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MAULANA AZAD INSTITUTE OF DENTAL SCIENCES
(AN AUTONOMOUS BODY UNDER GOVT. OF NCT OF DELHI)

MAMC Complex, BSZ MARG, NEW DELHI-02

Planning Branch

Notice Inviting Tender Laundry Services in MAIDS

Sealed Tenders are invited from the Companies/Agencies engaged in Laundry Services to provide Laundry Services in MAIDS for a period of Two Years extendable by another year on mutual agreement & satisfactory performance. The Tender Programme is as under:-

Tender I.D. No.:.....

EMD = Rs.5,000/-

- | | | | |
|------|--|---|---|
| i) | Date of release of Tender | : | 23 rd May, 2013 at 11.00 P.M. |
| ii) | Last Date for Submission of Tenders | : | 6 th June, 2013 upto 1.30 P.M. |
| iii) | Opening of Pre-Qualification Bids | : | 6 th June, 2013 at 2.30 P.M. |
| iv) | Date & Opening of Price Bids | : | 7 th June, 2013 at 11.00 P.M. |
| v) | Last Date & Time for Submission of EMD | : | 6 th June, 2013 upto 1.30 P.M. |

Tender documents may be submitted in two parts as detail under:-

A. Pre-Qualification Bids

- i) Copies of PAN Card.
- ii) List of Offices/Hospitals where Laundry Services are being provided by the Tenderers.
- iii) Details of infrastructure for washing of Linen like own Dhobi Ghat and water supply.
- iv) a. Name & Address of the Firm:
b. Name of Proprietor:
c. Phone Number:
- v) Details of Bank Account:
a. Name of Beneficiary:
b. Name of Bank and Branch:
c. Account Number:
d. I.F.S.C. Code:
- vi) Experience Certificate of Washing Linen in Govt. Hospitals for atleast one year.
- vii) Undertaking on Rs.10/- Non-Judicial Stamp Paper as per Annexure-I.
- viii) Any other relevant documents.

All these documents in that serial order may be placed in a Sealed Envelope Marked "Pre-Qualification Bid Document for Laundry Works".

B. EMD:-

EMD of Rs.5,000/- in the form of FDR or Bank Guarantee in the name of Director-Principal, MAIDS for a period of two years ending 30th June, 2014 may be submitted in a separate envelop marked "EMD for Laundry Services" by due date & time.

C. Price Bid

The Sealed Price Bids may be submitted in Annexure-II

The Price Bid shall be submitted in a Sealed Envelope marked "Price Bid for Laundry Works".

All these three envelops may be placed in a fourth envelop which may also be sealed and subscribed: Tender Documents for Laundry Services.

Terms & Conditions:-

1. Bidder must assess the work/business before submission of his bids.
2. The rates to be quoted should be inclusive of delivery and other incidental charges etc. Taxes/Levies if any, should be specifically indicated separately in the quotations.
3. The Tenderer should abide by the MAIDS rules and regulations.
4. The Contractor should not assign the contract to any other person or allow any person to interfere in the management of Laundry Services.
5. In case the Contractor fails to render services to the satisfaction of the MAIDS Authority, the MAIDS shall be at liberty to get the work done by any other party or to enter into a fresh Contract for the for remaining period at Contractor's risk and expenses.
6. All the expenses with regard to the execution of the Agreement on Stamp Paper of Rs.50/- shall be borne by the Contractor which shall be executed in Delhi.
7. In the event of committing any breach of Terms & Conditions contained herein by the Contractor, the MAIDS shall be at Liberty to terminate the Agreement forthwith and without prejudice to other rights and shall be entitled to forfeit the due payments if any.
8. The provision of appropriate manpower, material supplies required for performing the tasks/processes of the Laundry Services shall be borne by the Contractor and other necessary appliances required for competing the Job shall also be arranged by the Contractor.
9. The Complete job of collection of dirty Linen and supply of cleaned Linen to various departments shall be carried out by the Contractor.
10. The Contractor should ensure disinfection of the Linen before washing.
11. The timing of collection of Linen should be regular in the morning and evening or in the next morning depending on the quantum of Linen as per the need of the MAIDS.
12. The Contractor shall engage the Laundry Staff above the age of 18 years. For any complaint of misbehavior and misconduct of the employees, the responsibility shall be of the Contractor.
13. At any stage in the laundering process, the Contractor is liable for replacement of the damaged Linen with new one of same quality and quantity.
14. The successful firm shall have to undertake the job of washing of Linen only after getting written orders from the Hospital.
15. The Contractor shall have to return the washed Linen within two days from receipt of the Linen to the department failing which Rs.200/- fine for first instance and Rs.500/- on subsequent instances shall be levied as penalty.
16. For damage of Linen, penalty shall be charged as present value of Linen Plus Rs.200/- in first instance and value of Linen+Rs.500/- on subsequent instances.
17. The Contract may be terminated or revoked at the discretion of Director-Principal, MAIDS without assigning any reason by giving 30 days written Notice.
18. The Director-Principal reserves the right to reject any or all Tenders without assigning any reason.

**Director-Principal,
MAIDS**

UNDERTAKING

To

The Director-Principal,
Maulana Azad Institute of Dental Sciences,
MAMC Complex, New Delhi-110002.

1. The undersigned hereby bind myself enter into Laundry Services Contract for the MAIDS for a period of Two Years on the Terms and Conditions as enclosed in this Tender Document.
2. I Shall abide by the MAIDS rules and regulations.
3. I shall not engage any staff below the age of 18 years.
4. I shall not assign the present contract to any other person/firm.
5. In case I fail to render the services to the satisfaction of the MAIDS authority, they shall be at liberty to get the work done by the other party or to enter in to a fresh contract of the remaining period on my risk and expenses.
6. All the expenses with regard to the execution of the Agreement on stamp paper of Rs.50/- shall be borne by me.
7. In the event of my Committing any breach of terms and conditions contained herein, the MAIDS shall be at liberty to terminate the Agreement forthwith and without prejudice to other rights.
8. The Complete job of collection of dirty linens and return supply of cleaned linen to various Departments and other designated points shall be carried out by me.
9. The time of collection of linen will be regular in the morning and evening and /or in the next morning depending on the quantum of linen as per the need of the Hospital.
10. It is also certified that I have carefully read all Terms & Conditions detailed in the Tender document and I shall strictly follow the same.

Sign:

Name:

Address:

Telephone No.:

Maulana Azad Institute of Dental Sciences

Annexure : II

Price Bid

Rates may be quoted as per list given below without Taxes:-

S. No.	Linen	Rate per item (In Rs.)	In words
1.	Bed Sheet		
2.	Pyzama		
3.	Towel Big		
4.	Towel Small		
5.	Pillow Cover		
6.	Curtain		
7.	Warm Blanket		
8.	Shirt		
9.	Doctors Coat		
10.	Maxy		
11.	Draw Sheet		
12.	Duster		
13.	Eye Towel		
14.	Abdomen Sheet		
15.	Doctors Gown		
16.	Baby Sheet		
17.	Blanket		
18.	Dari		
19.	Doctor's Apron		
20.	Sofa Covers Single		
21.	Sofa Cover Triple		
22.	Cut Sheet		
23.	Kurta		
24.	O.T. Hand Towel		
25.	O.P.D. Dreep		
26.	S.P.C. Dreep		
27.	Staff Car Sheet Covers		

I have read all the Terms and Conditions of the Tender Document and I fully agree with them. I will abide by the Terms and Conditions, of the Tender Document.

Signature of Bidder

Date: _____

Place: _____

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Planning & Purchase Branch

The split AC installed in Room no. 08 ground floor of Planning & Purchase Branch is not working from last 2 days. Kindly get it repaired immediately as without AC it is extremely hot in the Room.

(R.B. Geol)
Consultant (Plg.)

Jr. Engineer (AC),
PWD Electrical Division,
L.N. Hospital, New Delhi-110002.

