

Government of India
Ministry of Health and Family Welfare
PGIMER and Dr. RML Hospital, New Delhi.

File No. 55-2/2012/Mtce/PGIMER

New Delhi, Dated the 27th January, 2015.

NOTICE INVITING TENDER

Subject: Tender for rate contract for dry cleaning & washing of carpets, Sofa set, cushions, curtains, chairs, towel, blinds, bed sheets, pillow covers aprons & officials white of rooms in Post Graduate Institute of Medical Education and Research, Dr. RML Hospital, New Delhi.

On behalf of President of India, Director, PGIMER and Dr. RML Hospital invites PGIMER, Dr. RML Hospital, New Delhi invites sealed quotations to enter into rate contract for dry cleaning of carpets, Sofa set, cushions, curtains, chairs, towel, blinds, etc. in its buildings namely Academic Block, Administrative Block, Library, Auditorium, Cafeteria, Guest House etc for a period of one year with effect from date of entering into the rate contract from bonafide, reputed and experienced firms who satisfy all other terms and conditions mentioned in Annexure-I of the tender document.


2. The tender document is available at Room No. 301, Administrative Block, PGIMER building, Dr. RML Hospital on payment of Rs. 1000/- (Rupees One Thousand Only) non-refundable & non-transferable, in form of DEMAND DRAFT / PAY ORDER in favour of PAO, Dr. RML Hospital, New Delhi" on all working days between 10.00 A.M to 1.00 P.M. from 27th January, 2015 to 5th February 2015. Tender document can also be downloaded from the website of the Dr. RML Hospital, New Delhi at <http://rmlh/PGIMER.nic.in>. In such a case, Tender document fee i.e a sum of Rs. 1000/- (Rupees One Thousand Only) must be enclosed with the tender bid in similar way.

3. The tender should be submitted in the proforma given at Annexure-II along with EMD and other mandatory documents as mentioned in Annexure -I in a sealed cover. The cover duly super-scribed with the statement "Tender for rate contract for dry cleaning of carpets, Sofa set, chairs blinds, in Post Graduate Institute of Medical Education and Research, Dr. RML Hospital, New Delhi. ." and TENDER No: 55-2/2012/Mtce/PGIMER must contain the address of the Bidder and shall be addressed to The Director, Post Graduate Institute of Medical Education & Research and Dr. R.M.L. Hospital, New Delhi-110001. It should be dropped in the Tender Box placed at the 1st Floor, Administrative Block, PGIMER on or before 05.02.2015 by 1.00 P.M. Bids received after the scheduled date and time shall not be considered. The bids will be opened on the same day at 4.00 P.M. at 405, Academic Block, PGIMER.

4. The Bid must be accompanied with an Earnest Money Deposit of Rs. 40,000/- (Rupees Forty thousand only) in the Form of Demand Draft/ Pay Order drawn on any Scheduled Bank in favour of "Pay and Accounts Officer, Dr. RML Hospital, New Delhi". Bids without will be rejected without consideration. The tender document are not transferable.

5. The terms and conditions are given in Annexure -I and format of Price Bid in annexure-II.

Yours Sincerely,


(Praveen Kumar Sachan)
Dy. Controller of Examinations
Tel. Nos. 23404818, 23340948

Terms and Conditions**1) Parties:**

The parties to the Contract are the Tendering Firm and the Post Graduate Institute of Medical Education and Research (PGIMER), Dr. RML Hospital, New Delhi.

2) Addresses:

For all purposes of the contract including arbitration thereunder, the address of the firm mentioned in the tender shall be final unless the firm notifies a change of address by a separate letter sent by Speed Post/ registered Post with acknowledgement due. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3) Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he/she signs as:

- i. A "sole proprietor" of the firm or constituted attorney of such sole proprietor;
- ii. A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- iii. Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.
- iv. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, PGIMER, Dr. RML Hospital, New Delhi shall, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- v. The tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.

4) Preparation and Submission of Tender:

The tender should be submitted in the proforma given at Annexure-II along with EMD and other mandatory documents as mentioned in Annexure -I in a sealed cover. The cover duly super-scribed with the statement **Tender for rate contract for dry cleaning of carpets, Sofa set, chairs, blinds, etc. in Post Graduate Institute of Medical Education and Research, Dr. RML Hospital, New Delhi** with Tender No: **55-2/2012/Mtce/PGIMER** must contain the address of the Bidder and shall be addressed to **The Director, Post Graduate Institute of Medical Education & Research and Dr. R.M.L. Hospital, New Delhi-110001**. It should be dropped in the Tender box placed at the 1st Floor, Administrative Block, PGIMER on or before 05.02.2015 by 1.00 P.M. Bids received after the scheduled date and time shall not be considered. The bids will be opened on the same day at 4.00 P.M. at **405, Academic Block, PGIMER**. The tenderers or their authorized representatives may prefer remain present at the time of bid opening.

4.1 The Bid must be accompanied with an Earnest Money Deposit (EMD) amounting Rs. 40,000/- (Rupees Forty Thousand Only) in the form of Demand Draft/ Pay Order drawn on any Scheduled Bank in favour of "Pay and Accounts Officer, Dr. RML Hospital, New Delhi" failing which the tender will be rejected without consideration. EMD will not be accepted in any other form. EMD if any deposited previously will not be considered for present tender. While the EMD of other vendors would be returned immediately after a decision on identification of a vendor, the EMD of the selected vendor shall be returned after furnishing the performance security.

4.2 The bid should be accompanied with cost of bid document if downloaded from the web-site.

4.3 Each page of the Bid including annexures must bear signature of the tenderer and duly stamped. The tenderer should fill up the price schedule in clear and legible terms, without any overwriting or use of white fluid. The prices quoted should be written both in figures and words.

4.4 The bidder should attach the following documents with the tender/quotation otherwise the bid will be rejected out rightly-

- i. Proof of Registration with the Delhi Sales Tax /Delhi Value Added Tax
- ii. Photocopy of TIN No.
- iii. Copy of PAN Card.

4.5 Bidding must be made against all the items mentioned in **Annexure-II**. Part bidding will not be accepted and such bids will be rejected summarily.

4.6 The quoted prices should be inclusive of all taxes and overheads such as transport cost, labour charges, packaging charges etc. The consolidated price quoted shall be firm and final. The only deviation to the preceding statement could be the levies revised upward or introduced by State or Central Government after the submission of the tender by the bidder, in which case the Bidder shall produce documentary evidence.

5) **Validity:**

The bids shall be valid for a period of one year from the date of opening of the tenders.

6) **Opening of Tender:**

The bids will be opened on 05.02.2015 at 4.00 P.M. hours at 405, Academic Block, PGIMER and Dr. RML Hospital, New Delhi. The tenderer is at liberty to attend either himself or through their authorize representative at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification. Those who will qualify in Bid evaluation shall be intimated by speed post.

7) **Criterion for Evaluation of Tenders:**

A Committee constituted by the competent authority will evaluate the bids. The evaluation of the tenders will be done on the basis of fulfilment of eligibility conditions, on the basis of information furnished and the quoted price. Decision of the lowest bidder will be taken on the basis of consolidated price quoted by the bidders which includes all kinds of taxes and overheads. Any inferences drawn by the tenderers or their representatives during the opening of the Bid will be their own view and PGIMER will not be responsible and required to abide by the same.

8) **Right of Acceptance:**

8.1 Director, PGIMER and Dr. RML Hospital reserves all rights to reject any tender including of those bidders who fail to comply with the instructions at any stage without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Director, PGIMER in this regard shall be final and binding.

8.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the firm's quotation.

8.3 Successful bidder will be informed of the acceptance of his bid by speed post. PGIMER would enter into a rate agreement with the successful bidder firm which would be referred as the contractor and the Director, PGIMER for and on behalf of the President of

India would be referred to as purchaser for the supply of items. The agreement shall be valid for a period of not less than one year which may be extended on mutual consent.

9) **Time Schedule for completion of work**

The firm will have to carry out the works satisfactory within the specified period as decided by the competent authority while awarding the work orders w.e.f. the date of receipt of work order (for particular area) during the year of contract.

10) **Penalty:**

In the event of the firm failing to:

- i. Observe or perform any of the conditions of the work order as set out herein; or
- ii. Execute the order in good condition to the satisfaction of PGIMER or by the time fixed by PGIMER.

a) Failure to carry out the work quoted, after receiving the order, will be treated as a disqualification for taking part in future tender.

b) If the tenderer failed to carry out the work within the specified period as given in the work order, damages for a sum equivalent to 0.5% of the contact value of order for each week of delay or part thereof upto a maximum of 10% will be deducted from the contract price. In the event of failure to carry out the work within the specified period, in addition to recovery already stated, difference in amount would be charged from defaulter firm and to be deducted from the earnest money/bid security. However in case of non performance, the earnest money/bid security will be forfeited. However Director, PGIMER has the discretion to extend the delivery period without penalty if satisfied by the reasons of delay.

c) In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by PGIMER in that event. The EMD of the tenderer will be forfeited.

11) **Right to Call upon Information Regarding Status of work:**

Director, PGIMER shall have the right to call upon information regarding status of work at any point of time.

12) **Terms of Payment:**

12.1 The bills shall be preferred each month for work done by the firm/vendor to the general for the purpose. The firm will be required to submit the pre-receipted bills, in duplicate to general section based on the dry-cleaning work undertaken during the period/month along with satisfactory work done report verified by sanitary superintendent, PGIMER. No advance payment will be made into the party.

12.2 Payment will be made within 30 days by Accounts Payee cheque/RTGS only after satisfactory completion of work report based on the verification by Sanitary Superintendent PGIMER.

12.3 Director, PGIMER shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in preceding para.

12.4 The term "payment" mentioned in this para includes all types of payments due to the firm/vendor arising on account of this contract.

12.5 At the time of payment of bills, the Income Tax, if any, shall be deducted at source as per Government Rules and guidelines as may be prevailing at the time of payment sales tax/works tax, if any on works contract shall be directed as per rules.

12.6 Sales Tax/works tax, if any on work contract will be deducted as per rules.

12.7 All bidders are requested to submit their bank details in duplicate on Letter Head to release payments through ECS/RTGS.

13) **Scope of work.**

13.1

S.No.	Name of Item
1.	Dry Clean of Sofa One Seat (per unit)
2.	Dry Clean of Sofa Set Three Seat (per unit)
3.	Dry clean of Cushion chairs (per unit)
4.	Dry clean of Carpet (per sq ft)
5.	Dry Clean of Curtain (per panel)
6.	Dry Clean of Vertical Blinds (per strip)

*** Rate quoted should include Sales Tax/VAT, Transportation, charges etc (Complete in itself).

14. **Other terms and conditions.**

14.1 The vendor selected would be required to furnish a Performance Security of Rs. 80,000/- (Rs. Eighty Thousand only) in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of "Pay and Accounts Officer, Dr RML Hospital" payable at "New Delhi" and should be valid for a period of 2 (two) months beyond the date of expiry of Warranty Period of the items supplied.

14.2 Any violation of the terms and conditions or work of inferior quality shall result in total rejection of the tender apart from taking appropriate remedial action at the risk and cost of the bidder.

14.3 All the material shall be arranged by the contractor at his own cost.

14.4 The details of work shown in the **Annexure-II** are a projected requirement and there is no guarantee that the work order for the same will be placed. it may change as per requirement of the PGIMER or can be totally cancelled after giving order by competent authority.

14.5 There will be defect liability period of 6 months from the date of successful completion of work. The supplier should replace the rejected /damaged stores within 10 (ten) days, failing which legal action will be taken as deemed fit by the institution.

14.6 The agency shall provide telephone numbers and e-mail address to register the complaints. The agency should address the minor repair within 2 days and major repair within one week from the time of registration of complaint. In case of closure of the office the time limit will be extended accordingly.

14.7 If the complaint registered is not addressed within the stipulated time limit the department will be at liberty to get the complaint addressed from open market and as a penalty two times of the cost of such repair will be deducted either from the payment to be made to the Agency or from performance guarantee submitted by the Agency.

14.8 The firm shall not assign or sublet the work or any part of it to any other person or party.

14.9 The site can be seen on any working day before quoting for work. In case the contractor needs any clarification / assistance he may contact/Deputy Controller of Examinations (Dy.CoE) on any working day during the office hours.

14.10 The Contractor shall clean all the necessary item of work in connection herewith and leave the whole premises clean and tidy before handing over the complete work.

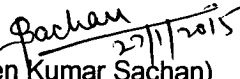
14.11 Person/ Firms whose relatives are working with PGIMER and Dr. RML Hospital are not eligible to participate in the tender process.

14.12 The PGIMER will provide adequate space within the Institute premises to the firm for execution of such of the works as are required to carried out on site. The firm while under taking the dry-cleaning work in the building would do so under the supervision of the caretaker staff deputed for the purpose. The items which are not possible to get dry-cleaned in the office premises the firm can take then out for cleaning at their own premises with the prior permission Dy.COE and no extra charges would be paid for that.

14.13 The contractor will comply with all the provisions of relevant rules and regulations as provided in the acts such as labour law, payment of wages etc.

All the tenderers should read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before furnishing their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotations are accepted by PGIMER, Dr. RML Hospital.

Yours Sincerely,


(Praveen Kumar Sachan)
Dy. Controller of Examinations
Tel. Nos. 23404818, 23340948

Performa for Price Bid

The Director,
Post Graduate Institute of Medical Education & Research,
1st floor, Administrative
Block, Dr. R.M.L.
Hospital, New Delhi.

Subject: Tender for rate contract for dry-cleaning & washing in Post Graduate Institute of Medical Education and Research, Dr. RML Hospital, New Delhi.

Dry-cleaning

S.No.	Name of Item	Rate (in Rs.)
1.	Dry Clean of Sofa One Seat (per unit)	
2.	Dry Clean of Sofa Set Three Seat (per unit)	
3.	Dry clean of Cushion chairs (per unit)	
4.	Dry clean of Carpet (per sq ft)	
5.	Dry Clean of Curtain (per panel)	
6.	Dry Clean of Vertical Blinds (per strip)	
	Total	

*** Rate quoted should include Sales Tax/VAT, Transportation, charges etc. (Complete in itself)

UNDERTAKING

I /we has/have read and understand the terms and conditions of the bid document and undertake to abide by it. I also undertake that none of my relative is working with PGIMER and Dr. RML Hospital in any capacity.

Date:

Name & Signature of the

Place:

Authorised Signatory of the firm
(With seal of the Agency affixed)