



Date: 05/12/2022

NIQ No: AIIMS/MG/MS/02/Admin/2019-20/31

Sub: - “NIQ for provision of Laundry Services” at AIIMS Mangalagiri.

Notice Inviting Quotations

On behalf of The Director, AIIMS Mangalagiri invites Quotations with price bid and other documents from eligible Manufacturers/ Firms/ Companies/ Authorized Agents/ Distributors/ Dealers/ Supplier Agencies for “Provision of Laundry Services” at AIIMS Mangalagiri, as per specified terms and conditions.

I. Schedule of Requirement: -

S.No	Description of items	Required Quantity
1.	White Bed Sheet	01 No.
2.	White Hand Towel	01. No
3.	Trolley Cover	01. No
4.	Pillow Cover	01. No
5.	Hole Towels	01. No
6.	Mackintosh Autoclavable	01. No
7.	Single Layer Drapes	01. No
8.	Double Layer Drapes	01. No
9.	Navy Blue Shirt	01. No
10.	Navy Blue Pant	01. No
11.	Sky Blue Shirt	01. No
12.	Sky Blue pant	01. No
13.	Light Green Shirt	01. No
14.	Light Green Pant	01. No
15.	Patient Gown	01. No
16.	White Big Towel	01. No
17.	Strecher Cover	01. No
18.	Big Curtains	01. No
19.	Green Cloth	01. No
20.	Grey Colour Shirt	01. No
21.	Grey Colour pant	01. No
22.	Surgeon Gown	01. No
23.	Blanket Red	01. No
24.	Eye Hole Sheet	01. No
25.	Baby Bed Sheet	01. No
26.	Apron Gown	01. No
27.	Chair Towel	01. No
28.	Blood Cover	01. No
29.	Chair Cover	01. No

II. Terms and Conditions:

REQUIREMENTS

AIIMS, Mangalagiri hospital has the requirement to launder/dry-clean the hospital linen, which comprises of big/small linen items both white & colored, blankets, plastic curtains/tapestry etc. The laundry services are to be operated on all days of week in one or more shifts depending on workload. The washed linen should be delivered to AIIMS hospital by 7.00 AM every day on next day of collection in clean covered bags carried in a clean covered vehicle. The OT and ICU linens SHOULD be delivered separately to OT and ICU RESPECTIVLY by 7:00 AM. The washed linens should be segregated item wise and color wise at time of delivery. Not more than 10% of linen should be kept pending with the vendor under any circumstances. The collection of used linen and distribution of washed linen in trolleys designated for linen collection will be carried out by the vender under supervision of the competent authority of AIIMS Mangalagiri.

Responsibility

1. Processes to be undertaken

- a) Collection of transport of dirty linen:** vendor will be responsible for collection of dirty linen from the user areas and transport the same to his laundry complex in a covered vehicle.
- b) Sorting, processing of used linen with standard laundering processes including folding, ironing and repairing (if required), finishing & packing should be carried out by the vendor.**
- c) Delivery and distribution of washed linen:** the washed linen should be transported in a clean covered separate vehicle (not the same vehicle used for transportation of dirty linen) from laundry complexes of the vendor to AIIMS Hospital by 7.00 AM every day. The OT and ICU linens should be delivered separately to OT and ICU respectively by 7.00 AM. The washed linens should be segregated item wise and color wise at time of delivery. The vendor will employ personnel for distributing the washed linen in different user areas. Transportation& delivery of washed clothes in a covered trolley to the user area daily.
- d) any torn linen beyond repair should be sorted out& Returned to AIIMS Separately.**
- e) the vendor will be responsible for safe disposal of left chemicals & other washing materials and other garbage produced in his laundry, as per the norms of the Guntur/Vijayawada Municipal corporation.**
- f) Separate carts/ trolleys for transport & Storage of dirty & washed linen will be used. The trolleys to transport soiled linen should be appropriately cleaned after every use & should be kept away from those to be used in transporting clean linen.**
- g) the contractor will process linen as per approved washing procedure and approved washing formulae. The copy of detail washing and other laundry process and approved washing formulae should be provided by the vendor and attached with the tender documents.**
- h) Standard universal precautions to be followed while collecting & handling infected/soiled linen. Bio-Medical Waste management rules, wherever applicable will be followed by the vendor in his laundry.**

2. Daily laundry statistics:

The vendor should maintain a register about the receipt and delivery of the washed linen on daily basis and the entry will be verified and authenticated by the officials of AIIMS Mangalagiri. The same register should be produced at the time of claim of monthly laundry bill. At any moment, not more than 10% of linen should be kept pending with the vendor under any circumstances.

3. Washing Chemicals/Detergents:

The vendor shall be responsible for procurement of all the detergents/washing chemicals of the specification as per approved washing formula (only from laboratory tested reputed firms and ISI marked where ever possible). 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. The vendor should provide and deposit the sample of detergents and other chemicals to be used for processing and washing of linens along the technical bid.

III. All the documents mentioned below are mandatory and are to be placed in the Technical Bid Envelope. They should be duly signed and pages numbered.

a) The firm should provide an undertaking for acceptance of Terms & Conditions of AIIMS Mangalagiri against the NIQ. It should be printed on the Letter Head of participating Bidder Company, duly signed and stamped and accompanied with Technical Bid Document as per **Format given at Annexure-II.**

b) Copy of Certificates/Standards for confirming the Quality of Supplied product: The quoted Item/Items should have applicable quality mark such as *ISI/BIS/ISO 9002* for Quality assurance in Production and its utmost safety compliance for use in patient care should be mentioned and the copy of such applicable certification must be enclosed with the Technical Bid.

c) Purchase Order / RC Copy from INI such as AIIMS Delhi, PGI Chandigarh, JIPMER, SGPGIMS, RML, State Government and Prominent Private Organizations, for the rates reasonability for the earlier supplied items, in the last financial years, if any.

d) Delivery period: The period of delivery as communicated through purchase/Supply order has to be strictly followed by the Supplier.

e) Penalty: Penalty @ **0.50% per week** will levied for late delivery on supply order value of the item and will be deducted from the payment Bill. The maximum penalty will be **10 %** of total value against any of Purchase/Supply Order total value.

IV. Financial Bid Documents: -

a) Price Basics: Unit base price should be inclusive of GST and all applicable expenses up to F.O.R (Freight on road) at AIIMS Mangalagiri.

b) Price Validity: The quoted prices should remain valid for a period of **180 days** from date of opening of NIQ.

c) Price Quotation Format: Price should be quoted in the “Financial Bid” **format given at Annexure-I strictly** by the vendor.

V. The outer envelope should be superscripted as “**Provision of Laundry Services**” at **AIIMS Mangalagiri**, and provided in sealed condition for the supply of item/items detailed in the Schedule of Requirement. All quotations should be type written or written with indelible ink, duly signed, stamped and pages numbered. Over written and erased entries will not be considered and treated as deleted entries.

VI. The duly sealed and super scribed Quotations should reach **The procurement cell, 2nd Floor, Admin & Library Building, AIIMS Mangalagiri, Guntur-522503 by 15:00 hrs on 09/12/2022.**

Sd/-

**F I/c (Procurement)
For and on behalf of Director
AIIMS, Mangalagiri**

Financial Bid (Price Quotation)

(Strictly in the format given below in a sealed Envelope to be typed in the Letter head of the Supplier Agency and superscripted at “Financial Bid”)

“NIQ for Provision of Laundry Services “at AIIMS Mangalagiri.

Quotation Reference No: -AIIMS/MG/MS/02/Admin/2019-20/31

Dated: / /2022

S. No	Description of Item with its required Technical Specifications	Required Quantity	Price per unit in Rs.	GST%	Unit Rate Including GST in Rs.	Total price of Required Quantity (In ₹)
1	2	3	4	5	6	7=(3x6)
1.	White Bed Sheet	01. No.				
2.	White Hand Towel	01. No				
3.	Trolley Cover	01. No				
4.	Pillow Cover	01. No				
5.	Hole Towels	01. No				
6.	Mackintosh Autoclavable	01. No				
7.	Single Layer Drapes	01. No				
8.	Double Layer Drapes	01. No				
9.	Navy Blue Shirt	01. No				
10.	Navy Blue Pant	01. No				
11.	Sky Blue Shirt	01. No				
12.	Sky Blue pant	01. No				
13.	Light Green Shirt	01. No				
14.	Light Green Pant	01. No				
15.	Patient Gown	01. No				
16.	White Big Towel	01. No				
17.	Stretcher Cover	01. No				
18.	Big Curtains	01. No				
19.	Green Cloth	01. No				
20.	Grey Colour Shirt	01. No				
21.	Grey Colour pant	01. No				
22.	Surgeon Gown	01. No				
23.	Blanket Red	01. No				
24.	Eye Hole Sheet	01. No				
25.	Baby Bed Sheet	01. No				
26.	Apron Gown	01. No				
27.	Chair Towel	01. No				
28.	Blood Cover	01. No				
29.	Chair Cover	01. No				
Grand Total in Rs.						

Name(s) & Signature of the Bidder with Stamp/Seal

Name of the Firm

.....

Address of the firm

.....

GST No.....

Contact Details: Cell No.

Email Id:

Authorized Signatory:

.....

Undertaking for Acceptance of Terms & Conditions of AIIMS Mangalagiri

“NIQ for Provision of Laundry Services” at AIIMS Mangalagiri

To

**The Director,
AIIMS Mangalagiri,
Andhra Pradesh.**

Sir,

1. The undersigned hereby certifies that I have gone through the terms and conditions mentioned in the NIQ document and undertake to comply with them. I have No Objection to any of the content of this NIQ document and I undertake not to submit any complaint/ representation against the NIQ after submission date and time of the NIQ. The rates quoted by me/us are valid and binding on me/us for acceptance till 180 days after opening of bid.
2. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES MANGALAGIRI ANDHRA PRADESH, to supply the approved awarded Consumables/Equipment/Instruments/Apparatus/items at approved prices to AIIMS Mangalagiri during the period.
3. The Items shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Director, AIIMS Mangalagiri, India (hereinafter called the said officer) with regards to the quality and kind of items shall be final and binding on me.
4. Should the said officer deem it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
5. I/We hereby undertake to supply the items during the validity of this NIQ as per directions given in supply order within stipulated period positively.
6. I/We undertake to supply the Consumables/equipment/stores within 21days and if I/We fail to supply the order during the stipulated period, necessary action can be taken by the Director, AIIMS Mangalagiri, India; and AIIMS Mangalagiri has full power to compound the loss through imposing penalty as per the Terms and Condition of this NIQ or forfeit the Bid Security/security deposit.
7. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates. I/We undertake that the rates quoted by me when approved and selected by the Director, AIIMS Mangalagiri will be valid for one year from the date of approval of the rate contract.

8. I/ We undertake that the quoted rates are not higher than that approved in any other Govt. Institutions in India for the same items during the current financial year.

9. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. Hospitals/Medical Institutions/PSUs. I/we also offer to supply the Consumables/Equipment/stores at the prices and rates not exceeding those mentioned in the price bid or MRP in any condition.

10. I/We undertake that the items supplied are as per Demonstration/Catalogue/technical literature description submitted along with Technical Bid.

11. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the Supplier Agency or manufacturer.

Signature of the Supplier Agency Authorized Signatory with seal of the firm

(Authorized Signatory)

Place

Affirmation

I pledge and solemnly affirm that the information submitted in this NIQ Document 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 anything adverse comes to the notice of purchaser during the validity period The Director, All India Institute of Medical Sciences, Mangalagiri (A.P.) will have full authority to take appropriate action as he/she may deem fit.

Signature of the Supplier Agency Authorized Signatory with seal of the firm

(Authorized Signatory)

Place

Date