

कार्यालय:- अधीक्षक, वर्द्धमान आयुर्विज्ञान संस्थान, अस्पताल, पावापुरी,
नालन्दा।

Superintendent Mob.No.- 8521831415

Email- superintendentvims.pawapuri@gmail.com

Website- www.vimspawapuri.org

Advertisement ID- 1392

Date- 08.05.2017

Tender Notices

Sealed tenders in two bid system are hereby invited from eligible firms agencies for the following services of 500 (Five Hundred) bedded Government Medical College Hospital, Vardhman Institute of Medical Science Hospital, Pawapuri, Nalanda, 803115. Tender documents can be obtained from the office of the undersigned, on any working day as shown against each tender, by paying tender document fee of Rs.500/=(Rs. Five hundred) only in the form of Demand draft issued by any Schedule Nationalized bank in favour of Superintendent VIMS Hospital, Pawapuri payable at Pawapuri or can be downloaded from the website www.vimspawapuri.org. Tender fee has to be attached in the form of DD issued by any schedule Nationalized Bank in favour of Superintendent VIMS Pawapuri, payable at pawapuri. The description of tenders is as below-

| Sl. No. | Name of the service | Earnest Money(EMD) | Pre bid meeting | Last Day of Submission of tender document | Date & Opening time of tender | Tender document fee |
|---------|--|-------------------------------------|------------------------|---|-------------------------------|-----------------------------------|
| 1. | For providing Mechanized LAUNDRY SERVICES. | Rs. 50,000/= (Fifty Thousand) Only. | 25-05-2017 at 11:00 AM | 05-06-2017 Up to 5:00 PM | 06-06-2017 at 11:00 AM | Rs. 500/=(Rs Five hundred only) |
| 2. | For providing Operation and maintenances Of CSSD unit. | Rs. 1, 00,000/= (Rs One lac) Only. | 25-05-2017 at 11:00 AM | 05-06-2017 Up to 5:00PM | 06-06-2017 at 11:00 AM | Rs. 500/= (Rs Five hundred) Only. |

Venue of Meeting:- Office of the Superintendent, A Block 3rd Floor, Vardhman Institute of Medical Sciences, Pawapuri.

Address: - Duly Filled tender document should be sent to Superintendent, Vardhman Institute Of Medical Sciences, Hospital, Pawapuri, Nalanda, Pin No- 803115. By Registered post/ Speed Post only so as to reach within time. Tender document sent by other means will not be considered. Institute will not be responsible for only Postal delay. Tenderers are advised to Visit the hospital and respective services units on any working day within working hour. Prior Information will be helpful to them.

Note:- Superintendent reserves the right to accept or reject any or all applications or cancel the tender without assigning any reason. For further details visit website- www.vimspawapuri.org.

Superintendent
Vardhman Institute of Medical Sciences Hospital,
Pawapuri, Nalanda

कार्यालय:— अधीक्षक, वर्द्धमान आयुर्विज्ञान संस्थान, अस्पताल, पावापुरी, नालन्दा ।

Superintendent Mob.No.- 8521831415

Email- superintendentvims.pawapuri@gmail.com

Website- www.vimspawapuri.org

NOTIC INVITING TENDER
FOR
LAUNDRY SERVICES ON OURSOURCING BASIS At
VARDHMAN INSTITUTE OF MEDICAL SCIENCES, HOSPITAL, PAWAPURI.

Superintendent, Vardhman Institute of Medical Sciences Hospital, Pawapuri, Nalanda-803115 invites sealed tender in two bid system from eligible specialized agencies for outsourcing of laundry services (operational and comprehensive maintenance of laundry machines / equipments).

Period of Contract: - The successful firm / agency / vendor will be intimated and contract agreement will be entered initially for a period of one year which can be further extended for two year on yearly basis at the approved rates without any change on performance basis evaluated by committee. The preparation of the contract agreement with proper stamp etc. would be done by the bidder in consolation with superintendent VIMS. However if any regular or contractual appointment or any direction from the department/State Health Society this contract will come to an end any time. If performance is found unsatisfactory, the contract will be cancelled immediately.

TENDERORS ARE ADVISED TO VISIT THE LAUNDRY SECTION of the Institution before preparing bid documents.

Object: - A sick person coming to the alien environment of the hospital gets tremendously influenced and soothed by the aesthetics or cleanliness of the surrounding and the linen. Clean linen is an aid to reduction of the hospital acquired infections. The main objective of the laundry service will be to provide better patient care through properly planned and cleaned linen suppliers.

Eligibility Criteria:-

- i. Tenderer should have been in business of providing laundry services for at least five or more years in government/corporate hospital of 300 or more bedded big hospitals. The bidder should also submit a list of organization in the given format, where it was running laundry services as mentioned above.
- ii. Average financial turnover in laundry services during preceding three year should not be less than ten lacs.
- iii. It should be registered agency for providing laundry services/various man power supplies.
- iv. Bidder should have necessary sales Tax / VAT Registration, EPF Registration, ESI Registration, Service Tax Registration if applicable.
- v. Bidder should not be black listed/ debarred by any Govt. /PSU agency for supplying man power/providing services and there should be no case pending before any court of law / police.
- vi. Bidder should be capable of providing laundry services through competent, experienced and qualified personnel's who are well versed with modular laundry and fit for handling and maintaining the equipments of laundry.
- vii. Bidder should have its office at least at Patna or if not so, he should be able to open it within a month after award of contract.

- viii. Copy of certificate of registration of firm if so, with registrar of firms.
- ix. Should have proper labour license / undertaking that he will get it within forty five days of contract of award failing which his agreement will be cancelled and performance security will be forfeited.

Tender schedule:-

Pre bid meeting: - 25.05.2017 at 11.00 AM Superintendent Conference hall Administrative Block 'A', Third Floor

Last date of receipt of tender:- 05.06.2017 Up to 5.00PM

Date of opening of bid:- 06.06.2017 At 11.00 AM at Superintendent office. Bidder or representative of bidder with proper authorization letter may be present if they want so. If any of the schedule date is declared holiday then the next working day will be the schedule date.

Tender document fee:- Rs. 500/- (Rs. Five hundred) only in the form of demand draft issued by any schedule Nationalized Bank drawn in favor of Superintendent, VIMS Hospital, Pawapuri, payable at Pawapuri. It is non-refundable. Tender document without tender document fee will not be accepted unless otherwise the bidder is exempted under rules which he should attach for claim for exemption.

EMD: - Rs. 50,000/- (Rs. Fifty thousand) only in form of Demand draft issued by any schedule Nationalized Bank drawn in favor of Superintendent VIMS Hospital, Pawapuri, Nalanda payable at Pawapuri. You can download the tender document from the website- www.vimspawapuri.org or purchase by paying tender fee as mentioned above from the office of the superintendent, VIMS Hospital Pawapuri on any working day and in working period.

Submission of Bid:- The tender is two bid system i.e. "Technical bid" and "Financial bid".

- A. One envelope (cover A) should be super scribed "Technical bid for providing Laundry Services at Vardhaman Institute of Medical Sciences Hospital, Pawapuri, Nalanda". This envelope should contain DD of Tender document fee, DD of EMD and every document pertaining to technical bid documents as directed in Annexure. This cover must bear the name, complete address, contact No. and e-mail ID of the bidder. If the tender document has been purchased from the office of the superintendent in that case no. of demand draft should be written and photocopy of the draft should be attached. This envelope is to be sealed. Unsealed cover will not be accepted. You can attach those documents also which you feel that will give you weight age.
- B. Second envelope (cover B) should be super scribed "Financial bid for providing Laundry Services at Vardhman Institute of Medical Sciences Hospital, Pawapuri, Nalanda. It should contain only the price bid and nothing else. This envelope should also be sealed and bear the name, address, contact no. and e-mail ID of the bidder. Both these two envelopes (Cover A & Cover B) should be put in another third big envelop super scribed "Tender for providing laundry services at Vardhman Institute of Medical Sciences" hospital and sealed. It also must bear the name, address, contact no. and e-mail ID of the bidder.

Receipt of Bids: - Tenders should be addressed to superintendent, Vardhman Institute of Medical Sciences, Pawapuri, Nalanda-803115 and sent by Registered Post/Speed post only. Tenders sent by email / courier / hand to hand will not be considered. Last date of receipt of tenders is 05-06-2017 up to 5.00 PM. If the last date / opening date of bid is declared holiday then next working day will be last working date and likewise opening date will shift to next working day. The technical bid will be opened on 06-06-2017 at 11.00 AM at Superintendent office ,Block A, 3rd floor VIMS. Tenderer or their representative with proper authorization letter may be present at the time. Committee will evaluate technical bid and those bidder who qualify

technically shall be informed about date and time of opening of financial bid later on through e-mail / contact number. Institute will not be responsible for any postal delay.

Signing of Tender : - individual signing the tender or other documents concerned with it must specify whether he signs as a sole proprietor/authorized signatory or behalf of firm with proper power of authorization. If on enquiry it appears that the person so signing had no authority to do so, Superintendent VIMS may without any prejudice, cancel the contract and hold the signatory liable for all cost, consequences and damage under the civil and criminal remedies and forfeit the EMD/ performance security. The tendered should sign and fix stamp on all pages and each page should be numbered.

Notification of Award: - Notification of Award/ work order will be issued to the responsive lowest bidder based on evaluation. Mere lowest rate does not confer right for award.

Sign of contract & performance security:- within a week on receipt of notification of Award/work order the successful bidder shall sign the contract agreement with superintendent and furnish performance security deposit of Rs. 100000/- (One lac) only by means of demand draft / bank guarantee.

Return of EMD / Performance Security Deposit:- No interest is payable on either EMD or Performance Security deposit. EMD of unsuccessful bidder will be returned after contract. Performance security deposit will be returned after 60 days of successful work completion contract. No interest is payable on this amount.

Note:- All bidders are requested to visit the site and see the complete and actual installations. Initially the quantum of load is expected to be less but will increase as different deptt. will start functioning. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

Pre-bid meeting:- It is schedule on 25-05-2017 at 11.00 AM at Superintendent office ,Block A, 3rd floor. It will be better if you send you queries in advance on email so that your queries can be solved. If any corrigendum is required felt by the committee that will be displayed on www.vimspawapuri.org.

General terms & conditions:-

1. **List of equipments:-** The following equipments are installed in modular laundry of VIMS and this tender has been invited to provide best laundry services through these machines. These machines and accessories also to be maintained. These machines and accessories have to be cleaned and maintained as if your own.

| Laundry Equipment | | | |
|-------------------|--|------|----------|
| Sl. No. | Description | Unit | Quantity |
| 1 | Industrial Washer Extractor. Heavy Duty High Spin. Computer Controlled. Front Loading, open pocket. Top suspension with hydraulic cushions. Full stainless steel cabinet. Single motor frequency drive. 5 compartment automatic soap / chemical dispenser. 30 kg capacity, steam heated. | Each | 1 |
| 2 | Industrial Washer Extractor. Heavy Duty High Spin. Computer Controlled. Front Loading, open pocket. Top suspension with hydraulic cushions. Full stainless steel cabinet. Single motor frequency drive. 5 compartment automatic soap / chemical dispenser. 60 kg capacity, steam heated. | Each | 3 |
| 3 | Drying tumbler. Front Loading, Open Pocket. Reversible with | Each | 2 |

| | | | |
|----|---|------|---|
| | automatic cool down feature. 60kg capacity, steam heated. | | |
| 4 | Flat work drying ironer. 1 Roll with heated chest. Front feed, Rear return, Steam Heated. | Each | 1 |
| 5 | Flat Bed Press. Auto timed, Pneumatically Operated. Head size: 1500 x 750, steam heated. | Each | 1 |
| 6 | Vacuum finishing table. Table top size: 1200 x 750 electric steam iron (imported) Teflon shoe (imported) condensate separator | Each | 2 |
| 7 | Dry linen Trolley. Overall size: 1100x600x1500ht. | Each | 4 |
| 8 | Washroom Trolley. Overall size: 1250x675x780ht. | Each | 4 |
| 9 | Shelf Trolley. Overall size: 1200x600x1700ht. | Each | 2 |
| 10 | Mobile table. Table top size: 1150 x 750 | Each | 2 |
| 11 | Mobile table. Table top size: 2350 x 750 | Each | 2 |
| 12 | Laundry Scrub Station with 2 sinks. Overall size: 1600 x 550 x 900 height. | Each | 1 |
| 13 | Air compressor, 3 HP Double Stage, 160 ltr. Tank | Each | 1 |
| 14 | Steam Boiler, 500 kg capacity along with water softener (Thermax) | Each | 1 |

2. Brief description of work:- VIMS Hospital has the requirement to launder / dry clean the hospital linens which comprises big / small linens, items from wards, OTs, Labor room etc. both in white & colored, blankets, plastic curtains or other which need to be washed. It is to be operated on all days in one or more shift as per workload and the washed linens will be delivered within 24hrs. of receipt for processing.
3. Scope of work:- The approved vendor shall carry out the work of a) collection, b) washing, c) drying, d) sterilization, e) calendaring, f) pressing, g) folding and packing clean linen in laundry trolleys and sending these packed trolley to different deptt. From where received.
4. All the listed machines & accessories will be handed over to the approved vendor in running condition and vendor will return these machines and accessories in same running condition of VIMS after completion of contract work.
5. The agency has to provide requisite detergent, disinfectant, stain removers and other consumables for use in machine and they should be of standard quality manufactured by standard, reputed companies, eco friendly & body friendly. The agency will put a chart of these consumables which he will use for laundry purpose in "Technical Bid envelope" of the tender.
6. It shall be responsible for safe disposal of left chemicals, washing materials and other garbage produced in laundry as per the norms.
7. Separate carts for transport and storage of dirty linens, infected linens and washed linen will be used. The carts should be kept away from these to be used for transport of clean items and should be properly cleaned after every use.
8. Standard precautions to be followed while collecting and handling infected / dirty linens.
9. The agency shall employ adequate number of well trained staffs with minimum one year of experience. One person designated as laundry engineers possessing diploma in mechanical or electrical engineering or ITI with relevant course should be there which should be overall in charge of operation. One second class boiler operator licensed is also mandatory for running boiler. Certifications of the technical employees have to be attached with technical bid or if not so, the tenderer will have to give undertaking that if selected he/she will engage man power of pre requisite qualification and certification as mentioned before agreement otherwise his EMD/ Performances security deposit will be forfeited and agency will be black listed. Deployed man power must be capable of operating installed machine and efficiently maintain these.

10. VIMS Hospital shall provide only machines / equipments and accessories as per list. Operationalisation, maintenance, appropriate manpower for the task, consumables, boiler operation and maintenance washing, hydro extraction, drying, disinfection, calendaring / ironing, storing, packing & distribution of clean linen will be done by approved agency. Consumables should be of high quality, eco friendly and textile friendly. Any associated work not explicitly covered as in above, but needed to maintain the system will deemed to be covered under the scope of work and no extra payment for the same can be claimed.
11. Agency will segregate torn linen at the time of sorting before washing process is commenced and report to concerned deptt. From where it is received. This can be done at the time of collection. If any linen is missing the agency has to pay the cost.
12. Approved agency should deploy a supervisor who can keep the record and vigilant.
13. All workers shall wear uniform with badge and name plate which is to be supplied by agency. These should be neat and clean, and according to the season. Any staff not wearing uniform is liable to be fined Rs. 100/- per day for each day of default. PPE materials will be supplied by agency and workers must work with PPE.
14. Apart from machines, electricity, water will also be supplied by institution free.
15. IN NO CIRCUMSTANCE, THE WORK OF WASHING SHOULD BE HELD ON ANY GROUND WHAT SO EVER i.e. NON RUNNING OF MACHINE, FAILURE OF ELECTRICITY etc. In that event approved bidder shall have to arrange washing manually with existing staff.
16. The agency will be responsible for daily cleaning of laundry equipments trolleys and other machines / tools and maintaining. The agency shall not damage the premises and equipments provided to them or allow the above mentioned to be damaged. In case of damage to any equipment, machinery / tools provided by VIMS, the agency shall be responsible for repair, replacement. These machines are under scheme of default, so parts / machine which start malfunctioning / non function will be handled by the company who has installed them. The responsibility of the vender will be to inform that agency immediately. He will also take help of MEP Men employed / outsourced by college Administration if any. Premises provided to the approved agency should only be used for laundry services to VIMS. Under no circumstance the premises are to be used for other purposes or laundering service to others.
17. Agency will be responsible for the act and conduct of its staff. They should be well trained, polite, of good conduct & character, competent to execute assigned work.
18. Persons employed by the agency will be the worker of agency and VIMS shall have no connection and liability on account of any of these employee.
19. Hospital will not be responsible for any injury or loss of life of personnel deployed by the agency which may take place in the course of operation.
20. In case of pecuniary loss suffered by the hospital on account of negligence attributable to the agency the hospital have the right to forfeited the performance security deposit and if it falls short to match the loss, payment due to the agency will be adjusted or other appropriate lawful actions will be taken.
21. There is no obligation on the part of the hospital to inform the unsuccessful bidders of the result of the tender process.
22. The agency shall be responsible and liable for items given to it for laundry, safety, maintenance, up keeping of machines and other accessories and shall have to hand over the same in running condition at the time of termination of contract.
23. The agency shall be responsible for procurement of all detergents / washing chemicals / disinfectant or other consumables needed for maintenance and diesel for boiler. He will attach the list of consumables with technical bid.

24. It shall be the responsibility of agency to employ adequate no. of cleaners & sweepers and provide them with adequate and necessary equipment / materials for keeping the laundry scrupulously clean and in a sanitary condition to the satisfaction of the VIMS authority. Ant rodent and pest control measures if needed will also be strictly followed and it will be the responsibility of the agency to ensure that premises are free of them.
25. Subletting of contract is not allowed.
26. Superintendent shall have right to terminate the contract of services rendered by the vendor whenever he feels or finds that the services are not of requisite standard.
27. Sample of any consumables may be demanded and be supplied for inspection and analysis and if required to be sent for testing to the approved laboratory. The cost of the test will be borne by contractor.
28. Authorities will have unfettered right to inspect the premises, process of laundry, cleaned linen at any time and the agency will cooperate.
29. Agency shall be fully responsible for theft, burglary, fire or any mischievous deed by his worker and shall replace the items under such category. Any loss occurred due to negligence will be recovered from the contractor.
30. Linens must be stain free.
31. If the service is not found of requisite standard as decided by the committee for quality control, superintendent shall have right to terminate the contract.
32. For performance of contract, the contractor will arrange all the materials / consumables, spares, tools & machines / testing equipment required for execution of said jobs (operation & maintenance) which will be included in quoted rates. No extra payment for the same will be paid to contractor.
33. During the period of contract, no payment what so ever towards replacement of parts, spares or consumables etc. shall be entertained. The firm will hand over the complete system full functional back to the department on completion of work.
34. Service tax paid by the contractor will be reimbursed on production of proof of payment. Other tax liabilities will have to be paid by approved vendor.
35. A minimum quantity of consumables and spares for routine maintenance must be kept at site to minimize time of maintenance. All consumable / spare parts / accessories should be of same make & type as far as possible and should be of high quality.
36. It is the responsibility of the vendor to procure all necessary registration / Permission from concerned deptt.
37. All disputes arising out or in connection with the contract shall be settled by sole arbitration of Superintendent or a person authorized by him.
38. The contractor shall keep VIMS Hospital indemnified against all claims what so ever in respect of employees deployed by him, in case any employee of the contractor so deployed enters in dispute of any nature what so ever, it will be the primary responsibility of the contractor of contest the same. In case this institution is made party and is supposed to contest the case, VIMS Hospital will be reimbursed for the actual paid in advance by the contractor to the institution on demand. Further the contractor shall ensure that no financial or any other liability comes on institution in this respect of any nature what so ever and shall keep VIMS Hospital, Pawapuri, Nalanda indemnified in this respect.
39. Income tax deduction at source as per rule in force will be deducted from the bill and the amount so deducted will be credited to the income tax authority.
40. Contractor should arrange one person for managing all these services and be key person with whom the administration can interact.

41. **Jurisdiction:-** Disputes of any nature that may arise in connection with the execution of this order shall be governed by the laws of India and subject to jurisdiction of courts situated at Biharsharif, Nalanda only.
42. As this hospital is a Govt. institution covered under the scope of RTI Act. it is expected that the agency shall keep all the records properly indexed and maintained in a systemic manner, so that copies may be extracted as and when required.
43. Contractor should have its office at Patna / Biharsharif, if not so, he has to open it within a month of Award of contract.
44. Mode of payment:- Monthly bills will be raised by the agency in triplicate, based on actual work done during the said month. After satisfactory verification by the designated authority, same shall be paid by the VIMS Hospital. However this payment depends upon the availability of the fund under this head. No interest will be payable in case of late payment. The contractor has to pay for all in that condition.
45. Superintendent, Vardhaman Institute of Medical Sciences Hospital, Pawapuri, Nalanda reserves the right to amend / add / delete / relax / any condition of the tender document without any notice at any stage. He reserves the right of suspending / cancelling the whole tender process at any stage without assigning any reason.

Superintendent
Vardhman Institute of Medical Sciences Hospital,
Pawapuri, Nalanda

Technical Bid (tenderer may use separate sheet)

| Sl . No. | Details of Tenderer / Bidder | |
|---------------------|---|--|
| 1 | Name, Address, Contact No. and e-mail ID of the agency | |
| 2 | State whether it is sole proprietor or partnership firm or company | |
| 3 | Registration with Registrar of firms (if applicable) | |
| 4 | Name of the signing person and status; if on behalf of firm / proprietor then letter of power authorization | |
| 5 | Details of Tender document fee DD of Rs.500/- (Five hundred) only | |
| 6 | Details of Earnest Money Deposit DD of Rs. 50,000/- (Fifty thousand) only | |
| 7 | Whether each page of NIT and its annexure is page numbered, signed and stamped. | |
| 8 | List of consumables which the tenderer will use if he is awarded with contract. | |
| 9 | List of major clients to whom laundry services provided i.e. experience certificate if any. (attach photocopy) | |
| 10 | Performance certificate if any. (attach photocopy) | |
| 11 | Registration certificate by appropriate authority or providing laundry services / various man power supply (attach photocopy) | |
| 12 | EPF, ESI & Labour Registration:- (attach photocopy) | |
| 13 | Service tax registration(attach photocopy) | |
| 14 | Audited balance sheet of last three years:- (attach photocopy) | |
| 15 | IT Returns of last three years:- (attach photocopy) | |
| 16 | PAN No. (attach photocopy):- | |
| 17 | VAT No. (attach photocopy):- | |
| 18 | Affidavit of not being black listed / debarred by any Govt. agency / PSU agency for providing laundry services / no pending case before police / court of law. (attach original copy) | |

Signature and stamp of the tenderer

Certificate / Undertaking (To be submitted on letter head)

1. I hereby certify that the above mentioned information's are true in best of my knowledge and in any case at a later date it is found that any details provided above are incorrect, any contract given to above firm may be summarily terminated at any stage and EMD / Performance security deposit may be forfeited and firm blacklisted and proper lawful actions can be taken.
2. I undertake that I am capable of providing laundry services by competent and qualified appropriate persons and will provide good quality service and also abide all the terms and conditions stipulated in tender.

Date:-.....

Name:-.....

Place:-.....

Bidder's address.....

Signature:-

Stamp:-

Details of completed works of similar nature and complexity
(Name of work- outsourcing of laundry Services)

| Sl. No. | Name of contract | Name of the client with detail | Brief description of work | Period of service provided | |
|---------|------------------|--------------------------------|---------------------------|----------------------------|----|
| | | | | From | To |
| | | | | | |

Note:- Please must attach / enclosed supporting documents for the above information.

Date:-.....
Place:-.....

Name:-.....
Bidder's address.....

Signature:-
Stamp:-

Financial Bid

The Financial Bid envelope should contain only item wise per piece rate. Composite work as per tender i.e material, labour, boiler (everything) to vender account. Rates inclusive of all expenditure.

| Sl. No. | Name of linen | Price per unit |
|---------------|--------------------------------|----------------|
| 1 | Bed sheet | |
| 2 | Blanket | |
| 3 | Small blanket | |
| 4 | Screen Curtain | |
| 5 | OT Linen small ($\leq 30''$) | |
| 6 | OT linen large ($>30''$) | |
| 7 | Hand Towel | |
| 8 | Net | |
| 9 | Machine Cover | |
| 10 | Eye Sheet | |
| Total- | | |

The tender will be decided on the totality of per piece rate.

Note: - All washable materials whether mentioned in the list or not will be washed end the rate will be decided by the length limit of linen whether large i-e $>30''$ or small $\leq 30''$.

Date:-.....

Name:-.....

Place:-.....

Bidder's address.....

Signature:-

Stamp:-

NOTICE INVITING TENDER

FOR

Operation & Maintenance of CSSD at Vardhman Institute of Medical Sciences, Pawapuri.

Superintendent, Vardhaman Institute of Medical Sciences, Hospital, Pawapuri, Nalanda, P.C.-803115(VIMS) invites tenders in sealed cover under two-bid system from reputed, experienced registered organizations/agencies for providing Operation & Maintenance of CSSD equipments & machinery installed in CSSD unit of hospital on the basis of outsourcing of the services. Agencies are advised to visit the CSSD unit of VIMS Hospital, Pawapuri on any working days.

Superintendent

**Vardhman Institute of Medical Sciences Hospital,
Pawapuri, Nalanda**

Schedule of tender:-

1. Pre-bid Meeting:- 25-05-2017 at 11.00 AM
2. Last date of Receipt of tender:- 05-06-2017 at 5.00PM
3. Opening date of technical bid:- 06-06-2017 at 11.00 AM.
4. Venue: - Office of the superintendent, Block –A 3rd floor.
Vardhaman Institute of Medical Sciences Hospital,
Pawapuri, Nalanda.
5. Tender document fee:- Rs. 500/- (five hundred only) in the form of demand draft in favour of Superintendent, VIMS Hospital, Pawapuri payable at Pawapuri issued by any nationalized bank.

Eligibility Criteria:-

- A. Should have experience at least of three yrs. of providing operation and maintenance services of Horizontal rectangular High pressure high vacuum double door sterilizer, washer disinfectant, Ultrasonic cleaner, Drying cabinet, Single distilled water still, Spray gun rinser and other accessories installed at CSSD at central Govt. / State Govt. / PSU / Private reputed hospital of minimum 300 beds.
- B. Annual turnover of the bidder in anyone of the last three years 2013-14, 2014-15, 2015-16 should be not less than Rs. 50,00,000/- (fifty lacs) only.
- C. Should have PAN No., PF Registration, ESI Registration, Service tax registration.
- D. Should not have been blacklisted / debarred by central Govt. / State Govt. / Semi Govt. Organization and no case pending with the police or court.
- E. Should be a registered agency for providing services / man power for operation and maintenance of various equipments in hospital / industrial establishment.

Period of Contract:- will be for one year but renewable yearly for up to two more years depending upon the performance as decided by the committee on same rate, terms and conditions, however if there is regular

or contractual appointment or any direction from the department this contract will come to an end at any time. If performance is not satisfactory, the contract will immediately be cancelled.

Tender document fee:- Rs. 500/- (Rs. Five hundred only) in the form of Demand draft issued by any schedule Nationalized Bank in favour of Superintendent, VIMS Hospital, Pawapuri payable at Pawapuri.

Earnest money deposit(EMD):- Rs. 50,000/- (Fifty thousand only) in the form of Demand draft issued by any Nationalized Bank in favour of Superintendent VIMS, Hospital, Pawapuri payable at Pawapuri.

Tender document containing eligibility criterias, terms and conditions, work description etc. can be downloaded from the website- www.vimspawapuri.org or from the office of the Superintendent, Vardhaman Institute of Medical Sciences, Pawapuri, Nalanda on any working day within working period by paying tender document fee in the form mentioned above. Downloaded tender documents should be sent with tender document fee. Tender document without tender document fee will not be accepted unless otherwise the bidder is exempted under rules. Which he should attach for claim of exemption. Tender document fee is non-refundable. Both tender document fee and EMD draft should be separate.

Submission of Bid:-

Two bid system:-

1. One Envelope (Cover A) should be super scribed "Technical bid for Operation and maintenance of CSSD unit at Vardhaman Institute of Medical Sciences Hospital, Pawapuri, Nalanda. This envelope should contain DD of tender document fee in case where the document has been downloaded from the site or photocopy of DD/ No. of DD in case where it has been purchased from the office DD of earnest money deposit (EMD), and the documents as listed in Annexure I in proof of eligibility criteria. This envelope should be sealed and bear the name, address, contact no. & email-id of the bidder.
2. Second envelope (cover B) should be super scribed "Financial bid for operation and maintenance of CSSD unit at Vardhaman Institute of Medical Science Hospital. Nothing else other than the price bid should be put in this envelope. This envelope also should be sealed and bear the name, address, contact no. and email ID of the bidder.

Both these Technical and Financial Bids (Cover A & B) should be put in another third bid envelope super scribed "Tender for operation and maintenance of CSSD unit", at Vardhman Institute of Medical Sciences Hospital and sealed. It also must bear the name, address, contact no. and e-mail ID of the bidder.

Receipt of Bids: - Tenders should be addressed to Superintendent, Vardhaman Institute of Medical Sciences, Pawapuri, Nalanda, P.C- 803115 and sent by Registered Post / Speed post only. Tender sent by other means or hand to hand will be rejected. Last date of receipt of bids is 05-06-2017 up to 5.00 PM. If this date is declared holiday then next working day up to 5.00 PM will be the last receipt date. Postal delay will not be responsibility of institution.

Date of opening of Bids: - 06-06-2017 at 11.00 AM at Superintendent office chamber. If it becomes holiday than on next working day at 11.00 AM Technical bids will be opened. Tenderer himself or his representative with proper authorization may be present on the day of opening of bids. The technical committee shall evaluate technical bids for technical eligibility. Date and timing of opening of financial bids will be informed only to the shortlisted bidders who will qualify technically.

Signing of tender:- Individual signing the tender or other documents connected with it must specify whether he signs as A sole proprietor / authorized signatory on behalf or firm with proper power of authorization. If on enquiry it appears that the person so signing had no authority to do so, Superintendent

VIMS may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damage under the civil and criminal remedies available. The tenderer should sign and affix his firm's stamp at each page of the tender document and all its annexure.

Notification of Award: - Notification of Award / work order will be issued to the responsive lowest bidder bagged on evaluation.

Sign of contract & Performance Security:- Within A week of receipt of Notification of Award / Work order the successful bidder shall sign the contract agreement with Superintendent VIMS and furnish performance security for 10% of the annual value of contract by means of Demand Draft or Bank Guarantee.

Return of EMD & Performance Security Deposit:- No Interest payable on EMD as well as performance security deposit. EMD of unsuccessful bidders will be returned after award of contract. Performance security deposited will be refunded after 60 days of successful work completion contract. No interest is payable over the amount.

Pre bid Meeting :- It is schedule on 25-05-2017 at 11:00AM.It will be better if you send your queries in advance on e-mail, so that your queries can be solved if any corrigendum is required as felt by the committee that will be displayed on the website- www.vimspawapuri.org. However the decision of committee will be final.

Note: - All bidders are requested to visit the site and see the complete and actual installation. Initially the quantum of load is expected to be less but will increase as different department will start functioning. Once the tender is submitted, it will be presumed that bidder has seen and understood the complete work involved.

Technical Specifications and Schedule of Requirements:-

List of equipments in CSSD:-

| Sl. No | Description | Unit | Qty. |
|--------|---|------|------|
| | Supply installation testing and commissioning of following CSSD equipments as per manufactures specifications and direction of the Engineer-in-charge. | | |
| 1 | Horizontal Rectangular High Pressure High Vacuum Double Door Sterilizer. The sterilizer will be manufactured as per IS:No. 3829 (Part 1)-1978 with ISI Mark. | Nos. | 3.0 |
| | The unit will be designed for operating pressure 30 to 31 psi. and corresponding to a temperature of 134 degree Celsius. | | |
| | The sterilizer chamber would be formed out of SS 316. The jacket will be formed out of mild steel. The jacket outer cover will be of SS 304. The sterilizer will be provided with 2 Nos. pressure locking type hinged doors. The door plate will be of SS 316 with shooting bolts, flush, mountings and steam generator will be of SS 304. The stand of the sterilizer will be of mild steel. | | |
| | The sterilizer will be automatic with PLC with 5 pre-sets programs and 1 variable program, MMI with Dot-matrix printer wherein date, time, load identification no. cycle selected, cycle parameter including time, temperature and phase etc. can be seen and documented. | | |
| | Finally, the automation is so designed that once the program is selected then no further intervention is required from the operator till the end of the program. | | |
| | The sterilizer will also be provided with an intelligent transducer for heater protection | | |
| | The unit will be complete with cacuum pump and condenser and inter-connecting piping. | | |
| | Sterilizer as above of chamber size 600mm x 600mm x 1200mm depth (2' x 2' x 4') suitable for electrical operation on 400/440 volts, 3 phase, AC supply, electrical load 21 KW. | | |

| | | | |
|----|--|------|------|
| | Extra: | | |
| | S.S 316 carriage suitable for any of the above model | Nos. | 4.0 |
| | S.S 304 trolley suitable for any of the above mode | Nos. | 8.0 |
| 2 | S.S Control and packing table with drawer, overall size : 2000mm L x 1400mm w | Nos. | 4.0 |
| 3 | Stainless steel Work Table with drawer, Overall size 1500mm x 610 x 890 Ht | Nos. | 6.0 |
| 4 | S.S Vertical Sliding Door, opening 500 x 500mm | Nos. | 1.0 |
| 5 | Stainless steel work table with two sink, overall size 2400 mmL x 650mm W x 900mm Ht | Nos. | 2.0 |
| 6 | Washer Disinfecter, fully automatic of chamber volume 275 litres, made out of complete S.S 304 suitable for electrical operation on 400/440 volts, 3phase, AC supply, electrical load 13 KW | Nos. | 2.0 |
| 7 | Ultrasonic Cleaner, electric, capacity 30 liters | Nos. | 2.0 |
| 8 | Drying Cabinet, electric, single door, made out of complete S.S 304, chamber volume 275 liters suitable for electrical operation on 230 volts, single phase, 15 Amps electric load 3.6 KW | Nos. | 2.0 |
| 9 | Gauze cutting machine with SS table size 900 X 600 X 750mm | Nos. | 2.0 |
| 10 | Single Distilled Water Still, generally as per the Barnstead Type. The Still is guaranteed to produce pyrogen free and chemically pure water to comply with IP/BP Standards. | Nos. | 1.0 |
| | The Still will be manufactured as per "IS No.3830" and it will also bear the Bureau of Indian Standard Certification Mark. | | |
| | The evaporator, the multi-baffle and the condenser will be made out of stainless steel with the joints welded. The condenser will be provided with stainless steel tubes, water inlet and outlet connection. | | |
| | The Water Still will be supplied in a ready to use condition mounted on a suitable stand. | | |
| | Water Still as above of capacity 20 litres, per hour suitable for electric operation on 400/440 volts, 3 phase AC supply, electrical load being 15KW. | | |
| 11 | Stainless Storage Tank, electric load 6 KW, capacity 120 liters | Nos. | 1.0 |
| 12 | Stainless steel racks with 5 shelves, overall size 1830x535x1830mmH | Nos. | 15.0 |
| 13 | Stainless steel table trolley with 2 Shelves, overall size 1080x530x800H | Nos. | 6.0 |
| 14 | Spray Gun Rinser with attachments | Nos. | 2.0 |

Scope of work: - The scope of work of the successful bidder is to deploy competent service engineer / Technical person and other category of man power to operate and maintain of all the above mentioned equipments on day to day at 24x7 basis but in shifts (as per load) working in Five hundred bedded Hospital in CSSD which include:-

- i. a) washing, b)Removal of rust, sports and stains, c) Drying and Sterilization , c) other works of CSSD like gauze cutting etc. as directed by the concerned authority.
- ii. The contractor will ensure that control system is manned round the clock by his competent staffs to ensure timely action in case of emergency.
- iii. System maintained in the schedule shall be kept in good working condition by the firm during contract period as per detailed below:-
 - A. Cleaning and maintaining control system including all equipment installed there in. log books should be maintained and signed by the nodal person / authorized person of VIMS.
 - B. Servicing, Performance check and repairs as and when required of all the equipments.
 - C. Cost for round the clock maintenance and operation of all systems are included in rates.
 - D. The material for any defect arising in CSSD unit shall be done by the AMC contractor as per the standard list made at time of award of contract for installation. The contractor technical person has to inform that resource person immediately for remedy. He will also take help of MEP team deployed by college administration if any.
 - E. The bidder should deploy a person for over all operation in charge which should possess Diploma in mechanical/ CSSD with experience in operational and maintenance in general shift. He should be

responsible for daily checking/ routine testing of all plants and machinery. Contractor shall arrange all necessary equipment/tools and man power for attending testing/ checking/servicing of installed equipment. In near future ETO chamber might be installed, so the deployed manpower should also be acquainted with it and capable of operating this system.

- F. The contractor shall deploy qualified technical staffs round the clock with provision of relievers for absentee staff for operation and maintenance of CSSD. He shall also deploy at least one person for administration / accounts / record keeping. CSSD unit will be operated when required.
- G. In no circumstance CSSD unit will stop operating. Sterilization has to be done with alternative equipments if required that with help of hospital administration.
- H. Any loss to the life & property due to negligence/Non-functioning of the system shall be the liability of contractor.
- I. Contractor shall provide necessary training and safety gadgets like mask, gloves, boots uniform for CSSD operation and maintenance. Contractor is advised to inspect the unit with his team, so that team may be familiarized with the system.
- J. Testing of working of all systems and checking of product quality oiling, filter change, of motor, pump, heater etc. shall be done. As per manufacturer recommendation.
- K. Unsatisfactory working of CSSD unit during contract period shall also invite penalty of Rs. 500/- per day.
- L. Materials required shall be arranged by contractor as per detail given below and it should adequate in store.
 - (i) Sterilization testing tapes (ii) Sterilization Testing indicators (iii) Sterilization testing vial (iv) Sterilizing packing material (v) Ultrasonic cleaning chemicals (vi) detergents, (vii) packing material, (viii) Material handling gloves, (ix) Safety garments, (x) Uniform, (xi) Cleaning items, (xii) Office stationary, (xiii) Spare of machinery, (xiv) Powder chemicals, (xv) Equipments Handling tools, (xvi) Miscellaneous or as per need.
- M. Water and electricity will be provided by hospital free of cost to the contractor for operation and maintenance of the system.
- N. The contractor shall be responsible for his employee welfare, statutory requirements as per rules, any labor or staff related problem / dispute and VIMS will not be responsible in any way of the payment on the account of such problem dispute. All labor laws shall be complied by the contractor and this institute will not be responsible in any way of the payment of the account.
- O.
- P.
- Q. Any employee/contact person found incompetent/ unsuitable, misbehaving or not complying with the instructions shall be replaced immediately under the instruction of the authority.
- R. The institute shall not provide any sort of accommodation to the staff deployed and no cooking/lodging will be allowed at any time in the premises.
- S. Persons employed by the agency shall be the employee of contractor and VIMS shall have no connection and liability on account of any of these employee.
- T. Contractor should have done police verification of the persons whom he has planned providing the CSSD services.
- U. The contractor shall keep the VIMS Hospital indemnified against any loss caused to institution property by way of the mishandling or otherwise and the claims whatsoever in respect of the employees deployed by him. Contractor will be responsible for payment of any loss caused to the property of this institution. In case any employee of the contractor so deployed enters into dispute

- of any nature whatsoever, it will be the sole responsibility of contractor to contest the same. In case, the institute is also to implied as a party, the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid by the contractor. The contractor shall ensure that no financial or any other legal liability comes on VIMS Hospital in this respect at any time for the acts done by the personnel of the contractor.
- V. As this Hospital is a govt. Institution covered under the scope of RTI Act., it is expected that the agency shall keep all the records properly indexed and maintained in a systemic manner so that copies can be extracted as and when required.
 - W. VIMS authority will have unfettered right to inspect the premises, processing or any aspect, can demand sample of chemicals or detergents for inspection/analysis and if required to be sent for analysis.
 - X. Contractor should provide a key person for coordination with authority and command its staff and the mobile no. of him should be made available to the authority.
 - Y. There is no obligation on the part of the hospital to inform unsuccessful bidders of the result of the tender process.
 - Z. All disputes arising out of or in connection with the contract shall be settled by sole arbitration of Superintendent or a person authorized by him.
 - AA. For all legal proceeding, if necessity arises the court of law will be local court located at Biharsharif, Nalanda.
 - BB. Contractor should have its office at Patna/ Biharsharif. If not so, he has to open it at lease at patna within a month of Award of Contract.
 - A. Superintendent reserves the right to amend / add / delete / relax any condition of the tender document without any notice at any stage. He reserves the right of suspending / cancelling the whole tender process at any stage without assigning any reason.

Superintendent
Vardhman Institute of Medical Sciences Hospital,
Pawapuri, Nalanda

TECHNICAL BID (Tenderer may use separate sheet

| Sl. No. | Details of tenderer / Bidder | | | | Page No. | Remarks |
|---------|--|-----------------|--------|------------------------------|----------|---------|
| 1 | Name, address, contact No. & e-mail ID | | | | | |
| 2 | State clearly whether it a sole proprietor or partnership firm or a company | | | | | |
| 3 | Details of Tender document fee (DD of Rs. Five hundred only) DD No.:- (original Draft to be attached in case of downloaded document, photocopy of DD if purchase from office) Dated:- Drawn on bank:- Amount:- | | | | | |
| 4 | Details of EMD (DD of Rs. 50,000/- only) DD No.:- (original Draft to be attached) Dated:- Drawn on bank:- Amount:- | | | | | |
| 5 | Whether each page of NIT is page numbered, signed and stamped. | | | | | |
| 6 | If signatory is not the proprietor then letter of authorization from proper authority. | | | | | |
| 7 | PAN/ TAN Number (attach photocopy) | | | | | |
| 8 | EPF Registration No. | | | | | |
| 9 | ESI Registration No. | | | | | |
| 10 | Service Tax Registration No. | | | | | |
| 11 | VAT / CST / ST Registration No. | | | | | |
| 12 | Last three yrs. balance sheet audited by CA | | | | | |
| 13 | Last three yrs. IT Return. | | | | | |
| 14 | Affidavit sworn after the date of NIT (Notice inviting tender) that the firm / proprietor / partner of the company is not blacklisted / debarred by any central / state / PSU Govt. agency and no case is pending before any court of law / police against him. | | | | | |
| 15 | Undertaking of the agency confirming the availability of adequate competent manpower for providing CSSD services. | | | | | |
| 16 | Experience in providing CSSD services to Hospitals / Industrial sector | | | | | |
| | Name of Organization | Govt. / Private | Period | Details of manpower deployed | | |
| | | | | | | |
| 17 | Performance certificate if any. | | | | | |

**Signature and stamp
of the tenderer**

Certificate / Undertaking
To be submitted on letter lead

1. I hereby Certify that that the above mentioned in formations are true and in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated at any stage and EMD / Performance security deposit may be forfeited and firm black listed and proper and lawful actions can be taken.
2. I under take that I am capable of providing CSSD service by competent and qualified persons and will provide good quality service and also abide all the terms and conditions stipulated in tender.

Name:-

Business address:-

Date:-

Place:-

Signature:-

Stamp of the bidder

Price Bid (Financial Bid)

Rate for annual Round the clock operation, testing and maintenance of CSSD Unit (Including Man power & material) as per our tender Documents:-

(Rs..... In figure) (in words Rupees.....
.....)

Proportionate rates (monthly) Rs.(in figure)...../ month

Rupees (in words)...../ month.

Date: -

Place: -

Signature of the contractor

With seal

Note:-

- a. Writing should be legible.
- b. Whitener or cutting will make the bid non-responsive.
- c. If there is discrepancy in the amount mentioned in figures and words, the lesser will be considered.
- d. In technical Bid if cutting is a must then it can be done by one line with signature / initial of the authorized signatory.
- e. The documents and writing must be legible. Supporting documents must be clear and legible; if not so summarily liable to be rejected.