



Government of West Bengal
Office of the Superintendent
 Bolpur Sub Divisional Hospital, Birbhum
 Mail ID: bolpursdhospital@yahoo.com

Memo No. : BSDH/ 1158

Dated: 09-07-2018

NOTICE INVITING TENDER

Sealed Tenders are invited by the undersigned from the eligible reputed Firms/Establishments/Companies/Agencies /Individual [preferably having experience in hospital related outsourcing work] for '**Washing and Maintenance of Hospital Used Linens**' of Bolpur Sub Divisional Hospital and Bolpur Super Speciality Hospital, Birbhum.

'**Tender Form**' including Terms & Conditions will be available from this office from **11-07-2018 to 01-08-2018** on working days from 11 AM to 1 PM. Cost of the Tender Form is Rs. 200/- which will be deposited in RKS fund of this hospital.

TERMS AND CONDITIONS:-

1. **The bidders should apply for Tender Paper** addressed to the Superintendent, Bolpur Sub Divisional Hospital, Birbhum in letterhead pad of Firms/Establishments/Companies/Agencies/Individual with **Demand Draft of Rs. 200 /- (Rupees Two Hundred only) in favour of Bolpur SH Rogi Kalyan Samity payable at Bolpur.**
2. Tender are to be submitted in sealed cover with super scribing at the top of the cover of the envelop "**Washing and Maintenance of Hospital Used Linens of Bolpur SDH & SSH , Birbhum**" quoting the Tender Notice No. & Date addressed to the **Superintendent , Bolpur Sub Divisional Hospital , Bolpur , Birbhum, PIN-731204**
3. Tenderer should quote cleaning rates **on individual item basis and total on supplied TENDER FORM** which shall be inclusive of all the charges viz. Collection Charges, Labour Charges, Input cost, Material charges, Service Charges, Delivery Charge etc.. Minimum total rate will be accepted after verifying other terms & conditions.
4. The Tenderer shall be liable to collect linen from service areas, wash, dry, iron and supply to collection areas which may be introduced in the hospital time to time on comparable terms and conditions.
5. The Tenderer shall use his own tools, machines and other appliances for washing, drying, ironing, etc., of the linen.
6. The hospital need to get washed colour coded bedsheet daily as per Government guidelines. Tenderer should submit declaration to provide smooth services.
7. The rate should be typed and quoted in figures and word in Indian currency.
8. The **Demand Draft on any Nationalized Bank for and amount of @ Rs.2000/- (Rupees Two Thousand) only in favour of "Bolpur SH Rogi Kalyan Samity" payable at Bolpur is to be submitted along with tender as earnest money deposit (EMD).** For unsuccessful bidders, it will be released within 2 weeks after finalization of rate.
9. The successful bidder will submit **Bank Guarantee of Rs. 10,000 /- [Rupees Ten Thousand only] in favour of Bolpur SH Rogi Kalyan Samitee to this office as Security Deposit** within 10 days of completion of process before taking work order.
10. The Tender should be dropped in the specific '**Tender Box**' kept in the office establishment of the Superintendent , Bolpur Sub Divisional Hospital, Birbhum on working days **duly signed by the Tenderer with proper seal.**


 Superintendent
 Bolpur Sub Divisional Hospital
 Birbhum

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11. Date & time of Submission of Tender

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|---|---|---|
| Pre-Bid Meeting | On 10-07-2018 at 3 PM | Office of the Superintendent , Bolpur S.D.Hospital , Birbhum |
| Availability of Tender Form @ 200 /- | From 11-07-2018 to 01-08-2018 | Office Establishment of the Superintendent , Bolpur S.D.Hospital , Birbhum [Room No.-6] |
| Date & Time of submission of completed Tender form in the prescribed tender box: | On 03-08-2018 from 11 AM to 1 PM | Office Establishment of the Superintendent , Bolpur S.D.Hospital , Birbhum [Room No.-6] |
| Date of opening of Tender | 03-08-2018 at 2 PM | Office of the Superintendent , Bolpur S.D.Hospital , Birbhum [Room No.-6] |

12. The bidder should have to submit **Tender Paper and** other bid documents (should be valid and current) as mentioned below-

- i) **Quote of Washing rates Linen on individual item basis and total on supplied TENDER FORM which shall be inclusive of all the charges.**
 - ii) **Declaration in letterhead pad of Firms/Establishments/Companies/Agencies to provide services of "Washing and maintenance of Hospital Linen of Bolpur SDH & SSH,Birbhum" as deemed necessary for smooth running of the facility.**
 - iii) **Trade License - Self attested photocopy**
 - iv) **I.T. Return Certificate for last 1 year i.e. F.Y.*2017-18- Self attested photocopy**
 - v) **Pan Card Certificate for Sole' Owner or Partnership- Self attested photocopy**
 - vi) **Professional Tax Certificate with last challan- Self attested photocopy**
 - vii) **GST Registration Certificate with last return copy if any- Self attested photocopy**
 - viii) **Experience certificate in hospital related outsourcing work if any- - Self attested photocopy**
 - ix) **Demand Draft as earnest money deposit [Rs. 2000 /-]**
13. **Before formulating the bid and submitting the same , the tenderer should read and examine all the terms, conditions, instructions, checklist etc. contained in the tender documents. Failure to provide and or comply with the required information, instructions etc. incorporated in these tender documents may result in rejection of its bid.**
14. **Single Bid will be accepted** from any Firm/Establishment/Company/Agency/Individual
15. **The Security deposit may be forfeited** in case of failure of services as per decision of Tender Committee.
16. **Bidder or authorized representatives may remain present** at the time of opening of the Tender
17. **The Superintendent,Bolpur Sub Divisional Hospital,Birbhum reserves the right to accept or reject the tender partly or full without assigning any reason thereof.**

Sid
Superintendent
Bolpur Sub Divisional Hospital
Birbhum

Memo No. **BSDH/ 1158 /1(7)**

Dated:**09-07-2018**

Copy forwarded for information and wide publication please to:-

- ✓1. The District Magistrate, Birbhum.
- ✓2. The Chief Medical Officer of Health. Birbhum.
- ✓3. DIO,Birbhum with a requested to publish this 'Tender Notice' in Birbhum District Website within 2 days of issuing date.
- ✓4. The Sub Divisional Officer,Bolpur,Birbhum
- ✓5. The ACMOH,Bolpur,Birbhum
6. Notice Board of This Office.
7. Office copy

Sham
Superintendent **09/07/18**
Bolpur Sub Divisional Hospital
Birbhum