

Office of the Superintendent,

Vardhman Institute of Medical Sciences Hospital, Pawapuri, Nalanda-803115

Contact No.- 8521831415, E-mail- superintendentvims.pawapuri@gmail.com Website:- www.vimspawapuri.org & hospital.vimspawapuri.org

Adv. ID- 85011

Date- 24.11.2021

Notice Inviting Tender (NIT)

For

**Running of Modular Laundry & providing Services with Consumables
in Outsourcing Basis at**

Vardhman Institute of Medical Sciences Hospital, Pawapuri, Nalanda.

Superintendent, Vardhman Institute of Medical Sciences Hospital, Pawapuri invites tenders from eligible and qualified organizations having experience of running a Modular Laundry and providing services with consumables for Outsourcing basis at Vardhman Institute of Medical Sciences Hospital, Pawapuri, Nalanda.

Tender documents may be collected from the office of **Superintendent Vardhman Institute of Medical Sciences Hospital, Pawapuri** on payment of INR 500/- in the form of demand draft issued by any nationalized bank drawn in favor of Superintendent VIMS Hospital Pawapuri, payable at Pawapuri, on any working day between 11.00 am to 5.00 pm. It can also be downloaded from the **website:- www.vimspawapuri.org or hospital.vimspawapuri.org**. The downloaded tender must accompany a Non-Refundable original demand draft of Rs.500/- (Rs. five hundred) drawn in favor of Superintendent VIMS Hospital Pawapuri payable at Pawapuri is to be submitted along with technical bid. The technical bid must accompany a Non-refundable tender document fee in the form of a bank demand draft Rs. 500/- (five hundred) only and a refundable EMD amount Rs. 25,000/- in form of Demand Draft/ Bank Guarantee drawn in favor of **Superintendent, VIMS Hospital, Pawapuri, Nalanda**, Payable at Pawapuri. Bidders can submit their bids on or before 27-12-2021 up to 05:00 PM. either through speed post or registered post. (Submissions by hand to hand, courier, fax, email or any other means will not be accepted). The tenders submitted up to the scheduled date and time shall be opened on 28-12-2021 at 12:30 PM in the office of Superintendent VIMS Hospital. Institution will not be responsible for any postal delay. Bidder/His/her authorized representative may attend the tender opening on the date and time mentioned above. If the last date of receipt/date of opening of bid are declared holiday then next working day will be last date of receipt and likewise opening date will be shift to next working date. Only the agencies of successful technical bids will be entertained and informed about the opening date of financial bid. Non-qualifying bidder will not be communicated about the date of opening of financial bid.

Pre-bid meeting is scheduled at 12:30 Hrs. on 07/12/2021 at the office of the Superintendent, Vardhman Institute of Medical Sciences & Hospital, Pawapuri. Interested prospective bidders may attend the pre-bid meeting to seek clarification on any aspects of the tender document and can/should inspect the Modular laundry.

All the further notifications/amendments, if any, shall be posted on the aforementioned website. No separate communication shall be made with individual bidders.



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

Tender Fee- Rs. 500/-

Vardhman Institute of Medical Sciences Hospital,
Pawapuri, Nalanda.



Tender Document

For

Running of Modular Laundry & providing Services with Consumables
in Outsourcing Basis at
Vardhman Institute of Medical Sciences Hospital, Pawapuri, Nalanda.
Tender Schedule

Date & Time of Pre-bid Meeting	07/12/2021 at 12:30 Hrs.
Last Date & Time of Submission of Bid	27/12/2021 up to 5:00 PM
Date & Time of Opening of Bid	28/12/2021 at 12:30 PM

Enclosures

- | | | |
|-----------------|---|--|
| 1. Annexure - A | - | Technical Bid Checklist (Page No. 10) |
| 2. Annexure - B | - | Prior Experience format (Page No. 11) |
| 3. Annexure - C | - | Notary Affidavit on 100/- Non-Judicial Stamp (Page No. 12) |
| 4. Annexure - D | - | Format of Performance Bank Guarantee (Page No. 13-14) |
| 5. Annexure - E | - | Financial Bid Performa (Page No. 15) |
| 6. Schedule - A | - | List of Installed Equipment in Laundry (Page No. 22) |
| 7. Schedule - B | - | Performance Matrix (Page No. 23) |
| 8. Schedule - C | - | Linen Exchange Record (Page No. 24) |

Important Notes: -

All Bidders are humbly requested to read all Tender related document i.e. terms & conditions, Eligibility criteria etc. read the document very carefully before filling the tender, (if you do not feel confident and do not have trained personnel to run a modular laundry; please do not participate). Each attached page must be numbered, signed and stamped. Total No. of attached pages must be written on covering page.

1. Background & Scope of Work

Superintendent, Vardhman Institute of Medical Sciences Hospital, Pawapuri ("Authority"), invites proposal from eligible bidders for providing **Laundry Services** at the **Vardhman Institute of Medical Sciences Hospital, Pawapuri** with bed strength of 500.

Objective of work: - Clean linen is an essential aid in reduction of the hospital acquired infections. To achieve this goal, Govt. of Bihar trying its best, to provide clean linen for the hospitals to be changed everyday clean linen also gives aesthetic satisfaction at the first sight by the ailing individual and their attendants. The main objective of the laundry service will be to provide better patient care through proper arrangement for cleaned linen supply.

Work requirement by the Agency :- The scope of work is (a) collection (b) washing (c) drying with steam for sanitization and sterilization and sterilization (d) Calendaring & Pressing (f) folding and packing clean linen in laundry trolleys and sending these different departments from where they were received. The agency is required to provide in house repair of the linen with tailor master and required equipment.

You are requested to quote your best possible lowest offer along with all documents as required in this Tender Document. The sealed Bids should reach the office of the Superintendent, Vardhman Institute of Medical science Hospital, Pawapuri, Nalanda Pin- 803115 latest by **27-12-2021 up to 05:00 PM** and it will be opened on **28-12-2021 at 12:30 PM** at **Superintendent Chamber, Vardhman Institute of Medical Sciences Hospital, Pawapuri** in the presence of the authorized representative(s) of the participating agencies.

2. Contract Period

The contract will be valid for a period of **02 (Two) Gragerian Calendar years** from the date of Commencement of services. However, in the event of unsatisfactory work, indiscipline or any other such reasons, the contract can be pre-terminated by the Authority & Performance Security money will be forfeited as per the terms of the contract. The contract period can be extended as well, on satisfactory performance, on the same terms & conditions, with mutual consent of both the parties, but the decision of the competent authority of the medical college & hospital would be final.

3. Eligibility Criteria

- a. The Agency should be Registered Company under Companies Act 1956/2013/ Partnership Firm/ Proprietorship Firm/ Trust/ Society and should have been in operation during last 3 years (minimum 3 years' experience). **Consortiums are not allowed.**
- b. The Agency must have **minimum 01(one) years** of experience of execution of providing Modular laundry services at minimum 100 bedded Government/Corporate Hospital /PSU/Reputed Big Hotels/Railways and should have experience of providing laundry services with experienced, competent and qualified personnel well versed with modular laundry operation and able for handling and general maintenance of equipments of laundry installed in laundry premises of VIMS Hospital Pawapuri, Nalanda.
- c. The Agency will be required to provide a copy of experience certificate from the contracting institution. Bidders are advised to visit our Laundry Department and attach a report about site inspection in Technical Bid. Bidders are also requested to attach a Laundry service work flow chart in Technical Bid.
- d. Bidder should have its office at pawapuri/patna if not so; he should be able to open it within a month after award of contract.
- e. Average financial annual turnover of the bidder in the last three years. Should not be less than **25 lacs (Twenty five lacs)** per yrs. from laundry services.
- f. It should be registered agency for providing laundry services.
- g. Should have GST registered & Pan Card in the name of Agency/Firm/Owner of proprietary company.

h. The Bidder should not be Blacklisted/banned/convicted by any court of law for any criminal or civil offences /declared ineligible by any entity of any state Government or Govt. of India any local Self-Government body or public undertaking in India for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason during the past 5 years from the last date of submission of bids, No criminal/vigilance case related to cheating, forgery, Criminal breach of trust, theft and prevention of corruption Act is pending in any court of law against the bidder. The bidder shall declare all ongoing litigations it is involved in with any government agency/state/central department/PSU.

i. No joint venture/consortium is allowed to participate in the Bidding process.

4. Tender document fee:-

A Non-Refundable Demand Draft of Rs. 500/- (Rs. Five hundred) only, issued by any schedule Nationalized Bank drawn in favor of Superintendent VIMS Hospital, Pawapuri, payable at Pawapuri.

5. Cost of Bidding

The Bidders shall be responsible for all the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

6. Site visit and verification of information

Bidders are advised/ encouraged to submit their respective Bids after visiting the site and see complete and actual installation of laundry of **Vardhman Institute of Medical Sciences Hospital, Pawapuri** and ascertaining for themselves the information regarding the same and any other matter considered relevant by them.

It shall be deemed that by submitting a Bid, the Bidder has:

- i. made a complete and careful examination of the Tender Documents;
- ii. received all relevant information requested from the Authority;
- iii. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Tender documents;
- iv. Is fully acquainted with the site, machineries installed and the whole process from receipt of items to be laundered of the delivery after completion of work.

7. Pre-Bid Meeting

To discuss the scope of work and to clarify any other issues with respect to this Tender, the Authority will hold a Pre-Bid Meeting on 07-12-2021 at 12:30 PM at **Superintendent Chamber, Vardhman Institute of Medical Sciences & Hospital, Pawapuri** Prior to the meeting, the Bidders may submit a list of queries and propose modifications, if any, to the project requirements. However it is up to the authority to accept or reject the modification.

8. Amendment to the Tender document

- a. At any time prior to the deadline for submission of Bids, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder can, modify the Tender document by the issuance of Addenda.
- b. Any Addendum thus issued shall be uploaded on the Authority's website.

9. Submission of Bids

A bidder must submit only a single tender. If more than one tender are submitted by the same bidder, the same shall be summarily rejected.

The tender should be submitted in two parts i.e. **Technical Bid and Financial Bid**.

a. Technical Bid:-

To qualify in the Technical bid the Bidder should have the minimum eligibility criteria as mentioned under "**Eligibility Criteria**" section and the Bidder in this regard should submit the documents Mentioned under Clause 17- "**Documents Required**".

b. Financial Bid:-

- The financial bid shall contain the Price Bid Form as per Annexure-E.
 - The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.
- c. The Technical Bid and the Financial Bid should be submitted in **two covers**; one super scribing "Technical Bid" and second "Financial Bid". Document required for Technical Bid must be put in the envelop of Technical bid and document required for Financial bid should must be put in the envelope of financial bid. Any financial document about rate etc. if found in Technical Bid, The bid will be rejected and the tender will be declared Non-responsive. Both the envelopes are in turn to be put in another envelope. This envelope should be superscripted prominently as **"Tender for Laundry Services at VIMS Pawapuri."** All the three envelopes are to be duly sealed. Each of the envelopes should be addressed to **Superintendent, Vardhman Institute of Medical Sciences Hospital, Pawapuri, Nalanda, Pin- 803115**. All the three envelopes should bear the name, address, contact No. and E-mail of the bidder. Unsealed, depilated conditional tenders and tenders without Bid Security and tender documents fee shall not be entertained. Any bid received after the specified time and date for submission of bids shall be rejected and returned to the Bid unopened. Tender should reach latest by 27th December 2021 up to 5.00 PM. If that date is declared holiday then next working date will be the last date of receipted. Likewise next day will be the date of opening.

10. Opening of Tender:-

Tenders will be opened on 28-12-2021 at 12.30 PM in front of Tender evaluation committee. On the day only Technical envelopes will be opened. Financial bids of only these tenderers will be open. Who qualify in Technical Bid. Date of opening of Financial Bid will be communicated to only technically qualified bidders by mobile/emails. Absence of bidder/Authorized person will not be an impediment in opening tender.

11. 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 on behalf of firm with proper power of authorization. If on enquiry it appears that the person so signing has no authority to do so, Superintendent VIMS may without any prejudice, cancel the contract and hold the signatory for all cost, Consequences and damage under the civil and criminal remedies and forfeit the EMD/Performance security deposit. The tenderer should sign and fix stamp on all pages and each page should be numbered.

12. Bid Security/EMD

Bid Security of **Rs 25,000/-** (Twenty Five Thousand) Only should be submitted in the form of Demand Draft issued by any scheduled Nationalized Bank in favor of Superintendent VIMS Hospital, Pawapuri, and Payable at Pawapuri. The Bid Security of the Unsuccessful Bidder shall be returned within 15 days after finalization Technical bid evaluation for financial bid opening. EMD of those successful bidders will be returned within 15 days after signing of the agreement with L1 bidders. Bid(s) received without the Bid Security will be rejected unless the bidder is exempted under appropriate law and claims for it. In that case he will have to submit proper document with technical. No interest is payable on this amount.

13. Taxes/Duties

Rates quoted should be inclusive of all expenses as is being levied or may be levied in future. No increase in rates will be permissible even if the tax rates are increased. Bidder shall pay all the statutory taxes levied by Government or Local bodies. GST Payment will be made as per law.

14. Right to accept and to reject any or all Bids

Notwithstanding anything contained in this tender, the Authority reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

15. Validity of bids

Bids shall remain valid for 120 days from the date of opening of the bid.

16. Correspondence with the Bidder

The Authority shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

17. Documents Required -

The following documents duly attested should be submitted along with the **Technical Bid**.

Duly filled format of Technical Bid as per Annexure-A	
1	<ul style="list-style-type: none">• For Company - Copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC) under companies act 1956/2013• For Partnership Firm- Registration Certificate issued by registrar of firm under partnership act 1932• For Society/ Trust- Certificate issued under society registration act 1860/ Indian Trust Act 1882• For Proprietorship firm- Certificate issued under shop & Establishment Act
2	Bid Security in the form of a Demand Draft as mentioned in Clause 12
3	Tender document Fee (Non Refundable) in the form of a Demand Draft as mentioned in Clause 4
4	Experience certificate/ work completion certificate of providing minimum three years of providing services on outsourcing basis in which experience of execution of providing MODULAR LAUNDRY SERVICES at minimum 01 yrs. on outsourcing basis in Govt. Hospital/ PSUs (minimum 100 bedded hospitals)/Big hotels/Railways or private hospitals. Annexure-B
5	Registration Under Labor Department (if yes, copy attach)
6	Registration with EPF (if yes, copy attach)
7	Registration with ESI (if yes, copy attach)
8	Workflow chart of Laundry Services.
9	Affidavit (sworn before public notary/ executive magistrate) stating that the agency is not Blacklisted/ banned/ convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self-Government body or public undertaking in India. for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason During the past 5 years from the last date of submission of bids, and No criminal/ vigilance case related to cheating, forgery, Criminal breach of trust, theft and prevention of Corruption Act is pending in any court of law against the bidder. The bidder shall declare all ongoing litigations it is involved in with any government agency/ state/ central department/ PSU. Annexure-C
10	Audited Balance sheet and Statement of: <ul style="list-style-type: none">i. Profit & Loss Account, and a copy of Challan related to annual return filed with ROC and any other related financial statements (if the bidder is registered under Companies Act), orii. Income and expenditure account, Receipts and Payments account and other related financial statements (if the bidder is registered under Societies and Trusts Act), or,iii. Profit and loss account, Income tax return. (if the bidder is proprietorship firm)
11	Copy of PAN Card
12	Proof of Income Tax Filing for the last three financial years
13	Copy of Goods & Services tax (GST) registration certificate

All copies of documents mentioned above should be signed by the Bidder on each page.

The tender submitted by the bidder and documents shall be written in the English language. However, a copy of any printed document furnished by the bidder in connection with its tender may be in Hindi, English or any other language, provided the same is accompanied by self-attested English translation and for purposes of interpretation of the tender, the English translation shall prevail.

18. Evaluation

A. Technical Evaluation:

A Tender Evaluation Committee shall be formed to evaluate the submitted bids. Bidders failing to submit relevant mandatory documents in support of having fulfilled the stipulated eligibility criteria will be summarily rejected. However if the committee feels during the evaluation that some clarification is essential, it may ask/call the concerned bidders to clarify with documents within stipulated time. Decision of committee in all respect will be final and beyond question.

B. Financial Evaluation:

The evaluation for Financial Bid shall be done for technically successful bidders only. There is no obligation on the part of the Hospital authority to inform the unsuccessful bidders of the result of the tender.

The financial bid shall be calculated based on the weighted average of the financial bid received for 'large cloth' and 'small cloth', with weightage of 70:30 for the two cloth types, respectively.

*(Example: If the bidder quotes INR X for large clothes, and INR Y for small clothes, then the financial bid would be considered as INR $(0.7 * X + 0.3 * Y)$)*

Lowest Bid shall be termed as L1 and higher bids shall be termed L2, L3 & so on.

If there is a discrepancy between the unit price and total price, then the unit price shall prevail and the total price shall be corrected.

If there is a discrepancy between words and figures, the amount in words shall be considered as valid. If the bidder does not accept the correction of the errors, his bid shall be rejected.

19. Award of contract

The contract for providing laundry services at **Vardhman Institute of Medical Sciences Hospital, Pawapuri** shall be awarded to **L-1 Bidder** whose bid has been determined to be substantially responsive technically and commercially acceptable by the technical committee, and has been determined as the lowest evaluated price bid.

In case of a tie, Authority shall break the tie in the following order of priority:

- **Work experience:** Bidder with higher work experience of similar nature in Govt./Corporate Hospital. Work experience will be calculated on the basis of the total number of months for which the Bidder has been providing similar services. In case the Bidder had provided services under 2 different projects, simultaneously, both of them will be calculated and taken into consideration.
- **Turnover:** Bidder with higher average annual turnover of last 2 years.

In case L-1 bidder denies/fails to honor the contract/Letter of intent the authority shall be at freedom to negotiate with L2, L3...(in this order) responsive bidders with their consent to enter into an agreement with the authority to provide services at L1 rate. Also in case L1 fails to provide services within timeframe as per the purchase order, the authority shall be at freedom to procure the same from L2, L3..... (in this order) responsive bidders at L1 rate.

20. Intimation Letter to Successful Bidder / Notification of Award

- a. Prior to expiration of the period of Bid validity, Authority will notify the Successful Bidder

- (“Agency”) in writing that its Bid has been accepted by issuance of Letter of Intent (LOI).
- b. Within 15 days of receipt of such intimation, the successful Bidder shall give its acceptance to the Authority and submit the required Performance Security Deposit.

21. Signing of agreement

The signing of agreement shall constitute the award of contract on the Successful Bidders. The agreement with the Successful Bidder shall be signed within a week of submission of Performance Security.

The Successful Bidder shall commence the service only after the signing of the contract with the Superintendent, VIMS Hospital.

The selected Bidder shall start the complete services at the within 45 days of handover of space. In case of delay in roll-out of services, appropriate penalties may be imposed in such case.

- A. Failure to start the services at **Vardhman Institute of Medical Sciences Hospital, Pawapuri** within 30 days of handover of premises shall lead to imposition of penalty from 46th day to 75th day, the selected agency will be levied INR 5,000 per week, for delay of every 7 days, to be appropriated from Performance Bank Guarantee submitted by the service provider, or deducted from the monthly payment.
- B. Failure to provide complete services with-in 60 days from the date of handover of premises may lead to termination of the contract, and forfeiture of the Performance Security/Earnest Money Deposit(EMD)

22. Anti-Collusion

The Bidder shall not communicate to any person other than the Authority the amount of any Bid, adjust the amount of any Bid by arrangement with any other bidder, make any arrangement with any other bidder about whether or not he or that other bidder should or should not bid or otherwise collude with any other bidder in any manner whatsoever in the tendering process until the Bidder is notified by the Authority of the outcome of the tender exercise. Any breach of or non-compliance with this clause by the Bidder shall, without affecting the Bidder's liability for such breach or non-compliance, invalidate his Bid.

23. Others

- a. Bidders are requested to study the terms and conditions of the tender document carefully and then submit tenders accordingly.
- b. A Bidder shall submit only one application. A Bidder who submits, or participates in, more than one application will cause all the bids in which the Bidder has participated to be disqualified. The Tender not received on “**Two Bids**” basis will be summarily rejected.
- c. An authorized representative may remain present at the time of opening of the tender.
- d. The successful Bidder/ Agency shall not at any point of time engage sub-contractors or transfer the contract total or in part to any other agency. In the event of sub- contracting the successful Bidder/ Agency is liable to termination, and blacklisting for 5 years, and the performance security shall also be forfeited.
- e. It shall be deemed that by submitting the Bid, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.
- f. The decision of the Superintendent shall be final, and no enquiries, or application for review, shall be entertained. The Superintendent reserves the right to amend any of the conditions, if required or cancel or reject all or any bid/tender without assigning any reason.

Tentative Requirement

SI No.	Department	Bed Sheets	Gowns	Draft Sheets	Blankets (Mostly in winter)
1	500 Beds Daily change	500	0	0	500
2	New for new admission	70	0	0	70
3	OPD 20 Rooms Daily change	20	0	0	0
4	Emergency/Trauma 20 Beds X Twice change + 10 etc	50	0	0	50
5	Labor Room (25 daily deliveries) 20 Beds X Twice change+10etc	60	50	50	0
6	Operation Theatre (10 Operation Daily) Gowns- 4x10 Draft sheets- 6x10	10	40	60	10
7	Dr. Aprons	-	As per OT work	-	-
8	Patient dress	30	30	-	-
	Total-	740	120	110	970

Note: - All the tenderer should know that the above requirement is tentative requirement. Actual Requirement is based on admitted in Ward Patient/OT work /Labor Room admission & other Activities. The payment will be made on the basis of the actual work. In very short time hospital will provide Patient dress in IPD also.



Technical Bid Checklist

Along with this sheet put all documents mentioned in Clause 17 Required document

S. No	Details of the Bidder	Attached (Yes /No)	Page No.
1	Name of the Bidder		
2	Address of the registered office of the Bidder		
3	Contact number		
4	State clearly whether it is Sole proprietor or Partnership Firm/Agency or a company or a NGO		
5	Whether the Bidder is registered, attached copy of the certificate of registration		
6	Name of the Owner(s)/Partners		
7	Tender document fee Rs. 500/- with DD No. and Date. If tender document has been purchased from the office then its photocopy attaches.		
8	Demand Draft of EMD Rs. 25000/- (twenty five thousand) only Original		
9	Goods & Services Tax Registration Certificate (Copy Attach)		
10	PAN Number (Copy Attach)		
11	Prior Experience (Annexure- B)		
12	Affidavit on Non- Judicial Stamp Rs 100/- (Annexure- C)		
13	Audited Balance Sheet Last 3 financial yrs. (if applicable)		
14	IT Return Last 3 financial yrs.		
15	Work Flow Chart of Laundry Services		
16	Registration Under Labor Department (if yes, copy attach)		
17	Registration with EPF (if yes, copy attach)		
18	Registration with ESI (if yes, copy attach)		
19	Name and Mobile Number of a Key person, who can be contacted at any time.		
20	Each page of the submitted documents page numbered and signed/self attested (if necessary whether Technical and financial bid)		
21	Total No. of Attached pages (Technical Bid)*		

Date:
Place:

Name and Designation of the Bidder:
Signature of Bidder:
Seal of the Bidder:



Prior Experience Format

Experience during last 1 or more years (attach documentary proof / certificate from concerned organization)

S. No	Name of work	Period of Contract	Name of Institution	Contact person/ Telephone Number	Remarks

Note:- If Work order is being enclosed as experience proof, you must remove/blackout rates, if mentioned in it.

Date:

Place:

Name and Designation of the Bidder:

Signature of Bidder:

Seal of the Bidder:

Notarized Affidavit on Rs. 100/- Non-Judicial Stamp.

Sir,

I, M/s., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/ director(s) are not blacklisted/ barred/ convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of GoB or by any entity of state government /or Govt. of India or any local Self-Government body or public undertaking in India for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason and from participating in Project(s) during the last 5 years from the date of submission of bids/tenders, as on the _____ (Date of Signing of Application).

And that no criminal/ vigilance case related to cheating, forgery, Criminal breach of trust, theft and prevention of Corruption Act is pending in any court of law against us.

Further, we are annexing a certified copy of the litigations with this affidavit. (if any)

We further confirm that we are aware that, our bid for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation and the undersigned will be personally liable for all civil/criminal obligation.

Proprietorship/firm/agency hereby agrees and fully understands that notwithstanding anything contrary contained in tender document and without prejudice to any of the rights remedies of Superintendent VIMS Hospital, Pawapuri. Superintendent shall be entitled in its sole discretion to determine that a bidder is to be disqualified at any stage of the process and its participation in Tender process and/or its Technical proposal/or Financial Bid dropped from further consideration for any reasons.

Place-

Yours faithfully

Date -

Signature of the bidder

Name and Designation of the bidder

(This form shall be duly filled-up and signed by the bidder & submitted along with the original copy of the Bid)



Format for Performance Bank Guarantee**Ref: Bank Guarantee No.:****Date:-****To,**

**The Superintendent
Vardhman Institute of Medical Sciences
Hospital, Pawapuri**

Dear Sir,

WHEREAS (Name of Bidder) hereinafter called "the Bidder" has undertaken, in Pursuance of Contract dated 2021(hereinafter referred to as "the Contract") to provide laundry service at (Vardhman Institute of Medical sciences & Hospital, Pawapuri) under Public Private Partnership Model.

AND WHEREAS it has been stipulated in the said Contract that the bidder shall furnish a Bank Guarantee ("the Guarantee") from a Nationalized/Scheduled Commercial Bank for the project/performance of providing quality laundry services at **Vardhman Institute of Medical Sciences Hospital, Pawapuri** as per the agreement.

WHEREAS we ("the Bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give the **Vardhman Institute of Medical Sciences Hospital, Pawapuri** the Guarantee:

Therefore, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of INR _____ to _____ under the terms of their Agreement dated on account of full or partial non-performance / non- implementation and/ or delayed and/ or defective performance / implementation. Provided, however, that the maximum liability of the Bank towards **Vardhman Institute of Medical Sciences Hospital, Pawapuri** under this Guarantee shall not, under any circumstances, exceed in aggregate.
2. In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of a written notice from **Vardhman Institute of Medical Sciences Hospital, Pawapuri** stating full or partial non-implementation and/ or delayed and/or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to **Vardhman Institute of Medical Sciences Hospital, Pawapuri** any and all sums demanded by **Vardhman Institute of Medical Sciences Hospital, Pawapuri** under the said demand notice, subject to the maximum limits specified in Clause 1 above. A notice from **Vardhman Institute of Medical Sciences Hospital, Pawapuri** to the Bank shall be sent by Registered Post (Acknowledgement Due) at the following address: Attention Mr.....
3. This Guarantee shall come into effect immediately upon execution and shall remain in force for a period of 27 months from the date of its execution.
4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be



modified, discharged, or otherwise affected by:

- a. Any change or amendment to the terms and conditions of the Contract or the execution of any further Agreements.
 - b. Any breach or non-compliance by the bidder with any of the terms and conditions of any Agreements/credit arrangement, present or future, between bidder and the Bank.
5. The Bank also agrees that **Vardhman Institute of Medical Sciences Hospital, Pawapuri** at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against vendor *and not withstanding any security or other guarantee that Vardhman Institute of Medical Sciences Hospital, Pawapuri* may have in relation to the bidder's liabilities.
6. The Bank shall not be released of its obligations under these presents by reason of any act of omission or commission on the part of **Vardhman Institute of Medical Sciences Hospital, Pawapuri** or any other indulgence shown by **Vardhman Institute of Medical Sciences Hospital, Pawapuri** or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.
7. This guarantee shall be governed by the laws of India and only the courts of Patna, Bihar shall have exclusive jurisdiction in the adjudication of any dispute which may arise here under.

Dated this Day of2021

Witness

(Signature)

(Name)

Bank Rubber Stamp

(Official Address)

Designation with Bank

(Signature)

(Name)



Financial Bid Performa

The rate for providing all the services is provided below.

Cloth Type	Financial Quote (in Figures)	Financial Quote – (in words)
Large cloths/Linen (Satrangi Bed Sheet, Blanket, Curtain, Mosquito net , Aprons, OT Gowns, Maternity Gown, Surgical Gown, Pajama, shirts, Draping sheet, Draw sheet, Macintosh, Table Cloth etc.		
Small cloths/Linen (Towel, Pillow cover, ,Chair Cloth, hand towel, bath towel, Machine cover)		

Note:- above rates are inclusive of all expenses for running laundry with Manpower deployment, materials, general maintenance etc. only GST will be paid extra.

- a) **Large Cloths:** - Those Linen which are 2.5 feet i.e. 30 inches or more in length will come in category of large cloths.
- b) **Small Cloths:** - Those linen which are less than 2.5 feet i.e. 30 inches in length will come in category of small cloths.
- c) We understand that the financial bid shall be calculated based on the weighted average of the financial quote for 'large cloth' and 'small cloth', with weightage of 70:30 for the two cloth types, respectively.
 (Example: If we quote INR X for large clothes, and INR Y for small clothes, then the financial bid would be considered as INR $(0.7 \times X + 0.3 \times Y)$)
- d) We understand that in case of a discrepancy between words and figures, the amount in words shall be considered as valid.

Date:
Place:

Name and Designation of the Bidder:
Signature of Bidder:
Seal of the Bidder:

General terms and conditions

1. List of equipments:-

The following equipments (**Schedule-A**) are installed in modular laundry premises of VIMS Hospital and this tender has been invited to provide best laundry services through these machines, man power and consumables. These machines and accessories have to be cleaned and maintained (General) as if your own.

2. Brief description of work:-

VIMS Hospital has the requirement to launder/dry clean the hospital linen which comprise big/small linens, items from wards, OPD, Dressing room, OTs, Labor room, Doctors Apron etc. both in white and colored, blankets, plastic curtains, mosquito nets or others which need to be washed. It is to be operated on all days in one or more shift as per work load and the washed linens will be delivered within 24 hrs. of receipt for processing.

- A. All the machines and accessories will be handed over to the vendor in running condition and vendor will return these machines and accessories in same running condition after completion of contract work.
- B. The Agency will be responsible for collection of dirty linen from the different user areas and transport the same to laundry complex. The agency will collect dirty linen from ward and departments and exchange clean linen with dirty linen with the respective wards and departments between 7:00 AM to 8:00 AM or any other time specified by the Hospital Administration. Standard precautions to be followed while collecting and handling infected/dirty linens. Vender will provide PPE to its workers.
- C. The Agency shall do the work of sorting, processing of used linen with standard laundering process, including ironing.
- D. Bed sheets, sheets, pillow covers, chair cloths etc. to be washed & ironed every day.
- E. Apron used by MOs & Para medical staff should be washed daily as per availability.
- F. Office table clothes to be washed & ironed once in a week or when ever asked for.
- G. Blanket, curtains should be cleaned on fortnightly basis or when ever asked for.
- H. The Agency will first treat the infected linen (blood stain etc.) and surgical linen in chlorine and then clean it in the machine as per the schedule given by the authorized representative of medical college & hospital. Bio-Medical Waste management rules, wherever applicable will be followed by the Agency.
- I. Separate carts for transport & storage of dirty & washed linen will be used.
- J. Vender will use its own fuel (diesel) and operator for operation of laundry boiler for steam generation.
- K. The Agency shall not take any hospital linen outside the Hospital complex for washing under any circumstances, without the prior permission of the Medical Superintendent. Similarly, the Agency shall use only the premises allotted to it for drying the linens.
- L. Agency shall be responsible for safe disposal of left chemicals, washing materials and other garbage produced in laundry as per norm. It will keep the laundry premises neat and clean. Agency will be responsible for daily cleaning of laundry equipments trolleys and other equipments /tools and general maintenance. MEP staffs are there to help them.
- M. Any other work of similar nature assigned by the Hospital authorities.

2.1 HR related

- A. Deploy and ensure requisite and adequately trained personnel (18+ ages, no minors) at the VIMS hospital; Who are fully acquainted with the Modular Laundry machines and procedures of maintenance and laundering and preparing inventories.
- B. For daily supervision, Agency shall appoint a qualified Supervisor who will ensure that the work is

- done properly. For repairing purpose one tailor will also have to be provided by the agency with machines and sewing materials.
- C. The Agency shall abide by the rules and regulation relating to various labor laws such as Minimum Wages Act, ESI, and PF etc. The authority will not be a party at any stage to any kind of dispute relating to the above.
 - D. Uniform other than hospital staff or hospital person's; must be provided by the agency for their staff. Using hospital clothing's for agency staff will incur punishment to the agency. ID card should be provided to the workers & staff and must wear it during stay at the hospital. Should wear it in duty times.
 - E. The Agency shall ensure that the personnel deployed are disciplined and well behaved. consumption of alcoholic drinks, chewing paan, Gutkha, smoking, loitering without work and engaging in gambling, satta or any immoral act will be strictly punishable as the of the land, as well as expulsion of the person and extreme indiscipline may lead to termination of contract.
 - F. Any misconduct/misbehavior on the part of the manpower deployed by the Agency will not be tolerated and such person will have to be replaced by the Agency at his own costs, risks and responsibilities immediately, with written intimation to the Hospital Administration.
 - G. The staff deployed by the Agency shall not divulge or disclose any details of office, operational process, technical know-how, security arrangement, administrative/ organizational matters to any third person, as all of that are confidential and secret in nature. In the event of being found that the official secrecy has been disclosed and for the purpose of security arrangement and or for other purpose, it is desirable to remove the said person, the Hospital has every right to remove the said person, immediately and responsibility if any to be borne by the Agency.

2.2 Others:-

- A. All the materials used in washing should be supplied by the Agency.
- B. The Agency shall use only ISI marked detergent/washing material which should be eco-friendly, machine friendly and body friendly as well as textile friendly. In case it becomes necessary to use any material other than the approved, prior permission shall be obtained from the controlling authority.
- C. Loss/damage of clothes shall make Agency liable to pay at the rate of existing value of the damaged/lost items. Hospital Administration's decision whether such loss/damage is on Agency's account shall be final and binding on the Agency.
- D. Any other damage/pilferage to the Hospital property due to mishandling, carelessness of the Agency or his workmen will be recoverable from the Agency's bill.
- E. **Hospital related obligation:** - Hospital will provide Machines, electricity, water and space free.
- F. As this Hospital is a Govt. institution covered under scope of RTI Act, it is expected that the agency shall keep all the records properly indexed and maintained in a systemic manner.
- G. IN NO CIRCUMSTANCE THE WORK OF WASHING SHOULD BE HELD UP ON ANY GROUND WHATSOEVER i.e. NON RUNNING OF MACHINE, FAILURE OF ELECTRICITY STRIKE OF WORKER etc. In that event approved bidder shall have to arrange washing manually with his existing staff.

List of the Items to be washed

Small Items	
1	Chair Cloth
2	Pillow Cover
3	Baby Sheet/Towel
4	Hand Towel
5	Bath Towel, OT linens etc.
Large Items	
7	Table Cloth
8	Bed Sheet
9	Other Sheet
10	Blanket
11	Maternity Gown
12	Surgical gown
13	Curtain
14	Mosquito net
15	OT Pajama shirt for boys and nurses etc.

Note: The list may vary. Any other work of similar nature assigned by the Hospital authorities will have to be done by the Agency

Those linens which are 2½ ft. i.e 30 inches or more will come in category of Large Items and those less than 2½ ft. ie. Less than 30 inches will come in smaller items.

3. Terms of Payment

- A. The Agency needs to submit its bills for the preceding month by the 5th day of every working month in accordance with the approved rates to the competent Authority, in triplicate. Payment will be done after checking bills by the account section as per availability of the funds in proper head as per Govt. System. Presently it is being done by CFMS.
- B. In case the Agency defaults on its obligations through the Key Performance Indicators (KPIs), a penalty shall be levied as mentioned under **Schedule-C**.

4. Review and Monitoring Structure

A. Reporting:

- i. The Agency shall maintain proper Log Books for the services being provided with adequate details related to services and materials availability.
- ii. These Log Books shall be verified and signed by the authorized representative of medical college & hospital on a daily basis.

B. Monitoring:

- i. Daily Inspection: The authorized person of medical college shall inspect services being provided by the Agency on a daily basis with the help of the medical college staff.
- ii. Weekly monitoring: Medical College's authorized official will do the weekly monitoring on a random basis (at least 4 inspections in a month). The scope of these inspections will include but not limited to checking of the Agency's services, feedback interviews with patients and hospital staff. Findings of these inspections shall be recorded on weekly basis and shared with the Agency within 2 days of the visit.
- iii. Monthly Review Meeting: The Medical Superintendent shall convene a monthly review meeting with the head of the Agency to review performance of the service provider.
- iv. Random Review Inspections: Medical College/Health Department may randomly review services provided by the agency, through its representatives or Third-Party Agency (TPA). Medical College may review the performance of services through inspections/discussions with medical college's representative.

5. Penalty

In case the Agency defaults on its obligations through the Key Performance Indicators (KPIs), a penalty shall be levied as mentioned under **Schedule-B**. The total penalty in a month shall not exceed 10% of the total invoice value.

The penalty shall be arrived at after reviewing the log books and Performance certificates, and shall be deducted from the payments in the following month. In case of exceptional circumstances, the penalty may be deducted from the performance security.

6. Performance Security/ Bank Guarantee

- A. The Agency will be required to deposit an amount **Rs. 100000/- (one lacs)** as Performance Security within 15 days of notification of award of contract, failing which the contract will be cancelled and awarded to these second highest bidder on L1 rate.
- B. The Performance Security should be in the form of Bank Draft or Bank Guarantee issued by a scheduled bank in favor of **Supintendent, VIMS Hospital, Pawapuri, Nalanda** Payable at **Pawapuri** and **issued by any Nationalized Bank**. If submitted in form of bank guarantee, must be in the format provided in **Annexure-D**, and valid up to 90 days beyond completion of all contractual obligations of both the parties.
- C. Appropriation of Performance Security: In the event of the Agency being in default of the due, faithful and punctual performance of its obligations under the Agreement during the

Contract Period or owing any sums whatsoever to the Authority under the Agreement or in the event of there being any claims or demands whatsoever which may at any time be made or have been made on behalf of the Authority for or against the Agency under the Agreement, the Authority shall, without prejudice to its other rights and remedies hereunder or in law, be entitled to appropriate the relevant or delinquent amounts from the Performance Security towards Damages as per the terms of the Agreement.

- D. Performance Security will be refunded within 90 days of expiry of the contract Agreement. The Agency shall not get any interest on security money deposited.
- E. **Force Major:-** Neither party shall be liable for any failure or delay in performance to the extent said failures or delays are in the nature of Acts of God including floods, fires, earthquakes, wars, riots, acts of governments occurring without its fault or negligence or the effects of which persist despite reasonable efforts undertaken by the party unable to perform to mitigate the effects, and such party does everything reasonably possible to resume its performance.
- F. A party affected by an event of force majeure shall give the other party written notice, with full details as soon as possible and in any event not later than seven calendar days of the occurrence of the cause relied upon.

7. **Dispute Settlement**

- A. Any dispute/differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations.
- B. If the parties fail to resolve their dispute or difference by such mutual consultation within forty five days of its occurrence, the same shall be referred to the Principal Secretary, Health Department, GoB, who will nominate an Executive who/which shall then scrutinize the claims/disputes that have been referred and make efforts for amicable settlements by mutual discussions/negotiations/Arbitration.
- C. If the parties fail to resolve their dispute or difference by such mutual consultation within sixty days of its occurrence, then, either the Tender Inviting Authority or the Service Provider shall give notice to the other party of its intention to commence arbitration as agreed. The Arbitration proceedings shall be conducted at Patna Bihar, India, under the Arbitration & Conciliation Act, 1996 and amendments thereafter.

8. **Jurisdiction:-**

Dispute 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 the Jurisdiction of courts situated at Bihar Sharif or Patna High court only.

9. **Modification of contract**

The Agreement may be supplemented, amended, or modified only by the mutual agreement of both parties. No supplement, amendment, or modification of the Agreement shall be binding unless it is in writing and signed by the two parties.

10. **Event of Default**

It shall be an Event of Default if:-

- A. The Agency or its employee fails to comply with any of the obligations listed out under the Agreement.
- B. Any representation or warranty made by the Agency under the Agreement found to be incorrect in any material respect.
- C. The Agreement becomes unlawful or is declared void.

11. **Termination**

- A. Without prejudice to any other rights and remedies, on the occurrence of an Event of Default, the Authority may terminate the Agreement immediately on giving written notice to the Agency, if such Event of Default is not remedied within 20 days of receipt by the



Agency a notice in writing specifying the breach required to be remedied.

- B. If the Agency fails to provide satisfactory service despite several notices, the Agreement can be terminated by the Authority by giving one month notice.
- C. Either party may terminate the agreement without assigning any reason by giving a ninety day's notice. In the event force majeure event continues for thirty (30) days or more, the non- affected party shall have the right to terminate the Agreement by issuing a Termination Notice Upon termination of the Agreement, the Agency shall vacate the premises and withdraw its services and staff. If new vendor or arrangement of laundry work is not awarded to new vendor in that condition this vendor has to carry out the laundry services.

12. Covenants

- A. Agency shall ensure compliance with all applicable laws, rules and regulations, guidelines or policies for the performance of obligations under the Agreement.
- B. Agency shall be responsible for any existing government charges, taxes, liabilities or fees or any personnel taxes and shall indemnify and hold harmless the Authority for any liability in this connection.
- C. Other than as may be permitted by the Agreement, Agency shall not disclose, use or share any data/information/record, etc. with respect to the medical college & hospital where it is providing services and shall treat all information as confidential.

13. Limitation of Liability

- A. Nothing herein shall impose any liability upon the Authority in respect of any defects/death arising out of the acts, omissions, commissions, negligence or defaults on part of the Agency, its employees, staff and/or agents for any failure by the Agency in carrying out their roles and responsibilities mentioned in the Agreement.
- B. The Agency shall be responsible for due compliance with all the applicable Central, State, Municipal and Local Statutes, Rules and Regulations made there under with respect to the objectives contemplated herein. Any penalty fees levies or the likes if any imposed by any authority due to any non-compliance shall be solely to the account of the Agency and will not be borne by the Authority.
- C. The Agency will not be responsible for any loss or damage that third parties may suffer to due events such as fire, flood, storms, earthquakes, accidents, etc.
- D. As this is a Government institution and comes under scope of right to information Act., So whenever required, the agency has to give information to the hospital for compliance.

14. Indemnity

- A. Agency shall indemnify Authority on demand, against any loss, destruction, or damage to any property or any loss, injury, or death of any person caused by the negligent act or omission or willful misconduct of Agency or its employees or agents.
- B. Agency shall indemnify Authority on demand, against all claims, costs, demands, allegations, charges, expenses and liabilities of whatsoever nature arising out of or in connection with any claim arising out of Agency's performance of its obligations under the Agreement.

Schedule-A

List of machines and equipment's installed in laundry premises of VIMS Hospital.

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

B. List of Materials to be used by vender-

1. Detergent powder
2. Separate carts for transport & storage of dirty & washed linen
3. Disinfectant
4. Acetone
5. Ammonia
6. Hydrogen Peroxide
7. Bleach
8. Sodium Hypochlorite
9. Any other material which the vender will use.



Schedule-B

Performance Matrix

S. No	Performance Indicators	Expected Level	Measurement protocol	Penalty in case of non-compliance
1.1.	Collection of dirty linen from ward and departments between 7:00 AM to 8:00 AM(or the time fixed by the authorized officials)	At least 90% of time within a month	To be verified from daily Log Book	1% of the total monthly invoice
1.2.	Linen should be washed in Washing Machine only. No hand washing	100% of time	To be verified based on inspections	1% of the total monthly invoice
1.3.	Staff availability	100%	To be verified from daily Log Book/ attendance register	Rs. 200 per staff per day of absence
1.4.	Machines and materials available at all times (Schedule A)	100%	To be verified from daily Log Book/Stock Book and weekly (ran dom) inspection by authorized officer/ ward in-charge	1% of the total monthly invoice
1.5.	Infected (blood stain) linen to be washed separately	100%	To be verified based on random inspections by authorized+ officials/ ward in-charge	5% of the total monthly invoice
1.6.	Odour and Stains	Odour and stain free linen 95% of times	To be measured based on spot inspections and/ or complaints received for stains/ odour against the total clothes cleaned in a month	1% of the total monthly invoice
1.7.	Timeliness of handing over cleaned linen back to medical college & hospital	Within 6 Hours for non-infected linen and 10 hours for infected Linen.	To be verified based on handover/ takeover time fixed at the medical college & hospital and entered in the daily Log Book	1% of the total monthly invoice



Schedule- C

Linen/Cloths Exchange & Deliver Record Performa

Maintain separate logs for different departments (such as OT, Delivery Room, Ward etc.)

[illegible]

Note- If Tenderer finds the sheet insufficient for filling up the information additional sheets can be used.