



आरोग्यम् परमं सुखम्

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR**

**अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर**

INSTITUTE OF NATIONAL IMPORTANCE UNDER MINISTRY OF HEALTH AND FAMILY WELFARE

(स्वास्थ्य और परिवार कल्याण मंत्रालय के अंतर्गत राष्ट्रीय महत्व की संस्थान)

Devipur campus, Ramsagar, Deoghar, (Jharkhand) - 814152

देवीपुर परिसर, रामसागर, देवघर, (झारखण्ड) - ८१४१४२

Invitation of quotation  
for  
Laundry service  
at  
AIIMS Deoghar

Reference No.: AIIMS/Deoghar/Hospital/laundry service/2023-24/45

Date of Issue: 16<sup>th</sup> November 2023

Last Date of Submission: 22<sup>nd</sup> November 2023

All India Institute of Medical Sciences, Deoghar

Devipur campus, Ramsagar, Deoghar: 814152, Jharkhand

Email: office.aiimsdeoghar@gmail.com

**Reference no:** AIIMS/Deoghar/Hospital/laundry service/2023-24/09

## **Invitation of quotation for Laundry services for Hospital at AIIMS Deoghar**

**Sealed Quotations** are invited on behalf AIIMS, Deoghar for providing **Laundry services for Hospital** at AIIMS Deoghar as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach in the office of the undersigned on or before **22.11.2023 at 05:00 PM**. The **Envelope containing the quotation** must be sealed and **super scribed as under:-**

**“QUOTATION FOR LAUNDRY SERVICES FOR HOSPITAL AT AIIMS DEOGHAR;  
REFERENCE NO.: AIIMS/DEOGHAR/HOSPITAL/LAUNDRY SERVICE/2023-24/45 DUE  
ON 22.11.2023 at 05.00 PM”**

**The Quotation should be send to the address:-**

LPC Committee  
AIIMS Deoghar Devipur Campus,  
IPD Block – A 4<sup>th</sup> Floor, LPC Office  
Ramsagar, Deoghar, Jharkhand -814152..

### **1. Terms & Conditions:**

- a) The quotations received **after this deadline or unsealed shall not be entertained** under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. The offer submitted by Fax / email shall not be considered and no correspondence will be entertained in this matter.
- b) Quotations must be in the **enclosed prescribed Performa (Annexure -2) on the letter head of the firm duly signed** by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- c) The work shall be executed as per direction of the nominated person.
- d) The total amount of the contract/work given will be not more than 2.5 lakh.
- e) The linen has to be collected, washed / cleaned properly and stains of any type have to be removed without any blot and any loss to the material of the cloth. The linen must be washed and ironed properly to the satisfaction of the authorities. The vendor shall use washing material of branded /standard quality. If the washed clothes received are not found satisfactory the same will be returned for washing without any additional expenditure.
- f) The Vendor will use its own washing machine and other laundry equipment for general wash. The Vendor shall use only ISI marked detergent/washing material as specified in the contract agreement.
- g) The work should not be sublet to others at any circumstances.

- h) In case it becomes necessary use any material other than the approved, prior permission shall be obtained from the controlling authority.
- i) Dirty / soiled linen and used clothes will have to be collected and handed over to the various Departments after proper washing and ironing strictly on daily basis, failing which the penalty as decided by competent authority will be levied on each occasion continuous default may lead to cancellation of contract.
- j) The Soiled Linen shall be collected by the Vendor at the prescribed time from all the concerned department under proper acknowledgment in duplicate (One copy for the concerned department and the other copy for the Vendor). The washed & pressed linen as detailed above shall be delivered by the personnel of Vendor to the concerned department at the prescribed time under proper acknowledgment. AIIMS, Deoghar will not provide any space or personnel or transportation or material or any other support or infrastructure to the Vendor to execute his work.
- k) The Vendor is solely responsible for any loss, damage, discoloration, bleeding of colour, fading of prints, wear & tear, etc., to the linen and the cost of the same will be recovered from the payment due to him in the first instance.
- l) The Vendor should have separate facility to wash linen items of patients admitted in COVID ward so that it should not get mixed with general laundry items.
- m) Blood-Stained linen will have to be washed separately from other normally stained linen and should not be mixed with each other.
- n) If the Vendor fails to wash and clean the clothes in time the same will be arranged from outside and all expenses on this account will be recovered from the dues payable to the contractor.
- o) The timing of collection of linen will be regularly in the morning and evening hours of the day and distribution of the cleaned and ironed linen will be in the evening and next morning or as per the need of the AIIMS Deoghar.
- p) The laundry services for the AIIMS Deoghar shall be provided on all days (including Sundays & Holidays) during the contract period. Failure to provide service shall attract penalty. The amount of penalty should be Rs. 1000/- (Rupees One Thousand) on each occasion.
- q) Wear & tear if noted during the collection of cloths must be pointed out to concern department. Defect if any found later on will be the responsibility of the Vendor, and Vendor is liable to provide the new cloth in place of such defective piece.
- r) Daily record during collection of dirty linen items/distribution of Cleaned washed and ironed linen items should be maintained in the department wise registers duly signed by the representative of Vendor and Department official, who is looking after the day to day transaction of such linen items.
- s) **Payment clause:** The bill in triplicate may be sent to this office for settlement after satisfactorily completion of work. The bill should have full particulars of the items(s) and submitted on monthly basis. No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis

of the order of award of work. The vendor shall submit the bill only after successfully completion of work to the satisfaction of the AIIMS Deoghar.

- t) Rates must be quoted in Indian rupees in words and figures.
- u) Rates must be inclusive of **all charges** (including Freight charges, all taxes etc.).
- v) **Performance Security:** The Successful bidder will be required to furnish an amount **Rs.7,500.00/-** as a performance security in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the "All India Institute of Medical Sciences (AIIMS)Deo" payable at Patna within 30 days from the award of work order. Security Deposit shall be kept valid for a period of 90 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract or if in case firm stop the work for any reason. Performance Security will be discharged after 60 days from the completion of contractor's performance obligations under the contract. 12 months warranty period from the date of completion of the satisfactory installation.
- w) **No overwriting or cutting** is permitted in the rate. If found, the quotation shall be summarily rejected.
- x) The agency has to start the work within **07 days** of issue of the work order otherwise the entire amount of security deposit shall be forfeited by AIIMS Deoghar without any notice.
- y) **The total cost/amount per kilogram of cloths will be taken in consideration for L1.** Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- z) The firm / agency may satisfy the following conditions and **attach self-attested copy of the same with the quotation:**
  - The firm shall have valid GST / Other taxes and IT PAN.
  - Registration of firm.
  - The firm should not be black listed by any Government agency/Department.
  - Similar work order of any government institute.
- aa) Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and It will be rejected accordingly. Any conditional quotation shall be rejected summarily.
- bb)**Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Deoghar with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to arbitrator appointed by The Executive Director, AIIMS, Deoghar, whose decision will be final and binding upon the contractor.

- cc) AIIMS Deoghar reserve the right to accept or reject any or all quotations without assigning any reason there of and also does not bind itself to accepted the lowest quotation.
- dd) No quotation will be accepted if received after due date. The envelope containing quotation should be sealed with WAX/TAPE on both sides.
- ee) Procurement will be as per rule **GFR-155** of Government of India.

**Encl.:** Annexure 1 (Format of price bid)

(Annexure - 1)

Reference no: AIIMS/Deoghar/Hospital/laundry service/2023-24/45

Date:

**[Letter head of firm]**

**PRICE BID FORM**

To,  
Assistant Procurement officer,  
AIIMS, Deoghar.  
Dear Sir,

I/We ..... am/are submitting the quotation for reference "QUOTATION FOR LAUNDRY SERVICES FOR HOSPITAL AT AIIMS DEOGHAR; REFERENCE NO.: AIIMS/DEOGHAR/HOSPITAL/LAUNDRY SERVICE/2023-24/45 DUE ON 22.11.2023 at 05.00 PM" for AIIMS Deoghar.

1. I/We have thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
2. I/We hereby offer to work at the following rates:

S. no.	Name of the Items	Rate/kg (Rs.)	GST.	Total Rate/kg (Rs.)
1	Bed sheet			
2	Pillow cover			
3	Small surgical drapes			
4	Big Surgical drapes			
5	OT changing dress for all			
6	Patient dress			
7	Small Towel			
8	Cap/Mask			
9	Curtains			
10	Surgical gown			
11	Blanket			
12	Miscellaneous			

- The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.
- Attached all the relevant documents asked.

Date:

(Name):

Place:

Name of Firm/Company/Agency:

GSTIN No.:

Phone No:

Email:

(Signature of Authorized Person) \_\_\_\_\_

Seal:\_\_\_\_\_