

**HABRA STATE GENERAL HOSPITAL, NORTH 24 PARGANAS**  
E-Mail:- [habrasgh@gmail.com](mailto:habrasgh@gmail.com)

Memo No. HAB/SGH/ 685.

Date- 23/05/22

**PUBLIC NOTICE (Re-Tender 2<sup>nd</sup> Call)**

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

**Big Clothes** (Bed Sheet, Curtain, maxi, Surgeon Gown, Woolen Blankets, Mosquito Net etc)

**Small Clothes** (Pillow cover, Towel, Perineal sheet, eye towel, petticoat, baby sheet, draw sheet, patients kurta, patients pyjama, gloves cover etc)

**Blankets**

**Note:** The rates shall be quoted by the bidders only for Big Clothes. On the basis of which the hospital shall pay for small clothes @ 50% (half) of the quotes price and for blankets at the double of the quoted price.

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 office of the District Magistrate, North 24 PGS ([www.north24pgs.gov.in](http://www.north24pgs.gov.in)) under the category of below Rs. 2 Lac.
2. All quotations must be under sealed cover, accompanied by an FDR as EMD valid for a period of six months for **Rs. 20,000/- (Rs. Twenty Thousand Only)** in favour of Habra State General Hospital, RKS
3. Quotations can be deposited in the Chamber of Superintendent of Habra S.G. Hospital, on all working days between **10:00 AM to 2:00 PM on or before 30-05-2022.**
4. Quotations will be opened on **30-05-2022 at 3:00 PM** in the Chamber of Superintendent 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 Medical Superintendent, Habra S.G. Hospital, Habra, North 24 PGS, pin-743263.
6. The Firm/bidder should have PAN Card issued by the Income Tax Department.
7. Trade license no. I.T.Return (current)/TDS(current)/GSTIN Return (current), P.Tax return (current), PAN no. is the mandatory required documents from the bidders.
8. The quoted price must be inclusive of all charges/taxes.
9. The Medical Superintendent reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

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

Memo no. HAB/SGH/ 685/1(5)  
Copy forwarded to the information:-

1. The CMOH, North 24 PGS
2. The SDO, Barasat Sadar
3. Web site of District of North 24 PGS
4. The Assistant Superintendent(NM) Habra SGH with the request to display the Public Notice on the Notice Board of this Hospital
5. Office Copy

(DR. BIBEKANANDA BISWAS)  
SUPERINTENDENT, HABRA SGH  
Habra, North 24 Parganas.  
Dated: 23/05/22

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SUPERINTENDENT, HABRA SGH  
Habra, North 24 Parganas.  
Dated: 23/05/22

## TERMS & CONDITIONS OF TENDER FOR LAUNDRY SERVICES

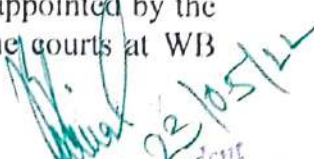
1. The laundry services shall be meant for the entire hospital with specific reference to the IPD, OPD, different diagnostic blocks, emergency services, maternity services, operation theatres (Major & Minor), administrative blocks etc. or as per the directions of the hospital authorities from time to 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 everyday from 8:30 a.m. to 10 a.m. and returned to various departments in evening from 2:30 p.m. to 4 p.m.
4. Wear and tear if any, should be noticed during the collection and must be pointed out to that department. Defect if any found later on will be the responsibility of the contractor.
5. The provision of appropriate material supplies (full compliance to MSDS guidelines) and manpower required for the laundry services shall be borne by the contractor.
6. The contractor shall deposit the washing material (soap, detergent etc.) as per monthly requirement in the hospital store under the supervision of Store Pharmacist/ Ward Master in charge and collect the same as and when required.
7. Disinfection of clothes will have to be ensured 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. No bleaching items to be used.
10. The contract will be initially for **a period of one year**. The contract can be extended further for another one year (total 02 years) on mutual agreement on same rates, terms & conditions, if the performance is satisfactory. The extension shall be granted on the sole discretion of the Medical Superintendent.
11. The bidders should have valid identity proof and PAN Card issued by Income Tax Department
12. The bidders will have to deposit **Rs. 20,000/- (Rs. Twenty Thousand Only)** with the Price Bid as an EMD in the form of FDR for a period of six months in favour Habra State General Hospital, RKS
13. EMD of the applicants shall be returned 30 days after the award of work to successful bidder.
14. The successful bidder will have to deposit **Rs. 15,000/- (Rs. Fifteen Thousand Only)** as a performance guarantee in the form of FDR/Bank Guarantee for a period of 01 year in favour of Medical Superintendent, Habra State General Hospital, RKS immediately before award of contract. This security deposit shall be refunded after 60 days of completion of all the contractual obligations and after obtaining No Dues Certificate from the department.
15. After awarding the work, the contractor shall execute the Agreement containing all Terms & Conditions with the hospital authorities within 10 days of the issue of Award Letter.

  
Superintendent  
Habra S. G. Hospital  
Habra, North 24 Parganas

16. Payment will be made on monthly basis on submission of bills in triplicate duly verified by the concerned head of the Branch/Unit.
17. Income Tax/Cess as applicable will be deducted from each bill before payment as TDS
18. No service charge shall be given by the hospital as per IT/Sales Tax rules.
19. For any breach of the terms and conditions on the part of the contractor, the Medical 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 Medical Superintendent may terminate the contract and forfeit the Performance Security.
20. The hospital shall provide laundry space along with water supply for the Laundry services.
21. Addition/alteration/modifications in the existing laundry premises are not permissible without prior approval of hospital authority. Any damage to the hospital property/fixtures will have to be rectified/ replaced by the contractor.
22. The machinery and equipments are to be handled and maintained properly. Any damage due to mishandling and negligence shall be recovered from the contractor.
23. Subletting of any kind in any form is not permissible.
24. The attendance and other relevant records shall be kept by the contractor at his own cost and be produced by him on demand of the Hospital authorities.
25. Every worker engaged in laundry services shall wear the neat and clean uniform including the protective devices according to season. The uniform affixing thereon the badge mentioning the name/designation of the worker shall be provided by the contractor at his own cost.
26. The contractor shall engage the laundry staff between the age of 18 years to 40 years and if any complaint of misbehaviour 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.
27. Police verification of antecedents and medical fitness of the staff deployed will have to be got done by the contractor and reports shall be submitted to the hospital within one month of the beginning of the work, failing which penalty @ Rs. 200/- (Rs. Two Hundred Only) per week shall be imposed & deducted from the bills.
28. In case any person engaged by the contractor is found to be inefficient, quarrelsome or found indulging in unlawful or union activities, the contractor shall replace such person with a suitable substitute at the direction of the department.
29. The department shall not be liable to provide any sort of accommodation to the staff or person deployed by the contractor and no cooking/lodging will be allowed in the premises of the hospital at any time.
30. 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.

  
Superintendent  
Habra S. C. Hospital  
Habra, No. 10, 741001

31. The contractor is liable to follow all the provisions of Minimum Wages Act, Contractor Labour (R&A) Act and others relevant laws/rules. The contractor is liable to maintain all the relevant records, registers and documents as required by the Labour Department, Regional Provident Fund Commissioner and Employees State Insurance Corporation or other local bodies as per the existing rules and as amended from time to time. The agency shall be responsible for providing all benefits to its employees as per rule/law.
32. The contractor shall comply with legal requirements for obtaining licence under Contract Labour (R&A) Act, 1970 etc. if and as required.
33. In case of any violation of statutory provisions under Labour Laws or otherwise on behalf of the contractor, there will not be any liability on the Hospital authorities..
34. In case by virtue of the Workmen's Compensation Act, the Government if obliged to pay compensation to such person employed by the contractor in execution of the work, the Govt. will be entitled to recover from the contractor the amount of compensation so paid.
35. The contractor shall indemnify the Department against all other damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the contractor or persons deployed by him, or any person under his control, whether in respect of accidents, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
36. The contractor shall be responsible for any type of statutory or mandatory claims or penalties in light of the defaults with reference to the above provisions.
37. 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. Such notice may be signed on behalf of Lt. Governor of WB by hospital authorities.
38. The contract may also be terminated at any time by the hospital administration if any reference in this regard is received from Health & Family Welfare Department/Finance Department of Govt. of WB.
39. As and when any situation arises in violation of any terms & conditions of the contract executed between the parties to terminate or cancel or at the time of expiry of the contract, the contractor will be held responsible to preserve the laundry equipment intact and hand over the same in functional status, otherwise, contractor shall be liable to pay the damage occurred due to any lapse on his part, and the amount of the damage of equipment will be deducted from amount of security deposited.
40. 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.
41. In case of any dispute or differences, the award of the Arbitrator appointed by the Lt. Governor of WB will be final and binding on the parties. The courts at WB shall only have jurisdiction for the same.

  
22/05/24  
**((DR. BIBEKANANDA BISWAS))**  
**SUPERINTENDENT, HABRA SGH**  
Habra, Nadia, West Bengal

**PRICE BID FOR PROVIDING LAUNDRY SERVICES AT HABRA S.G. HOSPITAL, NORTH 24 PARGANAS**

To  
The Medical Superintendent,  
Habra State General Hospital, North 24 Parganas

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

S.No.	Item	Quoted price inclusive of all charges/taxes.	
		In figures	In words
1	Big Clothes (Bed Sheet cotton, Curtain, maxi & Surgeon Gown, woolen Blanket, Mosquito net)		
2	Small Clothes (Pillow cover, Towel, Perineal sheet, eye towel, petticoat, baby sheet, draw sheet, patients kurta, patients pyjama, gloves cover, patient's pant, operation gown, Leggings, patient's gown, cut sheet, curtain/parda, Turkish towel, screen(colour), face mask, operation sheet, eye sheet, Mops, Hand towel, operation towel)	No need to quote the price This shall be half of the price quoted for big clothes.	
3.	Blankets	No need to quote the price. This shall be double the price quoted for big clothes.	

**Note: The rates shall be quoted by the bidders only for Big Clothes. On the basis of which the hospital shall pay for small clothes at 50% (half) of the quotes price and for blankets at double of the quoted 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.

**ENCLOSURES**

1. Original FDR of Rs. 20000/- (Rs. Twenty Thousand Only) vide FDR No ..... issued by bank in favour of Habra S.G. Hospital, 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

STAMP

  
Superintendent  
Habra S. G. Hospital  
Habra, North 24 Parganas.