm must not be having any legal case pending in any court of India or abroad at the time of Bidding for this tender.**(An undertaking to be uploaded)**

## 6. DOCUMENTS TO BE UPLOADED

BIDDER companies/firms which fulfill the above eligibility conditions may upload the technical Bid & Financial Bid along with the scanned copies of following documents, failing which their Bids will be rejected.

1. Balance Sheets & Profit & Loss accounts certified by Chartered Accountant for three financial years i.e. 2014-15, 2015-16 and 2016-17.
2. Income Tax Returns for three Financial Years i.e. 2014-15, 2015-16 and 2016-17.
3. Scanned copy of Account Payee Demand Draft from any Nationalised Bank only as proof of EMD.
4. Entire E- Tender document including Technical Bid with all enclosures after filling all necessary details.
5. Proof of registration with GST, ESIC and EPFO.
6. Copies of work orders and completion certificates in support of experience of the company/firm.**(ANNEXURE V)**
7. Registration /Incorporation of company/firm/Partnership.
8. Copy of PAN Number
9. An undertaking that the company/firm has never been indicted/debarred for any criminal, fraudulent or anti competition activity and has never been black-listed or debarred or both by any department/hospital/Ministry of Govt. of India or any other body in India or abroad.**(ANNEXURE IV)**
10. Declaration as per Proforma given in the tender document. **(ANNEXURE III)**
11. Name and Address of bank with Account number and ECS details.
12. Integrity Pact duly signed and stamped by the Bidder in the presence of 2 witnesses.**(ANNEXURE I)**
13. Authority Letter to sign the tender documents (If signed by other than Manager/Director/Proprietor/Partner, as the case may be).
14. Authority Letter to attend Technical and Financial Evaluation process (If other than the Bidder).
15. In case of Partnership, a copy of the Partnership Deed, duly attested by a Notary Public should be furnished.
16. Copy of labour licence.
17. List of experienced and trained staff with name, age, qualification and experience in years.
18. List of available equipments with model, make and specifications.
19. Copy of licence to work as contractor.

All the documents to be uploaded must be signed and stamped by the Bidder on each and every page before uploading. Entire Bid will be rejected outrightly, if any page of any document is found unsigned or unstamped or both.

In case, any of the documents uploaded are not readable or are not properly uploaded, entire bid will be outrightly rejected without any correspondence in this regard.



## 7. CONDITIONS OF CONTRACT

The agreement shall commence from the date it is made and shall continue for a period of two years. The contract shall be valid for a period of two years i.e. 24 months and may be extended for a further period of one [01] year based at sole discretion of the Medical Superintendent at the same rates, terms and conditions.

- 1) **Termination of Contract by the Medical Superintendent:** It shall also be lawful for the Medical Superintendent to terminate the Agreement at any time without assigning any reason and without being liable for loss or damage which the Contractor may suffer by reason of such termination. Any such termination shall be without prejudice to any other right of the ESIC Model Hospital, Ludhiana under the Contract.

If the services of the contractor are not found satisfactory at any point of time during the contract period, then the public partner will give notice to the contractor for improvement of services/rectification of defects. If the services are not improved to the satisfaction of the public partner within 15 days from the date of receipt of the notice then the contract with the contractor may be terminated without further communication/correspondence with the contractor.

ESI Corporation will not be bound to allot fresh location to the service provider in lieu of the old one.

- 2) **Termination of Contract by contractor:** The Contractor has no right to terminate the contract. If the contractor terminates the contract/Agreement in between, then the entire amount of Performance Security shall stand forfeited.
- 3) **Validity of provisions:** Should any part of the Agreement be illegal or unenforceable the remaining provisions shall so far as they are capable of being performed and observed, shall continue in full force and effect.
- 4) **Terms and conditions not specified:** In case of any matter relating to terms and conditions not specified in this Agreement, the same shall be decided by mutual agreement of the Contractor and the Medical Superintendent.

- 5) **Responsibility of the agency:** The Agency shall be responsible for any injury to the workmen and to persons or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself or any of his employees whether such injury or damage arise from carelessness, accident or any other causes whatsoever in any way connected with carrying out of this contract. Any legal liability arising out of such OPERATION, MAINTENANCE & RUNNING OF LAUNDRY SERVICES shall be the sole responsibility of the contractor and shall be dealt with by the contractor himself/herself.

Any medico legal issue arising during the contract period will be the responsibility of the contractor.

The contractor shall fulfill all statutory requirements and liabilities.

The contractor shall not sublet, transfer, assign the contract to anyone or any part thereof at any stage of the contract without written permission of the Medical Superintendent. In the event of the contractor contravening the condition, the contract may be terminated.

The contractor is fully responsible for execution of orders in all respects in accordance with the terms and conditions specified in the acceptance of tender and tender document. Any failure on part of the contractor will constitute a breach of the contract and the medical superintendent shall be entitled to make other arrangements at the risk and expense of contractor.

The contractor will be bound to make statutory compliance to all existing and future laws of the State Government as well as the Central Government. In case, at any point of time during the agreement or after any default in statutory compliance is detected, the contract may be terminated at contractor's cost and risk apart from appropriate legal action against him/her and payment of bills in such scenario may also be put on hold till such liabilities are cleared by the contractor.

- 6) **Indemnification of the Medical Superintendent:** The Agency shall indemnify and keep indemnified the Medical Superintendent against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the Contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto under the provisions of various labour laws as amended from time to time.
- 7) **Protection of the Medical Superintendent from infringements:** The Agency shall indemnify, protect and save the Medical Superintendent against all claims, losses, costs damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements.
- 8) **Liberty to make recovery from dues:** The Medical Superintendent shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges, and expenses arising or accruing from or in respect of any such claim or damages from any sums due or to become due to the Agency/Agencies.
- 9) **Confidentiality:** The Agency shall not divulge or disclose proprietary knowledge or any information obtained while delivering Goods and services under this Contract to any person, without the prior written consent of the Medical Superintendent.
- 10) **Publicity:** Any publicity by the Agency in which the name of the ESIC Model Hospital, Ludhiana is to be used, should be done only with the explicit written permission from the Medical Superintendent.
- 11) **Disputes & Arbitration:** The Medical Superintendent and the Agency shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If dispute(s) of any kind whatsoever that cannot be resolved, the same shall be referred to the Arbitrator, appointed by the Medical Superintendent, whose decision shall be final.
- 12) **Mode of Serving Notice:** Communications between Parties which are referred to in the Contract are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act).

All notices shall be issued by the authorized officer of the ESIC Model Hospital, Ludhiana, unless otherwise provided in the Contract. In case, the notice is sent by registered post to the last known place or abode or business of the Contractor, it shall be deemed to have been served on the date when in the ordinary course of post these would have been served on or delivered to it.

- 13) **Governing language:** Governing language for the entire contract and communication thereof shall be English only.
- 14) **Law:** The contract shall be governed and interpreted under Indian Laws.
- 15) **Legal Jurisdiction:** No suit or other proceedings relating to performance or breach of Contract shall be filed or taken by the Agency in any Court of law except the competent Courts having jurisdiction within the local limits of Ludhiana only.

Courts at Ludhiana shall have the exclusive jurisdiction to deal with legal issues/disputes arising out of contract.

- 16) **AGREEMENT AND WARRANTY:** Nothing in this Agreement shall create, or be deemed to create, a partnership or the relationship of employer and employee between the parties.

Each party acknowledges that, in entering into this Agreement, it does not do so on the basis of, and does not rely on, any representations, warranty or other provisions except as expressly provided herein, and all conditions, warranties or other terms implied by statute or common law are hereby excluded to the fullest extent permitted by law.

- 17) **Documents to form part of the agreement:** All the documents mentioned in INDEX of the tender document shall form part of this contract/Agreement.

- 18) **Payment terms:** The contractor shall raise the bills on its letter head as per the terms and conditions of tender document and requirements of Bill Processing Agency/Branch.
- Tax deduction as applicable shall be done at source at the time of release of payment. Payment of bill will be subject to deduction of statutory liabilities, if any.
- The contractor will submit bills on monthly basis by 10th of every month/or as per requirements of Bill processing Agency/Branch on its own letter head.
- Payment will be made through ECS/NEFT/RTGS in the bank account of the contractor as per the bank details provided by the company/firm with this tender document.
- The contractor will submit the documents related to periodic repair and maintenance as per **scope of work** to the hospital every quarter. In case of failure to do so, future payments may be put on hold till required documents are submitted.
- The contractor shall pay the salaries and wages and clear all dues of the workers by the 5th working day of the next calendar month in which these become due without any pre-condition. Else, penalty at the rate of 1% per day of the amount of the bill for that month will be imposed subject to maximum of 10%.
- The contractor will pay salary/wages, components thereof and all other legitimate dues of the staff engaged by him/her in bank accounts of the staff strictly on the basis of **Aadhaar Enabled Biometric Attendance System (AEBAS)** installed at Hospital premises. No manual attendance will be considered for payment. The salary/wages and components thereof of the staff engaged by the contractor including employer contribution of EPF and ESI will then be paid by this hospital as per minimum wages applicable in the State to the agency on production of detailed bill alongwith proof of payment of salary/wages to the staff engaged.

(NOTE: The conditions mentioned above are not exhaustive. At the time of signing the agreement/contract, more conditions may be added, if considered necessary.)



**ANNEXURE I****8. PRE-CONTRACT INTEGRITY PACT**

**(To be executed on plain paper and signed by the Bidders as 2<sup>nd</sup> part before uploading as Bid document. ESIC Model Hospital Ludhiana as 1<sup>st</sup> part will sign this Pact at later stage after opening of Bids)**

- 1) **General:** This pre-Bid contract agreement (hereinafter called the Integrity Pact) is made on \_\_\_\_\_ the day of the month of \_\_\_\_\_ year 2018, between on one hand 'The Medical Superintendent, ESIC Model hospital, Ludhiana' (hereinafter called the "Buyer" which expression shall mean and include, unless the context otherwise requires his successors in office and assigns) of the First Part and M/s \_\_\_\_\_ represented by, \_\_\_\_\_, (hereinafter called the "Bidder/SELLER" which expression shall mean and include, unless the context otherwise requires his successors in office and assigns ) of the Second Part.

WHEREAS the BUYER proposes to procure OPERATION, MAINTENANCE AND RUNNING OF LAUNDRY SERVICES and the Bidder/Seller is willing to offer/has offered the services.

Whereas the Bidder is a private company/public company/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the Buyer is an **autonomous body under Ministry of Labour & Employment, Government of India** performing its functions on behalf of the President of India.

- 2) **Objectives:** Now, therefore, the Buyer and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as Integrity Pact, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to: -
- Enabling the Buyer to obtain the desired services at a competitive price in conformity with the defined specifications of the Services by avoiding the high cost and the distortionary impact of corruption on public procurement, and
  - Enabling Bidders to abstain from bribing or any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also refrain from bribing and other corrupt practices and the Buyer will commit to prevent corruption, in any form, by their officials by following transparent procedures.
- 3) **Commitments of the Buyer:** The Buyer Commits itself to the following: -
- The Buyer undertakes that no official of the Buyer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the Bidding process, Bid evaluation, contracting or implementation process related to the Contract.
  - The Buyer will, during the pre-contract stage, treat all Bidders alike, and will provide to all Bidders the same information and will not provide any such information to any particular Bidder which could afford an advantage to that particular Bidder in comparison to other Bidders
  - All the officials of the Buyer will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
  - In case of any such preceding misconduct on the part of such official(s) is reported by the Bidder to the Buyer with full and verifiable facts and the same is *prima facie* found to be correct by the Buyer, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the Buyer and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the Buyer the proceedings under the contract would not be stalled.
- 4) **Commitments of Bidders:** The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his Bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commits himself to the following: -
- The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Buyer, connected directly or indirectly with the Bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the Bidding, evaluation, contracting and implementation of the Contract.
  - The Bidder further undertakes that he has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Buyer or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the Contract or any other Contract with the Government.
  - The Bidder will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the Bidding process, Bid evaluation, contracting and implementation of the contract.
  - The Bidder will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
  - The Bidder further concompanies/firms and declares to the Buyer that the Bidder is the original manufacturer/service provider/integrator/owner of the property/authorized agent and has not engaged any individual or company/firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the Buyer or any of its functionaries, whether officially or unofficially to the award of the contract to the Bidder, nor has any amount been paid, promised or intended to be paid to any such individual, company/firm or company in respect of any such intercession, facilitation or recommendation.
  - The Bidder, either while presenting the Bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the Buyer or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
  - The Bidder shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder also undertakes to exercise due and adequate care lest any such information is divulged.
  - The Bidder commits to refrain from giving any complaint directly or through any other manner without supporting it with full and

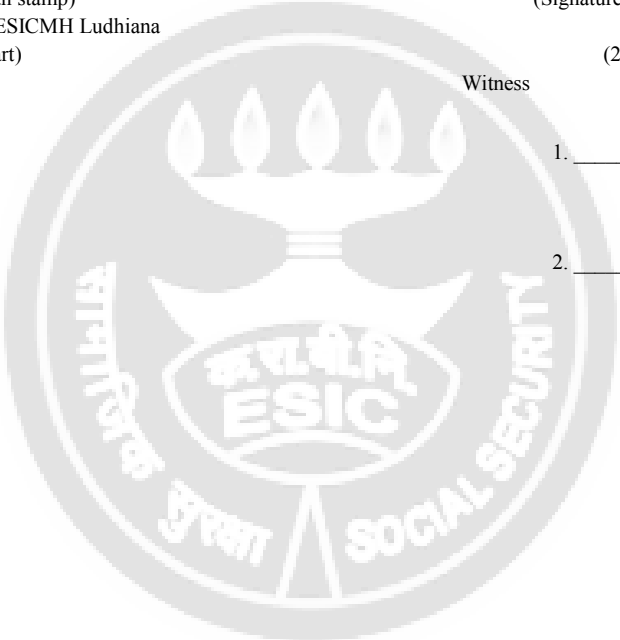
- verifiable facts.
- i) The Bidder shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 5) **Previous Transgression:** The Bidder declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public-Sector Enterprise in India or any Government Department in India, that could justify Bidder's exclusion from the tender process.  
If the Bidder makes incorrect statement on this subject, Bidder can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.
- 6) **Earnest Money/Security Deposit:** Every Bidder, while submitting commercial Bid, shall deposit an amount as specified in the tender document as Earnest Money/Security Deposit by way of Account Payee Demand Draft payable at Ludhiana from any Nationalised Bank in favour of "ESI Account No. 1.
- a) The Earnest Money/Security Deposit shall be valid till the complete conclusion of contractual obligations to complete satisfaction of the buyer.
- b) In the case of successful Bidder, the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the Buyer to forfeit the same without assigning any reason for imposing sanction for violation of this pact.
- c) The provisions regarding Sanctions for Violation in Integrity Pact include forfeiture of Performance Bond in case of a decision by the Buyer to forfeit the same without assigning any reason for imposing sanction for violation of Integrity Pact.
- d) No interest shall be payable by the Buyer to the Bidder(s) on Earnest Money/Security Deposit for the period of its currency.
- 7) **Company Code of Conduct:** Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behavior) and a compliance program for the implementation of the code of conduct throughout the company.
- 8) **Sanctions for Violation:** Any breach of the aforesaid provisions by the Bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the Bidder) or the commission of any offence by the Bidder or any one employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act 1988 or any other act enacted for the prevention of corruption shall entitle the Buyer to take all or any one of the following actions, wherever required:-
- a) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the Bidder. However, the proceedings with the other Bidder(s) would continue.
- b) The Earnest Money/Security Deposit/Performance Bond shall stand forfeited either fully or partially, as decided by the Buyer and the Buyer shall not be required to assign any reason therefore.
- c) To immediately cancel the contract, if already signed, without giving any compensation to the Bidder.
- d) To recover all sums already paid by the Buyer, and in case of an Indian Bidder with interest thereon at 2% higher than the prevailing Prime Lending Rate, while in case of a Bidder from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the Buyer from the Bidder in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- e) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the Bidder, in order to recover the payments, already made by the Buyer, along with interest.
- f) To cancel all or any other Contracts with the Bidder.
- g) To debar the Bidder from entering into any Bid from the Government of India for a minimum period of five years, which may be further extended at the discretion of the Buyer.
- h) To recover all sums paid in violation of this Pact by Bidder(s) to any middleman or agent or broker with a view to securing the contract.
- i) If the Bidder or any employee of the Bidder or any person acting on behalf of the Bidder, either directly or indirectly, is closely related to any of the officers of the Buyer, or alternatively, if any close relative of an officer of the Buyer has financial interest/stake in the Bidder's company/firm, the same shall be disclosed by the Bidder at the time of filing of tender.
- j) Any failure to disclose the interest involved shall entitle the Buyer to rescind the contract without payment of any compensation to the Bidder.
- k) The term „close relative“ for this purpose would mean spouse whether residing with the Government servant or not, but not include a spouse separated from the Government servant by a decree or order of a competent court; son or daughter or step son or step daughter and wholly dependent upon Government servant, but does not include a child or step child who is no longer in any way dependent upon the Government servant or of whose custody the Government servant has been deprived of by or under any law; any other person related, whether by blood or marriage, to the Government servant or to the Government servant's wife or husband and wholly dependent upon Government servant.
- l) The Bidder shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the Buyer, and if he does so, the Buyer shall be entitled forthwith to rescind the contract and all other contracts with the Bidder. The Bidder shall be liable to pay compensation for any loss or damage to the Buyer resulting from such rescission and the Buyer shall be entitled to deduct the amount so payable from the money(s) due to the Bidder.
- m) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the Buyer with the Bidder, the same shall not be opened.
- n) The decision of the Buyer to the effect that a breach of the provisions of this Integrity Pact has been committed by the Bidder shall be final and binding on the Bidder, however, the Bidder can approach the monitor(s) appointed for the purposes of this Pact.
- 9) **Fall Clause:** The Bidder undertakes that he has not supplied/is not supplying the similar items/services at a price lower than that offered in the present Bid in respect of any other Ministry/Department of the Government of India/ institution and if it is found at any stage that the item/service was supplied by the Bidder to any other Ministry/Department of the Government of India/institution at a lower price, then that very price will be applicable to the present case and the difference in the cost would be refunded by the Bidder to the Buyer, if the contract has already been concluded.
- 10) **Examination of Books of Accounts:** In case of any allegation of violation of any provisions of this Integrity Pact or payment of commission, the Buyer or its agencies shall be entitled to examine the Books of Accounts of the Bidder and the Bidder shall provide necessary information of the relevant financial documents in English and shall extend all possible help for the purpose of such examination.
- 11) **Law and Place of Jurisdiction:** This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the Buyer i.e. Ludhiana or as decided by the BUYER.

12) **Other Legal Actions:** The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

13) **Validity:**

- a) The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of the Buyer, whichever is later.
- b) Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- c) Both the parties signing this integrity pact shall abide by the provisions of this pact and will follow the guidelines of Independent External Monitors or any other monitoring committee nominated by the competent authority for the purpose at any stage.

The Parties hereby sign this Integrity Pact on \_\_\_\_ / \_\_\_\_ /2018.

<p>(Signature with stamp) Medical Superintendent ESICMH Ludhiana (1st part)</p>		<p>(Signature with stamp) Bidder (2nd part)</p>
Witness	Witness	
1. _____		1. _____
2. _____		2. _____

**9. TECHNICAL BID****ANNEXURE II**

1. Name of the Agency/Company/Firm \_\_\_\_\_
2. Date of establishment&registration number with validity period(Attach Proof)  
(In case, services discontinued at any time after establishment, mention the period(s)) \_\_\_\_\_
3. Registered Address of the Centre(Attach Proof) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Telephone, FAX, E-mail, Mobile phone number  
\_\_\_\_\_
5. Demand Draft number & amount  
\_\_\_\_\_
6. PAN number(Attach Proof)  
\_\_\_\_\_
7. GSTIN(Attach Proof)  
\_\_\_\_\_
8. ESI employer code(Attach Proof)  
\_\_\_\_\_
9. EPFO employer code(Attach Proof)  
\_\_\_\_\_
10. Name and contact detail of Nodal Person with designation \_\_\_\_\_
11. Account Details(Attach cancelled cheque as proof)  
Name of Bank&Branch \_\_\_\_\_  
A/c no. \_\_\_\_\_ Branch Code \_\_\_\_\_  
IFS Code \_\_\_\_\_ MICR Code \_\_\_\_\_
12. Number of labour licence with validity period  
\_\_\_\_\_  
(Attach Proof)
13. Turnover during last 3 financial years i.e. 2014-15, 2015-16 and 2016-17 (Attach copies of audited Balance Sheets)

Financial Year	Income (□)	Expenditure (□)	Net Profit/Loss (□)
2014-15			
2015-16			
2016-17			

14. All equipments available(Attach List with specifications, model and make ) Yes/No
15. Experience in years (Attach Proof)
16. Number of factory licence with validity period  
(Attach Proof) \_\_\_\_\_
17. Number of contract licence with validity period  
(Attach Proof) \_\_\_\_\_
18. Any information, considered necessary by the bidder  
(Attach \_\_\_\_\_ copy)

It is certified that the particulars given above are true to the best of my/our knowledge and belief and nothing has been concealed or wrongly stated. In case, at any stage any fact turns out to be wrongly stated or concealed by me, I will be liable for legal action apart from fine imposed on me by the Medical Superintendent.

Number of additional pages: \_\_\_\_\_(In figures), \_\_\_\_\_(In words).

**SIGNATURE & STAMP OF BIDDER**

**ANNEXURE III****10. DECLARATION**

I, \_\_\_\_\_ (Name) am Proprietor/Partner/Director/Manager of M/s\_\_\_\_\_. I am competent and authorised to sign the declaration and execute this tender document.

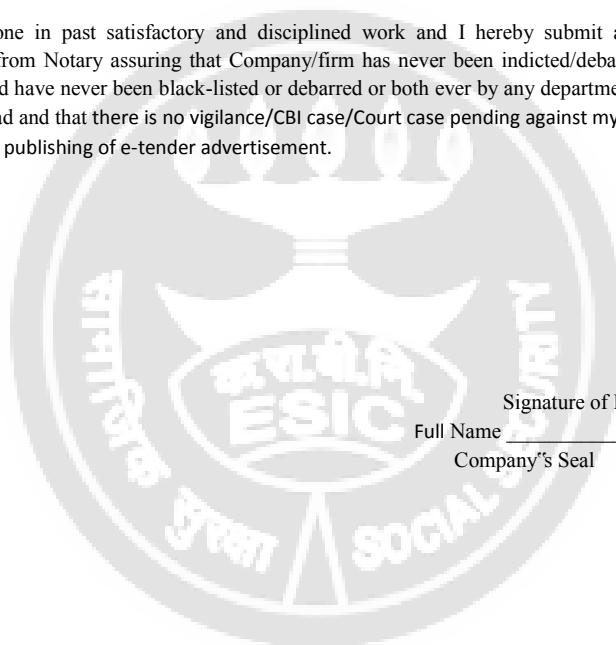
I declare that:

- a. I have carefully read and understood all the terms and conditions mentioned in the tender document and hereby convey my unconditional acceptance of the same.
- b. The information and documents furnished along with the application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing any false information and fabricated documents would lead to rejection of my tender at any stage besides rendering me/us liable for prosecution under appropriate law.
- c. The Company/firm has done in past satisfactory and disciplined work and I hereby submit an undertaking on stamp paper of appropriate value attested from Notary assuring that Company/firm has never been indicted/debarred for any criminal, fraudulent or anti competition activity and have never been black-listed or debarred or both ever by any department/Ministry of Govt. of India or any other body in India or abroad and that there is no vigilance/CBI case/Court case pending against my/our company/firm/Agency in India or abroad as on the date of publishing of e-tender advertisement.

Date:  
Place:

Signature of Proprietor/Manager/Partner/Director

Full Name \_\_\_\_\_  
Company's Seal



**ANNEXURE IV**

**11. UNDERTAKING**

(On stamp paper of appropriate value duly notarized)

I/We undertake as under:

That I/We, the undersigned hereby certify that I/We have gone through the terms and conditions mentioned in the tender document carefully and have understood the same. I/We undertake to comply with/abide by them unconditionally.

That the rates quoted by me/us are valid and binding upon me/us for the entire period of the contract and extended period, if any.

That I/We give the rights to Medical Superintendent to forfeit the EMD deposited by me/us in case of violation of any term and condition governing the tender process.

That there is no vigilance/CBI case/Court case pending against my/our company/firm/Agency/Company in India or abroad as on the date of publishing of e-tender advertisement.

That the company/firm/Agency has never been indicted/debarred for any criminal, fraudulent or anti competition activity and have never been black-listed or debarred or both ever by any department/Ministry of Govt. of India or any other body in India or abroad.

That my/our company/firm/Agency is in compliance with all the statutory obligations under the all state and central Acts applicable to my/our company/firm/Agency and that I/we will keep complying with all the present and future statutory obligations under the central and States Act.

That I/we will pay wages and salaries and clear all dues of the workers by 5th working day of the next calendar month in which these become due without any pre-condition, else I/we give rights to the Medical Superintendent to put my payments on hold till all such dues are cleared by me to the satisfaction of the Medical Superintendent and impose penalty on me/us as deemed right.

Signature of Proprietor/Manager/Partner/Director

Date:

Full Name

Place:

Company's Seal



**ANNEXURE V**

**12. EXPERIENCE CERTIFICATE**

(On the letter head of issuing organization)

It is certified that M/s \_\_\_\_\_ has been providing/has provided Operation, maintenance and running of Laundry Services to our organization since \_\_\_\_\_ to \_\_\_\_\_/for \_\_\_\_\_ years from \_\_\_\_/20\_\_ to \_\_\_\_/20\_\_ and his/their services have been found to be satisfactory.

Further certified that the company/firm has never been indicted/debarred for any criminal, fraudulent or anti competition activity and have never been black-listed or debarred or both and his/their contract has never been prematurely terminated ever by our department/Ministry/Organisation/Hospital.

Date:  
Place:

(Competent authority)  
Seal of the Officer  
Phone No.



**ANNEXURE VI****13. FINANCIAL BID**

S.No.	Particulars	Monthly charges (INR)
1.	Composite monthly charges for Operation, Maintenance and running of laundry machines provided by the hospital	Rs
2.	Composite monthly charges for Operation, Maintenance and running of laundry machines arranged by the contractor	Rs
3.	Monthly charges for provisions of detergent, disinfectant chemicals etc.. (All material should be eco friendly and of reputed brand)	Rs
4.	Monthly charges on deployment of staff (1 Laundry Operator Supervisor + 6 Laundry Operator Assistant)	Skill level - Skilled Rs 66704/-
5.	Service charge on deployment of staff	Rate in % _____ Rs
6.	Goods & Services Tax (1+2+3+4+5)	Rate in % _____ Rs
7.	<b>Grand Total</b>	Rs

In words: (Rupees

\_\_\_\_\_ only)

**I understand that:**

- 1) Approximate requirement is as per **Annexure VII**.
- 2) FINANCIAL Bid is to be uploaded separately as per the instructions of the agency (M/s C1 India Pvt. Ltd.) as FINANCIAL Bid will be evaluated at a later date in respect of technically qualified Bidder only.
- 3) L1 will be decided on the basis of serial number 7 above.
- 4) Required number of workers and volume of work may increase or decrease as per requirement of the Hospital.
- 5) Wages/salaries will be paid by this hospital as per minimum wages of State Government/Centre Government as applicable including employer portion of the EPF&ESI.
- 6) No other charges will be paid by the Hospital than mentioned at Sr. No. 1 to 6 above.

**SIGNATURE & STAMP OF BIDDER**

Date:

Full Name \_\_\_\_\_

Place:

Company's Seal

**14. TENTATIVE LIST OF SCOPE OF WORK**

Sr. No	Types of Linen	Size (in metre)	Weight	Quantity (last 6 months)
1	Bed Sheets (Cotton) VIBGYOR(Colours)	2.73X1.54	700g	21264
2	Red Blankets	2.28X1.56	1.9kg	4176
3	White Bed Sheets	1.52X2.53	750gm	3552
4	Draw Sheet White	1.55X1.4	300gm	624
5	Pillow Covers	0.68X0.47	150g	288
6	Housekeeping dress –indigo – Kurta & Pyjama	S, M, L	300g	195
7	Hole Towels	0.90X0.90	150 g	2016
8	Abdominal sheet	2.4X1.8	150 g	2880
9	Side wraps	1.2X0.9	450 g	0
10	Hand Towel Green	0.35X0.49	50 g	408
11	Hand Towel White	0.35X0.49	50 g	288
12	Brown Wrappers(Double layer)	0.91X1.16	450 g	3504
13	Brown Wrappers(Single layer)	1.2X1.23	250 g	1000
14	Green Wrappers	1.2X0.9	450 g	7224
15	Baby Blanket	0.83X1.07	500 g	0
16	Surgeon Gown	Free size	550 g	2184
17	Scrub Suit(Surgeon)-Kurta&Pyjama-Green	S,M,L	300 g	888 pairs
18	Scrub Suit(Anaesthetist)-Kurta &Pyjama-Pistagreen	S,M,L	300 g	696pairs
19	Scrub Suit(Staff nurse)-Kurta&Pyjama-Blue	S,M,L	300 g	195 pairs
20	Scrub Suit (Radiographer)-Kurta&Pyjama-Light brown	S,M,L	300 g	360pairs
21	Scrub Suit(Technician)-Kurta&Pyjama- P-Ash	S,M,L	300 g	24 pairs
22	Scrub Suit(Nursing orderly)-Kurta&Pyjama-Pink	S,M,L	300 g	168 pairs
23	Visitor"s gown-Maroon	Free size	500 g	192
24	Patient dress-Pink/Blue-Kurta&Pyjama	S,M,L	300 g	504 pairs+192 pyjama
25	O.T.Gown-stripped blue	Free Size	500 g	624
26	Grey Wrappers	1.2X1.23	250 g	1272
27	Curtains(single)	2.5X2.2	1Kg	300
28	Curtains(double)	5X4.4	2Kg	104
29	Turkey towel	1.35X0.70	500 g	2184
30	Eye Hole towel	0.90X0.90	150 g	288
31	Doctors Bed sheet-Blue	1.52X2.53	750 g	648
32	Doctors Bed sheet Green	1.52X2.53	750 g	48
33	Other Misc. Linen not mentioned above	N.A	Per Kg	N.A
	Total( 1 to 33)			

## 15. CHECKLIST

(Each page of all documents must be signed and stamped by the Bidder before uploading & submitting)

S.No.	Document	For uploading	Hard copy	Tick the box
1	E-Tender document	Yes	No	
2	Balance Sheets & Profit and Loss Accounts certified by Chartered Accountant (2014-15, 2015-16, 2016-17)	Yes	No	
3	Copies of Income Tax Returns for Financial Years 2014-15, 2015-16 and 2016-17.	Yes	No	
4	Registration/incorporation certificate	Yes	No	
5	Account Payee Demand Draft(EMD)	Yes	Yes	
6	Copy of Pan card	Yes	No	
7	Technical Bid(ANNEXURE II)	Yes	No	
8	Declaration(ANNEXURE III)	Yes	No	
9	Labour licence, Factory licence and Contract licence	Yes	No	
10	List of trained and experienced staff members	Yes	No	
11	List of required equipments with model, make and specifications	Yes	No	
12	An undertaking(ANNEXURE IV)	Yes	No	
13	Pre-contract Integrity Pact(ANNEXURE I)	Yes	No	
14	Bank details	Yes	No	
15	Copies of registration with GST, ESIC & EPFO	Yes	No	
16	Authority Letter to sign tender documents(If signed by other than Manager/Director/Proprietor/Partner as the case may be)	Yes	No	
17	Authority letter to attend Technical&Financial Evaluation process (If other than the Bidder)	Yes	No	
18	Experience Certificate(ANNEXURE V)	Yes	No	
19	Copy of partnership deed duly attested by notary (In case of partnership)	Yes	No	

**Bidders to ensure that:**

- 1) All the above documents are uploaded properly and clearly.
- 2) All pages of the tender document and enclosures have been signed and stamped by the authorized person.
- 3) All Pages including additional sheets(if any) have been serially numbered.
- 4) All documents are legible (clearly readable).

(NOTE: In case, any of the documents uploaded are not readable or are not properly uploaded, entire bid will be outrightly rejected without any correspondence in this regard)

**SIGNATURE & STAMP OF BIDDER**