

**OFFICE OF THE SUPERINTENDENT, SCB MEDICAL COLLEGE HOSPITAL,
CUTTACK**

TENDER CALL NOTICE

Email : scbsuperintendent@yahoo.com

Sealed tender are invited from competitive parties for outsourcing, maintenance of Laundry services in SCB Medical College & Hospital, Cuttack (Around 2000 beds). The tender should contain both technical bid (part-1) and financial bids (part-2) separately. The technical bid would be opened first and financial bids of those bidders will be opened who qualify technically. The projects include outsourcing of **fully Mechanized Laundry Services** with provide machinery and bed sheet such as collection of soiled bed sheets, other linens from wards and other areas daily, clean and ironing them perfectly. Other terms and conditions are mentioned in the tender document. The detail terms and condition of this tender call notice can be obtained from tile office of the undersign on deposit of Rs.5,000/- (Rupees Five thousand) only during office hours on proper application through their authorized representative. Those who have downloaded from the website can be submitted with a **Demand Draft of Rs. 5,000/- (Rupees Five thousand) only in favour of Superintendent, SCB Medical College Hospital, Cuttack payable at Cuttack**. The cost of Tender paper is non refundable. The details terms & condition can be downloaded from the website <http://www.scbmch.nic.in>. The last date of submission of tender will be 30th day by 2pm from date of publication in the news paper. The tender will be opened in the presence of the Bidders or their authorized representatives in the office of the undersigned, SCB MCH, Cuttack and the date / time of opening of the tender papers will be intimated to all participating bidders subsequently. In the event of failure of any particular bidder or authorized agent to remain present at the time of opening of the tender paper, the tender paper will be opened in the presence of available bidders present at the time of opening. If the last date falls on the Govt. Holiday then **the tender papers will be received till 2.00 P.M. on the next working days**. Tender received after schedule date and time shall not be entertained. The authority reserves the right to reject or cancel any / all tender papers without assigning any reason thereof. It is mandatory that the tender paper will reach the office of the undersigned only through **registered post / speed post**. The undersigned has no responsibility for any postal delay / transit delay on the part of bidder.

Superintendent
SCB Medical College Hospital,
Cuttack

N.B. : The tender paper will be rejected if the bidder changes or omit any clause or annexure of the bid document downloaded from the website.

Terms of Reference (ToR) for Outsourcing of Laundry Services

Introduction:

The importance of running a laundry service at a reasonable cost to the patient by the hospital need no emphasis. The importance of a clean environment and linen for optimal patient care has been stressed upon since the very inception of hospitals. A sick person coming to the alien environment of the hospital gets tremendously influenced and soothed by the aesthetics or cleanliness of the surroundings and the linen. Clean linen is an aid to reduction of hospital acquired infections. The main objective of the laundry service will be to provide better patient care through properly planned and cleaned linen supplies.

Requirements:

The SCBMCH, Cuttack has the requirement to laundry & dry clean the hospital linen, which comprises of big / small linen items both white and coloured, blankets, OT gowns, doctors coat, curtains, table cloth, plastic curtains tapestry etc. The laundry is to be operated on 011 days in one or more shifts depending on workload. The washed linen will be delivered within 24 hours of receipt for processing.

Responsibility:

1. The contractor shall have to set up his own fully mechanized Laundry plant inside the Medical College Campus at the place assigned by the Hospital authority.

SL No	MACHINERYES	CAPACITY/ PER UNIT	NO.OF UNIT
1	WASHER EXTRACTOR	120KG	3NOS
2	WASHER	30KG	1 NOS
	HYDRO EXTRACTOR	50KG	1 NOS
3	DRYING TUMBLER	60KG	4 NOS
4	DUBBLE ROLLER FLAT WORK CALENDER IRONER WITH AUTOMATIC FOLDER	850 dia X12 feet width x 15 feet length	1 NOS
6	STEAM GENERATOR BOILOR	200KG	2 NOS
7	BED SHEET		AS PER REQUIREMENT
8	TRANSPORTATION VEHICLE FOR (COLLECTION DIRTY LINEN & DELIVERY CLEAN LINEN)		AS PER REQUIREMENT

2. The agencies will use laundry chemicals of Diverse or quality equipment for daily washing of the hospital linen.
3. Collection and transport of dirty linen. The contractor will be responsible for collection of dirty linens from the different User area and transport the same to the fully Mechanized laundry complex with special vehicle.
4. The contractor shall do the work of sorting processing of used linen with standard laundering process including (repairing if needed), the finishing packing. Transportation and delivery of washed clothes in a covered trolley to the user area daily.
5. The hospital authority will identify the torn linen at the time of collection. The contractor shall replace the torn ones within 24 hours of identification by taking into notice of hospital authorities.
6. The contractor shall be responsible for safe disposal of lift chemicals and other washing materials and other garbage produced in the laundry.
7. Separate vehicle for transport and storage of dirty & washed linen will be used. The hampers or carts to transport soiled textiles should be appropriately cleaned after every use and should be kept away from those to be used in transporting clean textiles. Under no circumstances dirty and clean linen should be mixed. The maintenance and procurement of carts is the responsibility of the contractor.

8. The contractor will be process linen as per approved washing procedure and approved washing formula. All the washed linen should be absolutely bacteria free. The hospital authority shall test the bacteria count of any selective bed sheet randomly.
9. Standard universal precautions to be followed while collecting and handing infected and solid linen.
10. Bio Medical Waste (Handling and management) rules-2016, wherever applicable will be followed by the contractor.

Manpower

- The contractor shall employ adequate number of well trained staff. Firm will provide uniforms, aprons and other protective gear to ensure proper protection to all workers. All workers will be immunized by the firm before employment and during the course of as and when needed. All personnel involved in collection, Transport , sorting and washing of solid textile should be consistently & appropriately trained at frequent intervals specially for the use of appropriate personal protective equipment (PPE) and be supervised to assure compliance with protective procedures.
- The contractor shall employ those persons in the laundry who are found to be medically fit. Hospital reserves its rights to examine any of the employees for medical fitness without prior notices. Expenses, if any incurred by the hospital on medical examination of such employees, shall be borne and paid by the contractor.
- The contractor shall comply with the laws applicable to employees working in the laundry regarding working hours, minimum wages, safety, cleanness, leave, overtime allowance, PF, retrenchment benefit, medical benefit like ESI etc. if on accounts of non compliance with the provision of any such laws. Hospital is called upon to make any payment to or in respect of his employees, the contractor shall fully reimburse to institute all such payment and institute shall be free to make deduction on account of monthly bill or security deposit, in which case, the contractor shall immediately pay to the institute such amount as may be necessary to make up the required security deposit or from the dues which may be payable to the institute to the contractor. The contractor will sign an indemnity bond in favour of hospital assigned, to this effect.
- The contractor shall responsible for procurement of all the detergents/ washing chemicals of the specification as per approved washing formula by the hospital authority. The institute authorities can make surprise check to verify that the items used are as per approved formula and right quantity of these are being used.
- It shall be responsible of the contractor to employ adequate number of cleaners and sweepers and provide them with adequate and necessary equipments/ materials for keeping the laundry scrupulously clean and in a sanitary condition to the satisfaction of the institute authorities. Anti rodent and pest control measures will also be strictly followed and it will be the responsibility of the contractor to ensure that premises are free of these.
- The hospital shall not be held responsible for any loss or damage due to any reasons whatever to any type of inventory, which may be kept in the said laundry store by the contractor. The premises provided to the contractor should only be used for the purpose as mentioned in the contract. Under no circumstances, the premises are to be used for any other purpose, than what has been mentioned in the contract. The general safety and ensuring fire safety of the premises is the responsibility of the contractor.
- The concerned authority of the hospital may request the contractor to withdraw any of his workers from the hospital without assigning any reasons, with 24 hours prior intimation.
- The agency should depute a qualified and dedicated staff to manage the laundry activity in the hospital and will coordinate in executing the same with hospital and be responsible for supervision of the work. The agency shall supply a telephone/mobile to the said person who will be in contact with hospital employees.

COMMITMENTS BY THE HOSPITAL

(i) Space and accommodation requirement:

Place and accommodation for the laundry will be provided by the Hospital to the contractor for a specified period of contract. At the time of termination of the contract, the contractor will have the liberty to either remove all his materials, or to, hand over to the next contractor. On the expiry or earlier termination of this Agreement, the said laundry shall be vacated peacefully by the contractor and handed over to the hospital in the condition they shall received. In case during the period of contract, the contractor decides to terminate the contract, a notice for a period of not less than 3 months must be given to the hospital Administration.

(ii) Electricity, Stream and water supply:

These will be provided by the Institute for operations of laundry machines, general lighting & ventilation in the premises. The firm shall pay the actual bill or a fixed amount as decided by the hospital authority for the use of electricity.

(iii) Bed sheets and other linens:

The service provider will supply bed sheets and pillow cover to all wards and will replace torn linens as and when required as per the requisition of the concerned Sister - In-charge and Unit Heads. The other items like blankets, all OT items door and window curtains, baby net etc will be provided by the Hospital Administration.

TERMS OF PAYMENT:

The monthly bill will be raised by the contractor, based on actual work done during the said month after satisfactory verification by the concerned Sister In-charge and Prof. & HOD and same shall be payable by the concerned Hospital. On delay of payment due to unavoidable circumstances the contractor shall continue to provide un-interrupted service.

- a. **The agency** shall be paid on the monthly basis as per the rate per bed sheet/ other linen finalized through the tendering process.
- b. TDS as applicable shall be deducted from the payment as per the income tax act.
- c. GST as applicable shall be paid as per rules.

SUPERVISION & QUALITY CONTROL:

- ❖ The Hospital Management shall have right to terminate the contract of the services rendered by the contractor, which are not of the requisite standard. Hospital shall cancel the agreement with notice of 2 months to the contractor.
- ❖ Management shall demand and supplied with a sample of any washing chemical or detergent for inspection and analysis & if required to be sent for testing by the approved laboratory.
- ❖ Hospital authorities will have unfettered right to inspect the premise, process of laundry finished product at anytime and contractor will cooperate with the authorities.
- ❖ Designated officials of the hospital will have unfettered right to entered the laundry premises at any time in order to inspect and execute, any structural additions and alteration or repair to the said laundry premises, repairs to electric water and sanitary installation which may be found necessary from time to time . the time and date for this propose will be fixed with the mutual convenience of both the parties , as far as possible. However if this is not possible in any exigency, the Hospital authority may allow entry of other designated officials for above purpose.

PERFORMANCE GAURANTEE:

The finally selected Bidder(s) will be required to furnish an irrevocable Contract Performance Guarantee (P.G.) of 5% of the tendered contract agreement within 15 days of issue of letter of intent in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement. The guarantee shall be in the form of Government Securities or fixed deposit receipts or Guarantee bonds of any Scheduled Bank or the State Bank of India. In case a fixed deposit receipt of any bank is furnished by the contractor to the Government as a part of the performance guarantee and the bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor shall forthwith on demand furnish additional security to the Hospital to make good the deficit. In case of failure by the contractor to furnish the performance guarantee within the specified period, the hospital shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely.

The performance guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of performance guarantee extended to cover such enlarged time for completion of work, The performance guarantee shall be returned to the contractor without any interest after completion of work. In the event of the contract being determined on rescinded under provision of any of the clause/condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the hospital authority.

GENERAL TERMS & CONDITIONS:

1. The 1st party (Hospital) reserves the right to cancel the contract agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work contract. In such eventuality 1st party further reserves to get the work done from open market or through other agencies. 2nd party (contractor) will also be black listed in the institute for a period of 2 years from participating in such type of tender and his earnest money/security deposit may also be forfeited.
2. Any person who is In Govt. Service anywhere or an employee of the institute should not be made a partner to the contract by the 2nd party directly or indirectly in any manner whatsoever.
3. The contractor shall indemnify the 1st party (institute) against all other damages/charges and expenses for which the institute may be held liable or pay on account of the negligence of the 2nd party or his servants or any person under his control whether in respect of accident, injury to the person or damages 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.
4. If any information furnished by 2nd party is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the Principal Employer.
5. The individual signing the quotation form or any document forming part of the contract on behalf of 2nd party, shall be responsible to produce a proper power of attorney duly executive in his favour stating that he has authority to bind other such person of the firm as the case may be in all matters pertaining to the contract including the arbitration clauses. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time, the institute may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable to all cost and damages. In case of registered or unregistered partnership firm, all the partners should sign the quotations. In case of any person signing the agreement on behalf of limited company or firm, he/she will produce a letter of authority/ resolution passed by the company empowering him/her to sign the agreement on behalf of the company or firm.

6. The workers whose services are provided by the 2nd party shall at least all times and for all purposes be the employees of the 2nd party and on no account personnel so appointed and recruited by the 2nd party will have any claim for appointment, continuous recruitment or regularization etc. against, this Institute (1st party).
7. The 2nd party shall comply with the labour laws applicable and this Institute shall not be responsible for any litigation/default from agency side.
8. In every case in which by virtue of the workman's Compensation Act, the Government of India/institute if obliged to pay compensation to such person employed by the 2nd party in execution of the work, the Government of India/institute will be entitled to recover from the contractor the amount of compensation so paid.
9. The firm will verify the antecedents of all employees working, by police verification and will keep attendance and other relevant records at its cost and will produce these on demand of any authority, The list containing the names/addresses of the personnel appointed by the agency shall be made available to the Institute authorities with their bio-data within 15 days from the date of deputing.
10. The contractor shall obtain a license under Contract Labour (R&A) Act, 1970 from Cuttack District and also submit a copy of such license duly attested in the institute prior to furnishing the tender/contract No payments would be released till the contract license is submitted to the institute. Moreover, he shall abide by all the necessary provisions of various other Labour Laws/Acts viz. ESI/Bonus, Workmen's Compensation and any other laws and rules applicable in this regard.
11. The contractor, himself, shall be responsible for any type of statutory/mandatory claims or penalties in light of the default with reference to the above provisions.
12. In case any person engaged by the contractor is found to be Inefficient, quarrelsome, infirm, and invalid or found indulging in unlawful or union activities, the contractor will have to replace such person with a suitable substitute at the direction of the competent authority.
13. The institute shall not provide any sort of accommodation to the staff of person deployed by-the contractor and no cooking/lodging will be allowed in the premises of the institute at any time.
14. The laundry service shall be meant for the whole institute (Main Hospital & Centers including IFD, OPD, different Diagnostic blocks, Emergency services, Maternity services, Minor & Major OT's, Administrative block, Teaching Blocks etc.), or as per the director's of institute authorities from time to time.
15. The provision of appropriate manpower, material supplies, required for performing the tasks processes of the laundry service, shall be borne by the contractor.
16. The complete job of collecting of dirty linens from earmarked place/places to supply of cleaned lines to earmarked place/places of the hospitals shall be carried out by the contractor (i.e. sluicing, washing, hydro-extraction, drying, repairing of the linens, ironing/calendaring, storing and issue or distribution of cleaned linen).
17. The tenderer will be wholly responsible for providing laundry services in the institute. The linen must be washed and ironed properly up to the satisfaction of institute authorities If any defect, damage or deficiency is noticed, payment in part or full may be held & penalty may be imposed.
18. Institute will decide the timing of collection of linen, to be followed by the vendor.
19. Collection, distribution of clothes should be carried out within the period as specified by institute authorities.
20. As and when any situation arise out in violation of any terms and conditions of the contract executed between the parties to terminate or cancel or at the time of expiry of the contract.

21. Every worker engaged in laundry services shall wear the prescribed neat and clean uniform according to season affixing thereon the badge mentioning on the same, the name and designation of the worker provided by the contractor at his own cost.
22. The contractor shall not engage the laundry staff below the age of 18 years.
23. If any complaint of misbehavior and misconduct comes into the knowledge of the institute authorities then all such responsibility shall be of the contractor and any loss owing to negligence or mishandling by the laundry staff, the contractor shall himself be responsible to make good for the losses so suffered by the institute.
24. The contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of institute or do anything which may cause unnecessary disturbance or inconvenience to other working there as well as to the general public in the institute premises and near to it.
25. No escalation of rates quoted will be allowed during the period of contract. The agency will honour the Fall Clause in case it also gets business in any other establishment.
26. The contractor shall not engage any sub-contractor or sublet/transfer the contract to any other agency/person in any manner.
27. The contractor shall, for providing proper and hygienically laundry services, ensure the following :-
 - (i) That a daily report of its staff on duty and about their performance is furnished & maintained.
 - (ii) That their staffs do not smoke at the place of work.
 - (iii) That any specific laundry work assigned to it by the Principal Employer or any officer authorized by him is carried out by him diligently and well in time.
 - (iv) That before using any equipment/appliances of material and products of laundry, it is having the approval of the Principal Employer as no sub standard material being used.
 - (v) The Principal Employer may also furnish that the salary wages shall be distributed in full as per Minimum Wages Act by the contractor to the laundry workers) if the presence of a representative of the institute and a certificate to this effect is provided
28. The Institute will deduct Income Tax at source under section 194-C of the Income Tax Act. 1961 from the contractor @ 2% or appropriate amount as applicable of such sum as income Tax comprised therein.
29. In case the agency fails to execute the job after signing the agreement/deed or leave the job before completion of the period of contract at their own accord, the hospital shall have the right to forfeit the security money deposited by the agency for the execution of the contract.
30. The contract can be terminated by the first party (Hospital Authority) by giving three months notice The second party (the contractor) if so desire to terminate the contract will be-required to give four month's notice.
31. The successful bidder will sign an MOU with Hospital Administration and the Hospital Administration has the right to include in addition to the above terms & conditions as may be considered proper at the time of execution of agreement.

PENALTY CLAUSES

- 1) In case the contractor fails to commence /execute the work as stipulated in the agreement or there is a breach of any terms and the condition of the contract : principal employer reserve the right to impose the penalty as detailed below:-
 - a) 2% of cost of order / agreement per week, up to 2 weeks delayed.
 - b) After 2 weeks delayed principal employers reserves the right to cancel the contract and withhold the agreement and get this job to be carried out from others contractor(s) from open market at the competitive rates. The defaulting contractor will be black listed as per clause stated above the difference if any will be recovered from the contractor.
 - c) The security deposited by the contractor shall be forfeited.
 - d) Penalty will be imposed for lapses/ irregularities in service as decided by the authority.

Note:- Attention is invited to relevant paras in this regard to the penalty for the unsatisfactory work and delayed in completion of work within the schedule time. The penalty clauses will be strictly imposed for unsatisfactory work or failure to complete the work within scheduled time, then tenderer may be penalized i.e 2% of the cost of order.

- 2) For any breach of contract, the Hospital authority shall be entitled to impose a penalty to the extent of Rs,1000/- Only on the first occasion upon the agency in the event of breach, violation, contravention of any of the terms and conditions contained herein brought to the notice of the committee.
- 3) If the lapse is repeated again the extent of the penalty will be doubled on each such occasion. The decision of the said officer /committee in this regard shall be final and binding upon the agency. some of the instances in which penalty would be imposed are enumerated below.(But these are not exhaustive and penalty may be imposed on any violation/breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities)
 - a) If the personnel working in laundry are not found in proper uniform and displaying their photo identity card.
 - b) If the personnel found indulging in smoking /drinking/sleeping during duty hours.
 - c) Penalty will be imposed if the behavior of the personnel (s) found is discourteous to anyone in the hospital including staff or patient.
 - d) If any personnel found performing duty by submitting a fake name and address.
 - e) If any personnel found on duty other than those mentioned in the approved list is supplied by the agency to the institution authority.
 - f) If the washing procedure given by the firm is not followed in to.
 - g) If the bed sheets are not washed properly.
 - h) Delay or non supply of cleaned linens to user site.

APPLICATION FROM FOR UNDERTAKING LAUNDRY OUTSOURCING SERVICES:-

Name of the agency	
Address with Phone Number	
Status of the Agency (Attach Supporting Documents)	
Number of the Employees on Roll	
Working experience(in related Field)	
Implementation plan Document to be enclosed	

Date:

Place:

Authorized Signatory

OFFICE OF THE SUPERINTENDENT SCB MEDICAL COLLEGE & HOSPITAL,
CUTTACK

PART-1

TECHNICAL BID DOCUMENT

(To be enveloped in separate sealed cover)

Name of the Work:-Regarding outsourcing of fully Mechanized Laundry Services.

Issued against deposit of cash/Downloaded from web site

Vide Receipt No..... Dated.....

Signature of bidder

**Superintendent
SCB medical College & Hospital, Cuttack**

PART-1 (Technical Bid)

ELIGIBILITY CRITERIA FOR THE MEDICAL COLLEGE LAUNDRY OUTSOURCING AGENCY:

The Technical Bid shall be accompanied with self attested photocopy of the following requisite documents failing which the bid shall be rejected out rightly:

1. The Technical bid must be accompanied by an EMD of Rs. 5,00,000/- (Rupees Five lakhs) only (refundable without interest) in favour of Superintendent, SCB MCH, Cuttack in shape of a Demand Draft / Bankers Cheques. Cheque drawn in any Nationalized bank in favour of **Superintendent, SCB MCH, Cuttack** failing which the tender shall be summarily rejected.
2. The quoting agency should be registered in India as a company, firm or Society. Consortium is not allowed.
3. The quoting agency must have a minimum experience of 3 years in set up and operation of in-house mechanized laundry plant in a Government or Private hospital having minimum 1000 beds.
4. The agency having experience in house Mechanized laundry service having catered to at least one in strength of 1000 bedded Medical College & Hospital.
5. Quoting agency must have submit a turnover certificate of minimum Rs.80 lakhs to Rs.1 Crore certified by Chartered Accountant (CA) during the last financial year. i.e. 2018-19.
6. The quoting agency must have ISO 9001 certification.
7. The quoting agency must have a own mechanized laundry plant setup in the premises of medical college with including following machineries.

SL No	MACHINERYES
1	Washer Extractor
2	Tumbler Dryer
3	Roller cum ironer

8. Quoting agency must submit audited balance sheets & I.T Return for the last 3 financial year i.e. 2016-17, 2017-18 and 2018-19.
9. The agency must have valid contract labour licenses.
10. The agency must have DIC / MSME registration certificate for the specified work of laundry services.
11. An Affidavit the agency must have no criminal proceeding against on him.
12. An affidavit the agency must not have any previous record of termination of contract or left out of job in the middle during the period of contract in Govt. / Private sector.
13. The agency must have ESI & PF Registration copy.
14. The agency must have GST certificate.
15. The agency must have submit list of existing customers i.e Name of health care institution , total bed strength and average daily production capacity and machinery capacity details etc.
16. The quoting agency must submit satisfactory performance certificate for same related work.
17. The agency must have PAN card.
18. The money receipt / DD (those are downloaded) of Rs5,000/- (Rupees Five thousand) towards cost of tender paper must be accompanied by the Technical bid. Failing which the tender shall be summarily rejected.

FINANCIAL:

The Bidder has to furnish Bid security (**also known as Earnest money Deposit**) to the tune of Rupees 5,00,000/- (Rupees Five lakh only) in shape of Demand Draft/ Bankers cheque drawn in favour of **“Superintendent, SCB Medical College Hospital, Cuttack”** payable at Cuttack. The Earnest money thus deposited shall be refunded to the unsuccessful bidders after finalization of tender process & the EMD of successful bidder will be converted its security deposit. If the successful bidder fails to supply laundry material the EMD will be forfeited by the Hospital Administration. No claim has been made against the medical administration in respect of interest on security deposit. The security money will be returned back to the bidder after the expiry of agreement period.

Date:

Place:

Authorized Signatory

CHECK LIST

Name of the tender: Regarding the parties for outsourcing, maintenance of Laundry Services in SCB Medical College Hospital, Cuttack.

SL NO	LIST OF DOCUMENTS	DOCUMENT ATTACHED/ NOT ATTACHED	FOR THE OFFICE USE
1	The Technical bid must be accompanied by an EMD of Rs.5,00,000/- (Rupees Five lakhs) (refundable without interest) in shape of a Demand Draft/ Bankers Cheques, Cheque drawn in any nationalized bank in favour of Superintendent, SCB MCH, Cuttack payable at Cuttack failing which the tender shall be summarily rejected.		
2	Company registration certificate.		
3	The quoting agency must have minimum experience of three (3) years own set up and operation of in-house mechanized Laundry plant in premises of Govt. / private hospital having minimum 1000 beds.		
4	The agency having experience in house mechanized laundry service having catered to strength of 1000 bedded Medical College & Hospital.		
5	Quoting agency must have submit a turnover certificate of minimum Rs.80 Lakhs to 1 core certified by Chartered Accountant CA. during the last financial year i.e. 2018-19.		
6	ISO 9001 registration certification.		
7	The quoting agency must have experience for operated a in house mechanized laundry plant setup at the premises of medical college with having mechanaries Like(washer extractor, tumbler dryer, Ironer roller).		
8	Quoting agency must submit audited Balance sheets and I.T Returns for the last 3 financial year i.e. 2016-17, 2017-18, 2018-19.		
9	The agency must have valid Contract labour licenses.		
10	The quoting agency must have MSME registration certificate in the work of laundry services.		
11	The quoting agency must submit an Affidavit that have no Criminal proceeding against on him		
12	The quoting agency must submit an Affidavit the agency must not have any previous record of termination of contract or left out of any job in the middle during the period of contract in Govt./Private Sector.		
13	The quoting agency must have submit ESI & PF registration copy.		
14	The quoting agency must submit have GST certificate copy.		
15	The agency must have submit list of existing customers i.e Name of health care institution , total bed strength and average daily washing production capacity and machinery capacity details etc.		
16	The quoting agency must submit satisfactory performance certificate for same related work		
17	The agency must submit a copy of Pan Card		
18	The Agency must submitted the original money Receipt/DD (those are downloaded) of Rs.5,000/- (Rupees Five thousand) only towards cost of tender paper (vide MR / DD NO..... must be accompanied by technical bid. Failing which the tender shall be summarily rejected.		

Signature of Bidder

**Superintendent
SCB Medical College Hospital, Cuttack**

FORMAT FOR FINANCIAL BID (PART-2) FOR OUTSOURCING OF MECHANIZED LAUNDRY SERVICES.

Name and Address of the organization/Agency:-		
SL NO	Criteria	Particulars (Rate to be quoted excluding GST)
1	Rate per bed sheet Size :	
2	Rate per OT Linen:- (Apron, Towel, Legging, pant, shirt, whole towel, Maxi, long slit)	
3	Rate per Office stationery Articles:- (Door screen, window screen, baby net, Table cloth, Draw sheet)	
4	Rate per Pillow Cover:-	
5	Rate Per Blanket:-	

GST will be paid as per rules.

Date

Place :

Authorized Signature