

**HABRA STATE GENERAL HOSPITAL, HABRA, NORTH 24 PARGANAS**

Memo No.HAB/SGH/ 201

Dated: 14/02/2019

**PUBLIC NOTICE**

Sealed quotations are invited for awarding contract for laundry services at HABRA S.G. Hospital, NORTH 24 PGS for washing of hospital linen items as listed below:-

1. Bed Sheet(cotton)
2. Woolen Blanket
3. Patient's pant
4. Mosquito net(cotton/nylon)
5. Turkish towel
6. Screen(colour)
7. Operation Gown
8. Face mask
9. Operation sheet
10. Pillow cover
11. Operation towel
12. Hand towel
13. Eye sheet
14. Leggings
15. Mops
16. Patient's Gown
17. Cut sheet
18. Curtain/Parda

Contract will be awarded to the successful lowest bidder for One year on the terms & conditions enclosed. All contractors who accept the terms & conditions may apply as under:-

1. Tender Document can be downloaded from the web-site of ([www.north24pgs.gov.in](http://www.north24pgs.gov.in)) under the category of below Rs. 1 Lac.
2. All quotations must be under sealed cover, accompanied by a D.D as EMD valid for a period of one year for **Rs. 15,000/- (Rs. Fifteen Thousand Only)** in favour of HABRA STATE GENERAL HOSPITAL,RKS.
3. Quotations can be deposited in the Superintendent Chamber of Habra State General Hospital, on all working days between **10:00AM to 4:00 PM on or before 07-03-19**.
4. Quotations will be opened on **08-03-19 at 2:00 PM** in the Chamber of Superintendent of Habra SGH by the duly appointed Committee in the presence of bidders/representatives of the bidders, who wishes to be present.
5. Envelope must be marked in bold letters "Quotations for Laundry Services" in the name of Superintendent, HABRA SG Hospital, Habra, North 24 Pgs.
6. The Firm/bidder should have PAN Card issued by the Income Tax Department, Companies valid Registration Certificate, GST, P.Tax, Last three years working Experience Certificate, Last three years Income Tax Return, Last three years audited Balance Sheet, Profit & Loss Account.
7. The quoted price must be inclusive of all charges/taxes.
8. The Superintendent reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

- Enclosure: 1.Format of Price Bid  
2. Terms & conditions

Memo No.HAB/SGH/201/1(4)  
Copy forwarded to:-

1. The SDO ,Barasat Sadar
2. The CMOH,North 24 Parganas
3. The Dy-CMOH-I, North 24 Parganas
4. The Chairman, Habra Municipality

*Olsh*  
14-2-19  
Superintendent  
Habra State General Hospital  
North 24 Parganas

Dated: 14/02/2019

*Olsh*  
14/2/19  
Superintendent  
Habra State General Hospital  
North 24 Parganas

## TERMS & CONDITIONS OF TENDER FOR LAUNDRY SERVICES

1. The laundry services shall be meant for the entire hospital with specific reference to the IPD, OPD, different diagnostic blocks, emergency services, maternity services, operation theatres (Major & Minor), administrative blocks etc. or as per the directions of the hospital authorities from time to time.
2. The job includes sluicing, washing, hydro-extraction (if required), drying, repairing of the linens (if required), ironing, sorting and issue of cleaned linen.
3. Used clothes will have to be collected in the morning (8.30 a.m to 9.30 a.m for all Wards and for OT after 2 p.m) everyday and returned to various departments in afternoon within 72 hours after collection between 1.30 p.m to 2.30 p.m.
4. Wear and tear if any should be noticed during the collection and delivery and must be pointed out to that department or to Laundry Staff. Defect if any found later on delivery will be the responsibility of the contractor.
5. The provision of appropriate material supplies and manpower required for the laundry services shall be borne by the contractor.
6. The Contractor shall provide the washing materials (soap, detergent, disinfectant etc.)

7. Sorting and disinfection of infected linens will have to be ensured on collection at wards and spot treatment to be done before washing of the clothes by the contractor.
8. The linen must be washed and ironed properly up to the satisfaction of the authorities. If any defect or deficiency is noticed, penalty at the rate double of the quoted price shall be deducted from the monthly bill of the contractor.
9. The contractor will ensure timely availability of washed and ironed linen for the different departments of the hospital. The stains of blood discharge and pus etc. has to be removed before washing.

10. The contract will be purely for a period of one year. The contract cannot be extended further and automatically terminated after completion of one year as per MOU.
11. The successful bidder will have to deposit Rs. 15,000/- (Rs. Fifteen Thousand Only) as a performance guarantee in the form of DD/Bank Guarantee for a period of 01 year in favour of Habra State General Hospital, RKS immediately before award of contract. The deposited money will be refunded after one year.
12. After awarding the work, the contractor shall execute the Agreement containing all Terms & Conditions with the hospital authorities within 10(ten) days of the issue of Award Letter.

13. Payment will be made on monthly basis on submission of monthly bills in triplicate duly verified by the concerned head of the Branch/Unit / Ward In-Charges.
14. Income Tax/Cess as applicable will be deducted from each bill before payment as TDS.
15. No service charge shall be given by the hospital as per IT/Sales Tax rules.
16. For any breach of the terms and conditions on the part of the contractor, the Superintendent will be fully empowered to impose penalty to the extent of Rs. 500/- (Rs. Five Hundred Only) each time. On repeated breach of Terms & Conditions the Superintendent may terminate the contract and forfeit the Performance Security.
17. The hospital shall not be providing laundry space along with equipments (washing machine, drying tumbler, steam press and other services).
18. Subletting of any kind in any form is not permissible.
19. The linen collection records shall be kept by the contractor at his own cost and be produced by him during bill claim to the hospital authorities.
20. Every worker engaged in laundry services shall wear the neat and clean uniform including the personal protective devices according to season. The uniform affixing

Superintendent  
Habra State General Hospital  
North 24 Parganas  
27-8-19

- thereon the badge mentioning the name/designation of the worker shall be provided by the contractor at his own cost.
21. The contractor shall engage the laundry staff between the age of 18 years to 40 years and if any complaint of misbehavior and misconduct comes to the knowledge of the Hospital authorities, then all such responsibility shall be of the contractor, and any loss owing to the negligence or mishandling by the laundry staff, the contractor shall himself be responsible to make good for the losses so suffered by the department or hospital as a whole.
  22. The contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of the hospital or do anything which may cause unnecessary disturbance or inconvenience to other working there as well as to the general public in the hospital.
  23. The Hospital authorities reserves the right to terminate the contract without assigning any reason by giving to the contractor one calendar month notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice or any right of remedy that may be accrued to other party by reason of any incident which of any terms thereof.
  24. If the performance continues to be unsatisfactory even after giving a notice for putting the things in order for satisfactory performance, the contract is liable to be terminated along with forfeiture of performance guarantee and tender will be awarded to L 2 for remaining period of the tender.
  25. The contractor shall provide proper linen trolley to collect and distribute linen in Hospital.
  26. The contractor shall provide the laundry staffs proper register for keeping daily records of collection and distribution of linens. No backlog will be entertained for more than 72 hours from collection of linens.
  27. The contractor must visit the facility minimum twice in a month and as and when summoned to monitor the whole process and must communicate with Ward In-Charges, Superintendent/Assistant Superintendent (Non-Medical)

*Beu*  
*17/9/19*  
Superintendent  
Habra State General Hospital  
North 24 Parganas

**PRICE BID FOR PROVIDING LAUNDRY SERVICES AT HABRA SG  
HOSPITAL, NORTH 24 PGS**

To

The Superintendent,  
HABRA SG Hospital, NORTH 24 PGS.

I/We hereby submit the price bid for providing laundry services as under as per following category:-

SL.No.	Items
1.	Bed sheet (Cotton) reference as base price
2	Large linen- Woolen Blanket, Mosquito net
3.	Medium linen- Patient's pant, Operation gown, Leggings, patient's gown, cut sheet, Curtain/parda
4.	Small linen- Turkish towel, screen (colour), face mask, operation sheet, pillow cover, operation towel, Eye sheet, Mops, Hand towel.

**Note:** The rates shall be quoted by the bidders only for Bed sheets. For medium and small linen the rates will be ½(Sl. No.3) , ¼ (Sl. No.4) and for large linen(Sl.no.2), the rates will be double ;keeping the cost of bed sheet as base price

1. I / We the undersigned, certify that I / We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. That no Civil /Criminal / Income Tax / Service Tax / Blacklisting case is pending against me/my firm in any Govt. Institution.
3. The rates quoted by me / us are valid and binding on me / us for acceptance for the entire period of contract.

**ENCLOSURE:-**

1. Original DD of Rs. 15000/- (Rs. Fifteen Thousand Only) vide DD No..... Date \_\_\_\_\_  
Issued by bank in favour of Habra SGH RKS as EMD.
2. Self attested copy of address proof like Ration Card/Electoral Photo Identity Card/Aadhar Card etc. vide No----- dated\_\_\_\_\_.
3. Self attested copy of PAN Card No

SIGN. OF THE TENDERER

NAME OF PROP./FIRM

ADDRESS WITH STAMP

*Slush*  
14-2-19  
Superintendent  
Habra State General Hospital  
North 24 Parganas