

TENDER DOCUMENT

LAUNDRY SERVICES AT RTRMH

RAO TULA RAM MEMORIAL HOSPITAL
GOVT. OF NCT OF DELHI
JAFFARPUR, NEW DELHI-110073

RAO TULA RAM MEMORIAL HOSPITAL, JAFFARPUR, NEW DELHI-110073

**OFFICE OF THE MEDICAL SUPERINTENDENT
RAO TULA RAM MEMORIAL HOSPITAL (GOVT. OF NCT OF DELHI), JAFFARPUR
NEW DELHI-110073**

Tender ref. no. :RTRMH/III/16/Laundry/(17)/13-14/pt I

Ph: 91-11-25318444, 25318555

Medical Superintendent, RTRMH, Jaffarpur, New Delhi-110073 invites online quotations for Laundry Services in Hospital for a period of one year and extendable for another one year on the basis of mutual understanding between the hospital authorities and the contractor.

The vendors interested in participating in e-tender should have registration on e-procurement portal of Delhi Govt. and class II b digital certificate/signatures. For registration regarding e-tendering the intending tenderer may contact at Help Desk, 6th Floor, C- Wing, Vikas Bhavan-II, (Near Metcalfe House), Civil Lines, Delhi-110054.

Tender will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to remain present as per mentioned schedule. In case of any holiday on the day of opening, the tenders will be opened on the next working day at the same time as scheduled above.

Terms & conditions of tender are available on Delhi Govt. Web Site <https://govtprocurement.delhi.gov.in> and tender document can be downloaded from there. Firms may seek additional information/any clarification in the pre bid meeting.

SCHEDULE OF TENDER

TENDER PUBLISHING DATE	01/11/2017
EMD FEE	RS. 12000/-(Rupees Twelve Thousand only)
FOR EXEMPTION OF EMD	ALLOWED
PRE BID MEETING DATE	13/11/2017 at 02:30 PM
VENUE OF PRE BID MEETING	Room No.36, RAO TULA Ram Memorial Hospital Jaffarpur, New Delhi-110073.
BID SUBMISSION START DATE	15/11/2017 from 02:00 PM
BID SUBMISSION END DATE	23/11/2017 up to 2:00 PM
LAST DATE OF SUBMISSION OF PHYSICAL FORM	23/11/2017 up to 2:00 PM
PLACE FOR SUBMISSION OF DOCUMENT PHYSICAL FORM	ROOM NO 34, CT BRANCH, RAO TULA RAM MEMORIAL HOSPITAL, JAFFARPUR, NEW DELHI-110073.
BID OPENING DATE(PRE-QUALIFICATION CUM TECHNICAL BID)	23/11/2017 up to 2:30 PM
FINANCIAL BID OPENING DATE	TO BE NOTIFIED LATER AND CAN BE SEEN ON WEBSITE

Note: - 1. No hard copy of the financial bid shall be submitted by the bidder otherwise his tender shall be straightway rejected.

2. In case the last day of bid submission/opening happens to fall on a holiday, the date and time for physical submission/opening will extend to the next 1st working day at the same time.

MEDICAL SUPERINTENDENT
RAO TULA RAM MEMORIAL HOSPITAL

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal

1. Bidder should do Online Enrollment in this Portal using the option Click Here to Enrol available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnITrustline/SafeScripT/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.

3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time **(as per Server System Clock)**.

For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002

E-Mail : support-eproc@nic.in

Registration documents may be submitted by vendors at

Address : 6 th Floor,
C- Wing,
Vikas Bhavan-II, (Near Metcalfe House),
Civil Lines,
Delhi-110054.

Tel : 011-23813523 (Monday - Friday, 09:30 AM to 06:00 PM)

Format: -

The e-tender shall be submitted in 2 parts, viz.

(A) Pre-qualification cum Technical Bid.

(B) Price Bid.

“A” PREQUALIFICATION CUM TECHNICAL BID (ESSENTIAL DOCUMENTS)

Before submitting, Bidders shall check & arrange in order the list of essential documents mentioned hereunder, failing which the tender shall not be considered.

Documents to be submitted in original in the Tender box provided in the CT Branch, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073 on or before last date of Submission of the e-Tender: -

1. EMD/Bid Security of Rs. 12,000/- (Rupees Twelve Thousand only) in form of F.D.R. (Fixed deposit receipt)/Bank Guarantee will remain valid for 45 days beyond the final bid validity period (minimum 165 days from the last date of bid submission) issued by Nationalized/Commercial Bank, in the name of Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur New Delhi-110073 as per NIT/RFP must accompany the tender, (Ref point 2 of Terms and conditions).

OR

Self attested valid exemption certificate for EMD (Ref point 2.2 of Terms and conditions)

2. An undertaking on "Non-Judicial" Stamp paper of Rs. 100/- duly attested and stamped by Notary Public on prescribed Performa (Annexure-I)
3. An Under taking on Non-Judicial Stamp Paper of Rs. 10/- for No Criminal Liability of bidder and his personnel/manufacturer duly attested and stamped by Notary Public on prescribed Performa (Annexure-IV)
4. Annexure-VII along with Check list (Annexure VIII) of the tender document duly filled signed and stamped with photograph of the bidder.

Note: - Only above desired documents should be submitted and no other papers along with these documents should be submitted.

The bidders have to submit self attested Scanned documents in the Pre-qualification cum technical bids on the web site of e-procurement portal of Delhi Govt.

1. GST Registration certificate, if applicable.
2. Latest VAT return submitted to the department of Trade & Taxes/GST return (Should not be more than one year old).
3. PAN Card of the Firm/Individual quoting tender.
4. Income Tax Return filed by the firm for the financial year 2016-17 indicating the same PAN number as submitted.
5. EMD or Valid exemption certificate for EMD (refer point 2.2 in chapter III).
6. Annexure I
7. Annexure IV
8. Annexure VII
9. Experience Certificate of laundry services of any hospital for at least one year in the last five years.
10. Proof of identity and residence of the tenderer.

“B” COMMERCIAL BID (Price Bid)

Documents for Price bid:

1. Scanned copy of duly signed and sealed copy of **Annexure III**

TERMS AND CONDITIONS

1. VALIDITY OF TENDERS / TERMS OF CONTRACT:

- 1.1 Unless earlier terminated as set forth herein, this **contract is effective for the term of One year** or till the finalization of next tender, whichever is earlier from the date of issue of the rate contract. However, it can be further extended for a period of One Year on mutual agreement of both the parties after expiry of validity of contract.
- 1.2 The validity of the tender will be for a minimum period of 120 days from the last date of bid submission. However the Medical Superintendent has the right to extend the said period. The hospital authority may request the bidder for extension of the period of validity .The request and response thereto shall be made in writing (or by fax or e mail). The validity of EMD provided as stated in Point (A)(1) at page no. 6 of this tender document shall also be accordingly extended.

2. EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

- 2.1 A **Fixed Deposit Receipt/Bank Guarantee of Rs. 12,000/-(Rupees Twelve Thousand only)**, from a Nationalized Bank/Commercial Bank, in the name of Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073 as per NIT/RFP. Earnest Money deposit will remain valid for 45 days beyond the final bid validity period (minimum 165 days from the last date of bid submission). **No Cheque / Postal order / Money Order / Cash payment/Demand Draft will be accepted.** A model format of Bank Guarantee for furnishing EMD is provided at Annexure V.
- 2.2 However firms who are registered with DGS&D Panel, NSIC or the concerned Ministry or Department are exempted from depositing the Earnest Money on production of the said registration. Registration proof should also be uploaded along with prequalification documents on given website of tender.
- 2.3 EMD is liable to be forfeited if the tenderer/bidder/dealer withdraws or impairs or derogates the bid in any respect within the period of validity of its tender.
- 2.4 Under no circumstances, interest on EMD would be payable by Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073(RTRMH) administration.
- 2.5 The EMD of unsuccessful bidders shall be returned within 30 days after finalization of the rate contract, EMD of the successful bidder shall only be returned after submission of Performance security. The EMD will be forfeited if the successful bidder fails to abide by the terms & condition in toto.

3. PERFORMANCE SECURITY DEPOSIT

- 3.1 In order to ensure due performance of the contract a performance security shall be taken from the successful bidder (within 14 days of notification of award). Performance security shall be obtained from every successful bidder & same shall be of **Rs. 50,000/- (Rupees Fifty Thousand Only)**. Performance security shall be furnished in the form of Fixed Deposit Receipt

or Bank Guarantee from a Nationalized/commercial bank and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier. Performance Security is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect. A model format of Bank Guarantee for obtaining Performance Security is provided at Annexure VI.

3.2 REFUND OF PERFORMANCE SECURITY

Performance Security shall be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

4. Lowest (L1) will be decided on the basis of SUM TOTAL AMOUNT taking into consideration present average monthly wash of cloths mentioned in Group A-E in annexure – III.
5. **PENALTY:**
 - (a). The contractor will be wholly responsible for providing Laundry Services at Rao Tula ram Memorial Hospital and will ensure that collection of linen will be regularly/daily in morning hours of the day and distribution of cleaned and ironed linen will be in the next day morning. In case of delay, penalty will be charged for Rs. 150/- per day for delay in delivery of linen up to one week and thereafter up to Rs. 200/- (Rs. Two hundred only) per day.
 - (b). In case of loss/damage of any linen item, the same will be recovered / replaced by the contractor. The cost to be recovered will be assessed by the Nodal Officer; the decision of the Medical Superintendent in this regard will be final and binding on the contractor.
6. The hospital authority reserves its right to reject any or all tenders received without assigning any reason thereof.
7. In case of any dispute or difference, the award of the arbitrator appointed by the Lt. Governor of Delhi will be final and binding on both parties and court at Delhi / New Delhi only shall have the jurisdiction over the same.
8. The successful bidder will have to enter into a detailed agreement before submitting the security deposit; the bidder will have to provide a Hundred Rupees Non-Judicial Stamp Paper for the preparation of the agreement (Annexure IX).
9. The contractor shall abide by the hospital rules and regulations.
10. The rates quoted by the contractor are valid and binding upon him for the entire period of the contract.
11. The linen will be collected and delivered back using his own transportation, along with a receipt which is to be provided by the contractor. The linen will be disinfected & collected as such as per BMW Guidelines.
12. The department will deduct income tax at source under section 194-C of the income tax Act, 1961 from the contractor at the prevailing rate of such sum as income tax comprised there in subject to income tax act, besides any other relevant tax applicable.

13. The contractor will use his own detergent / soap / material of branded and good quality and keep the linen under hygienic conditions / odor free.
14. The hospital authority has a right to visit the laundry site at any time for the inspection of quality of work.
15. No hike in quoted price and change in quality of washing the linen will be allowed during the validity of tender.
16. **Termination Clause:** One month notice from head of Institution and three months notice from the contractor for termination of Services.

MEDICAL SUPERINTENDENT
Rao Tula Ram Memorial Hospital
Jaffarpur

ANNEXURE – I

UNDERTAKING (to be executed on Rs. 100/-Nonjudicial Stamp Paper)

To
The Medical Superintendent,
RTRMH, Jaffarpur,
New Delhi -110059
Sir/Madam,

1. This is to certify that I have gone through all the terms and conditions mentioned in the tender document.
2. That the rates quoted by me are valid and binding upon me for the entire period of the contract.
3. The undersigned hereby bind myself to Lt. Governor of Delhi for providing laundry services at Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi for the period of the contract.
4. The security money deposited by me shall remain in the custody of the Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi till the expiry of the contract. No interest thereon will be claimed.
5. Any damage to the hospital property, if any due to lapse on my part or on the part of my staff may be recovered from me. I shall be fully responsible for the acts, conduct and behavior of the staff deployed by me / us.
6. Should any lapse occur on my part or on the part of my staff while discharging the services the hospital authorities may cancel my contract and award the work to another agency and difference may be recovered from me and may forfeit the security deposit.
7. That the decision of Medical Superintendent Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi will be binding upon me.
8. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against my firm.
9. I undertake that I will not submit any irrelevant documents with the tender and in doing so I will not have any objection if my tender is rejected on that ground.

Place
Date

Signature of Bidder
(Name of Bidder)
With seal of firm

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if any thing adverse comes to the notice of purchaser during the validity of tender period Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi will have full authority to take appropriate action as he/she may deem fit.

Place
Date.....

Signature of Bidder
(Name of Bidder)
With seal of firm

ANNEXURE – II

S. No.	Descriptions
GROUP A	Small Size cloths
1	Green Sheet
2	Small/Hand Towel
3	Pillow Cover
4	Leggings
5	Cut Towel/Sheet
Group B	Medium Size cloths
1	Kurta
2	Payjama
3	Jacket
4	Peticoat
5	Dr. coat/Lab coat
6	Draw Sheet
7	Screen Sheet (Medium)
8	Big/Medium Towel
9	Window Curtain
10	Examination Table sheet
Group C	Large Size Cloths
1	Bed Sheet
2	Maxi/Green Gown
3	Abdominal Sheet
4	Door Curtain
Group D	Blanket etc.
1	Big blanket
2	Small blanket (Baby)

PRICE BID FOR LAUNDRY SERVICES

**OFFICE OF THE MEDICAL SUPERINTENDENT
SHRI DADA DEV MATRI AVUM SHISHU CHIKITSALAYA, DABRI
NEW DELHI-110045**

GROUPS	Descriptions	Average Monthly Wash (A)	Unit	Rates (B)	Total amount per month (A) x (B)
GROUP A	Small Size cloths	1500	Per Cloth		
Group B	Medium Size cloths	450	Per Cloth		
Group C	Large Size cloths	3000	Per Cloth		
Group D	Big Blankets	20	Per Cloth		
Group E	Small Blankets	50	Per Cloth		
PER MONTH SUM TOTAL AMOUNT TOTAL OF GROUP A TO GROUP E					

Note:

1. The rates shall be quoted exclusive of service tax but inclusive of freight, octroi etc. The service tax shall be paid as per service tax rules prevailing at that time.
2. Lowest (L1) will be decided on the basis of SUM TOTAL AMOUNT taking into consideration present average monthly wash of cloths given above.
3. The columns shall be clearly filled in ink legibly or typed.
4. The quoted discount shall be firm and final and no revision shall be allowed during the contract period on any grounds.
5. **No Column should be left blanks** which would be otherwise made the tender liable for rejection.
6. **Price bid should not be uploaded with pre-qualification cum technical bid documents otherwise made the tender liable for rejection. It should be uploaded with price bid only.**
7. In case of tie, the successful bidder would be decided by a draw of lots in the presence of the bidders, who may wish to be present on the occasion.

NOTE:- **The price bid must be uploaded in PDF format only**

Annexure-IV

NO CRIMINAL LIABILITY UNDERTAKING ON RS. 10/- AFFIDAVIT

Tender ID No:

I/We.....D/o,S/o.....Resident of
(Address)..... do solemnly pledge and affirm :-

1 That I am the manufacturer/proprietor/partner/authorised signatory of

M/s

.....

.....

2. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against the firm/me/manufacturer.

Place:

Date:

**Signature of the Bidder
(Name of Bidder)
Rubber Stamp of Bidder**

ANNEXURE – V

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Tender Enquiry No. :

MODEL BANK GUARANTEE FORMAT FOR BID SECURITY (EMD)

To

The _____

WHEREAS

(name and address of the bidder) (hereinafter called "the Applicant ") has undertaken to submit proposal/application for the NIT no..... dated to provide _____ services (herein after called "the Services").

AND WHEREAS it has been stipulated by you in the said contract that the Applicant shall furnish you with a bid security in the form of bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the NIT/tender terms and conditions;

AND WHEREAS we have agreed to give the Applicant such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Applicant , up to a total of Rs _____ (Rupees _____ only), and we undertake to pay you, upon your first written demand declaring the Applicant to be in default under the tender terms and conditions and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the NIT/tender documents which may be made between you and the Applicant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Annexure-VI

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the "Bank") of the one part and _____ (Name of the Authority / Hospital / Department) (hereinafter called the "Authority / Hospital / Department") of the other part.

2. WHEREAS _____ (Name of the Authority / Hospital / Department) has awarded the contract for Running of Laundry services contract at agreed rates (hereinafter called the "contract") to M/s _____ (Name of the contractor) (hereinafter called the "contractor").

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).

4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Authority / Hospital / Department the full amount of Rs. _____ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the Authority / Hospital / Department, the Bank is engaged to pay the Authority / Hospital / Department, any amount up to and inclusive of the aforementioned full amount upon written order from the Authority / Hospital / Department to indemnify the Authority / Hospital / Department for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Authority / Hospital / Department immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor.

The Bank shall pay to the Authority / Hospital / Department any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least 60 days longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Authority / Hospital /

Department agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Authority / Hospital / Department and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the Authority / Hospital / Department in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Authority / Hospital / Department for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the Authority / Hospital / Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (year) being herewith duly authorized. For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name _____

Designation _____

I.D. No. _____

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.

Signature _____

Name _____

Address _____

Witness-2.

Signature _____

Name _____

Address _____

Annexure-VII

BIDDER DETAILS
(Scanned copy to be uploaded)

Tender ID No

Due on

Affix duly attested
passport size
recent
photograph of the
authorized person

<u>S.No</u>	<u>Description</u>	<u>Details</u>
<u>1</u>	Name of the Bidding Firm	
<u>2</u>	Address of the Bidding Firm	
<u>3</u>	E-mail	
<u>4</u>	PAN card Number:	
<u>5</u>	GST Registration No.	
<u>6</u>	EMD Type & No.	
<u>7</u>	Amount of EMD	
<u>8</u>	EMD Valid up to(Date)	
<u>9</u>	Name of issuing bank & Branch of EMD	

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date:

Signature of bidder
Name of bidder
Name of Firm with Seal of Firm

Tender ID No:

Annexure-VIII

Check-list for document

Physical form(Hard Copy) documents

To be Submitted in Original Copy along with Annexure-VII

S. No	Document	Yes/No
1	Bid Security/EMD in form of F.D.R.(Fixed deposit receipt)/Bank Guarantee issued by Nationalized/Commercial Bank remain valid for 45 days beyond the final bid validity period or Valid Exemption Certificate of EMD. (Ref point 2 of Terms and conditions).	
2	An undertaking on "Non-Judicial" Stamp paper of Rs. 100/- duly attested and stamped by Notary Public on prescribed Performa (Annexure-I)	
3	Under taking on Non-Judicial Stamp Paper of Rs. 10/- for No Criminal Liability of bidder and his personnel/manufacture duly attested and stamped by Notary Public on prescribed Performa (Annexure-IV).	
4	Annexure –VII along with check list (Annexure VIII) of the tender document duly filled signed and stamped with photograph of the bidder.	

Check-list for uploading Scanned documents

S.No	Document	Yes/No
1	GST registration certificate	
2	Latest VAT return submitted to the department of Trade & Taxes/GST return (Should not be more than one year old).	
3	PAN Card of the Firm/Individual quoting tender.	
4	Income Tax Return for the financial year 2016-17 submitted to the income tax department.	
5	EMD or Valid Exemption Certificate of EMD	
6	Annexure II	
7	Annexure III	
8	Annexure VII	
9	Experience Certificate of laundry work of any hospital for at least one year	
10	Proof of identity and residence of the tenderer	

Check-list for uploading Price Bid

S.No	Document	Yes/No
1.	Annexure III	

Date:

Signature of bidder.....

Name of Bidder.....

Name of the firm with seal of firms.....

CONTRACT FORM

(to be executed by successful bidder only, in Rs. 100 Non Judicial stamp paper)

AGREEMENT

This agreement made at Delhi this day of, between The Medical superintendent RAO TULA RAM MEMORIAL HOSPITAL, JAFFARPUR, NEW DELHI-110073, on behalf of and in the name of the President of India, hereinafter referred to as '**Purchaser**' which expression shall unless repugnant to the context or meaning there of include its successors and assigns on the one part.

AND M/s.having its office atacting through its(hereinafter referred to as the **Supplier** which expression unless repugnant to the context and meaning thereof includes its assigns, successors and administrations on the other part. WHEREAS the Purchaser invited Rate Contract offer for Laundry services at RTRMH on the terms and conditions envisaged in the terms schedule issued with the Rate Contract Offer Document and purchased by the supplier.

AND WHEREAS the supplier has accepted each and every term and condition contained in the Tender Document, while submitting his offer. The contractor has agreed to provide Laundry services on the terms and conditions of this agreement to the Purchaser.

AND WHEREAS the Purchaser accepted the offer submitted by the contractor vide its letter of acceptance no..... datedin consideration of the mutual consent and undertakings hereinafter specified and for other good and valuable consideration this agreement witness and is hereby agreed on the conditions of the RCO and the following documents shall form and be constructed a part of the Agreement Deed: -

- a) The terms & conditions of the Rate Contract Document
- b) The tender document
- c) The letter of acceptance dated
- d) The offer submitted by the contractor
- e) The rates (discounts) mentioned in annexure to agreement.

The aforesaid documents shall be taken as complementary and mutually explanatory of one another but in case of discrepancies and ambiguities shall take precedence in the order set out above. In this regard the decision of Medical superintendent RAO TULA RAM MEMORIAL HOSPITAL, JAFFARPUR, NEW DELHI-110073 Purchaser shall be final.

For Contractor
.....

Signature with Office Seal

Medical superintendent
Rao Tula Ram Memorial Hospital,
Jaffarpur, New Delhi-110073