



ALL INDIA INSTITUTE OF MEDICAL SCIENCE BHUBANESWAR
RFP for Empanelment & Annual Rate Contract for the Laundry Services

SECTION 1 – INVITATION OF THE BIDS

Sealed Tenders are hereby invited to provide Laundry Services in the Hostels of **ALL INDIA INSTITUTE OF MEDICAL SCIENCE, BHUBANESWAR**

Pre- Bid Meeting Date & Time : 12-04-2017 at 3.00PM
Pre-Bid Meeting Place : Academic Block, 1st Floor, AIIMS, Bhubaneswar
Last date & time of submission : 27-04-2017
Place of Submission of Bids : Academic Block, 1st Floor, AIIMS, Bhubaneswar
Submission of Bids : Two Bid System

The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Price Bid. Both the Technical Bid and Price Bid envelopes should be clearly marked as "Envelope No. 1 -Technical Bid" and "Envelope No. 2 - Price Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with Tender No. & Due Date and to be submitted to

"Asst. Store Officer"

All India Institute of Medical Sciences,
Patrapada, Sijua
Bhubaneswar- 751019

Opening Date & Time of Tender : 27-04-2017 at 3.00PM

Place of Opening Tender: Academic Block, 1st Floor, AIIMS, Bhubaneswar

Tender Fees :

Tender Fee of Rs. 1000/- (Rs. One Thousand Only) in the form of Demand Draft in the favour of AIIMS, Bhubaneswar, payable at Bhubaneswar to be submitted in Technical Bid "Envelop-1".

Earnest Money Deposit:

Earnest Money Deposit (EMD) of Rs. 15,000/- (Rs. Fifteen Thousand only) in the form of Demand Draft in the favour of AIIMS, Bhubaneswar' payable at Bhubaneswar to be submitted in Technical Bid

SECTION 2: ELIGIBILITY CRITERIA

1. The Bidder should have an established firm for a minimum period of Five years at Bhubaneswar or nearby Areas. (Certificate of Incorporation/Registration Certificate of the firms)(Copy to be enclosed)
2. Attested copy of deed of partnership, if the firm is a partnership concern and of Memorandum and Articles of Association duly certified in case of Company.
3. Photocopy of Shop & Establishment License / Factory License (Copy to be enclosed)
4. Copy of registration under Contract Labour Act as well as certificate of registration of firm if so, with registrar of firms.
5. Copy of the PAN CARD of the firm (Copy to be enclosed)
6. The Bidder must not be blacklisted/ suspended or any service related dispute with any organization / Govt. Organisations / Semi Govt org/ Banks in India or outside India.
7. The Bidder should accept RFP Terms & Conditions.
8. The bidder must have adequate experience of execution of similar work in Govt. offices / PSUs/Autonomous Bodies and other similar organizations. Necessary supporting documents like single purchase orders, work completion certificate, payment certificate etc. for services of Laundry (work completion certificate and bill to be enclosed and details in
9. The Bidder should have Annual Business Turnover should be of minimum Rs.2 lakhs for the last two Financial years i.e. 2014-15 & 2015-16. (Copy of Audited Annual Accounts for the last two years to be submitted).
10. Brochure, original technical catalogue with detailed specification and picture of laundry offered, if relevant.
11. The Bidder should have submitted / filed ITR for last two years i.e. A.Y. 2014-15 & A.Y. 2015-2016. (Copy of filed Acknowledgments to be submitted.)
12. Valid Sales Tax/VAT Registration certificate. (Copy to be enclosed)
14. List of material (Soap, Detergents etc.) to be used.
15. The Contractor should possess valid ISO - 9001 certification for as many offered services as possible.
16. Bidder's should have valid Industrial water permission letter from the BMC office.
17. Trade License from Municipal Authority.

Relevant Information :

Tender should be dropped in the tender box kept in the office of concerned Department / Section or to Indenter. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.

Tender can be submitted in person or through post/ courier. AIIMS, Bhubaneswar shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid so as to reach on or before the due date and time.

1. Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in AIIMS, Bhubaneswar.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

3. Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, AIIMS, Bhubaneswar, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.

All prospective BIDDERS who have downloaded the bidding document may visit AIIMS, Bhubaneswar, website for amendments / modifications which will be binding on them.

4. Bid Opening Process:

The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at AIIMS, Bhubaneswar.

Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.

One authorized representative of each of the bidder would be permitted to be present at the time AIIMS, Bhubaneswar.

SCOPE OF WORK

1. LAUNDRY SERVICES:

1.1. Cleaning Services:

The service procedure should be equipped with modern, automatic laundry equipment to wash clothes like bed sheets, pillow covers, towels of varying sizes, , leggings, gowns, student's like shirts/pants/kurtas/pajamas, etc, of various sizes. The supervisor & the staff is required to have a thorough knowledge of all the steps of washing, ironing, folding, distribution of clothes.

1.2. Daily Services:

i). Laundry services should be provided daily on all week days and there should be no delay on the part of laundry in processing the dress received and in returning it to the concerned students.

ii). The soiled/washed clothes shall be collected/delivered respectively, by the contractor at the prescribed time from all the Hostels under proper acknowledgment in duplicate (one copy for the concerned Hostel and the other copy for laundry records).

iii). Authorities of AIIMS, Bhubaneswar will decide the timing of collection of clothes, to be followed by the vendor.

iv). The clothes items should be washed using good quality soaps/detergents, all stains removed using good quality stain removers, wherever applicable optical brightening agents are applied, wherever applicable starch is applied, dried properly, pressed without any wrinkles, folded neatly before delivery of the same.

v). The contractor is solely responsible for any loss, damage, discoloration, bleeding of colours, fading of prints, wear and tear, etc., caused due to use of inappropriate washing steps /cycles / chemicals / detergents, etc., OR poor quality chemicals & detergents OR inappropriate handling, mixing of colored & white linen, etc., and the cost of the same will be recovered from the payment due to him in first

Instance and may also be adjusted against the security deposit.

vi). If the quality of the washed linen items are not found to be complying with the stipulations made above, the same shall be rewashed and will also be treated as a violation of terms and conditions and the cost equal to the extent of rewashing will be recovered from the payment due or payable to the contractor.

Contractors Staff is required to maintain a proper log of all the linen incoming and outgoing on daily basis separately for each Hostel and is required to generate a monthly report. The contractor's staff should be able to identify linen of each Hostel separately.

2.3. Ensure that, there are no extraneous items among soiled laundry, linen and textiles prior to placing in collection bags.

2.4. The complete job of collecting of dirty linen from earmarked places to supply of washed linen to earmarked places of the hostels shall be carried out by the contractor.

- 2.5. The contractor shall arrange to machine press shirts, Trousers/Jeans&Pajamas, Bed sheets, pillow covers etc. All Terri cot clothes have to be hand pressed.
- 2.6. The contractor has to obtain 'No Dues Certificate' on last working day of every month from all Hostels.
- 2.7. The Contractor's staff should enter AIIMS, Hostel premises display Identity Card on person.
- 2.8. Loading / unloading of soiled linen will be done by the Contractor.
- 2.10. Counting of linen must be done in the presence of respective staff of the Hostels.
- 2.11. Torn linen to be kept separately for repairing /condemnation while delivery of washedlinen and keeping record of condemned linen.
- 2.12. Used linen should be collected every day from the respective Hostels and deliver the same within 2 days' time.
- 2.12. Washing and Ironing should be clean & neat. Uncleaned linen will be sent back for re-washing without any additional charges

SECTION –3: PRICE BID

Please specify the laundry charges for washing & ironing for the following Items as given below:

(To be submitted on the letterhead of the company / firm)

Sl No	Items for washing & press	Price per Unit	Items for dry wash	Price per Unit	Items for steam press	Price per Unit	Items for dying	Price per Unit	Items for mending & stitching New/old Items	Polishing items	Price per Unit
1	Jean pant		Coat		Black material		Jean pant		All types of materials	Saree	
2	Formal pant		Jacket		White material		T-shirt			Leather items	
3	Shirt		Sweater		Nylon material		Shirt				
4	T-shirt		Pull over		Woollen		Saree				
5	H-pant		Sal		Jeans Pant						
6	Door screen		Saree								
7	Bed sheet		(Woollen /silk) blanket								
8	P.cover										
9	Gamuccha /Towel										
10	Blanket										
11	Towel bath										
12	Mosquito net Single /double										

Sl No	Items for washing & press	Price per Unit	Items for dry wash	Price per Unit	Items for steam press	Price per Unit	Items for dying	Price per Unit	Items for mending & stitching New/old Items	Polishing items	Price per Unit
13	Chair cover										
14	Shalwarkamij										
15	Dupatta										
16	Saree										
17	Ladies suit										
18	Apron										
19	Chudidar										
20	Gents suits										
21	Tops										
22	Kurti										
23	Ladies college uniform										
24	Blazer										

The price bid is submitted in a format as per illustration given above. All price bids should be submitted in a separate sealed envelope marked as "Financial Bid"

- 1) It is mandatory to quote for all items.
- 2) Quoted prices should be exclusive of all taxes and levies. Taxes as applicable shall be paid extra to the appointed agency
- 3) Estimated quantity may increase or decrease.