



All India Institute of Ayurveda (AIIA)
Gautampuri, Sarita Vihar, Mathura Road,
New Delhi-110076

Tender Cost of Rs.250/-

Limited Single Bid Tender For

Providing Laundry/ Dry Cleaning Services

on item wise hiring basis

to the

All India Institute of Ayurveda (AIIA)

SECTION I

**All India Institute of Ayurveda (AIIA)
Gautampuri, Sarita Vihar, Mathura Road,
New Delhi-110076**

Dated:

TENDER NOTICE

1. Sealed Single bid tender is invited from reputed and experienced Companies/ Agencies who can provide Laundry and Dry Cleaning Services to All India Institute of Ayurveda (AIIA), AIIA, a 200 bed hospital, on item wise hiring basis.
2. The complete tender document may be obtained from Admin Office of AIIA on payment of Rs.250/- in form of Demand Draft/Banker's Cheque (non-refundable) in favour of **The Director, All India institute of Ayurveda, New Delhi**. Detailed terms & conditions of said tender may also be downloaded from the website "www.ccras.nic.in" and tender cost may be paid in form of DD/ Banker's cheque (non-refundable) while submitting the tender. Bid will not be accepted without the tender cost, bid.

3. **Schedule:-**

I	Sale of Tender	:	From 12/01/2016 at 11:00 A.M to 27.01.2016 at 11:00 A.M
II	Last date & time for receipt of filled Tender	:	27/01/2016 (Time 02:00 P.M)
III	Date & Time for opening of Tender	:	27/01/2016 (Time 03:00 P.M)
IV	Place of opening the Tender	:	Academic Block, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi – 110076.

The Tender shall not be accepted after prescribed deadline under any circumstances whatsoever.

4. The interested Companies/ Firms/ Agencies may submit Tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs fifty thousand only) and other requisite documents on or before 27/01/2016 by 02:00P.M in the **Tender Box kept at the Academic block (Admn.) of the All**

India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi – 110076.

5. This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all Tender without giving or assigning any reason or to cancel the quotation. The decision of this Institute in this regard will be final and binding on all.

**Director,
All India Institute of Ayurveda (AIIA),
Gautampuri, Sarita Vihar, Mathura Road,
New Delhi – 110076.
Email:aiianewdelhi@gmail.com**

SECTION II
GENERAL INSTRUCTIONS AND SCOPE OF WORK
FOR BIDDERS

General Instructions

1. Sealed tenders quoting the rates of different items as mentioned in **Annexure II** are invited from reputed and experienced Companies/ Agencies who can provide Laundry and Dry Cleaning Services to AIIA which is a 200 bed hospital, on item wise hiring basis.
2. The contract is for a period of six months or till laundry section of AIIA becomes functional, whichever is earlier. The period of the contract may be further extended for suitable period after the completion of contract provided the requirement of this office for hiring laundry services exists at that time. The contract may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of services offered.
3. The interested Companies/Firms/Agencies is required to submit Earnest Money Deposit (EMD) of Rs 50,000/-(Rs. Fifty thousand only) as **Earnest Money** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form drawn in favour of "**Director, All India Institute of Ayurveda (AIIA), New Delhi**" **without which the Tender will not be considered**. Further, no interest will be paid on EMD, the Earnest Money of the unsuccessful bidder whose Tender has not been found suitable will be returned.
4. The interested Companies/Firms/Agencies are required to submit the Tender in a Sealed Cover containing "**TENDER Bid-confidential**" super-scribed "**Tender for hiring of Laundry and Dry Cleaning Services for All India Institute of Ayurveda**". The sealed Tender complete in all respect should reach this Institute **by 02.00 P.M on or before 27/01/2016** and dropped in the Tender Box kept at the **Academic Block, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi – 110076**".
5. If the firm wants to revoke the contract, it should give at least one month's advance notice with sufficient reasons of the contract. Otherwise the security deposit/pending payments will be confiscated.

6. The competent authority in the Institute reserves the right to accept or reject any/all quotation without assigning any reason, therefore;
7. The tender contracting agencies should not have been blacklisted by any Ministry/Institute of Govt. of India/Hospital/private agency;
8. Tender incomplete in any respect will be rejected out-rightly.
9. The details of the Quotation document are available on the website of the Central Council for Research in Ayurveda Sciences (www.ccras.nic.in).
10. For any dispute, the jurisdiction shall be Delhi

Scope of Work

1. The All India Institute of Ayurveda (AIIA) is an autonomous organization under the aegis of Ministry of AYUSH. It will be a 200 bed referral hospital and also impart post graduate, doctoral, post doctoral and super-specialty programme in major streams of Ayurveda. The organization will broadly have two Wings – Hospital and Academic Wings. The Hospital Wing will have various Units like Registration, OPD, IPD, Laboratory, Pharmacy, Radiology, OT etc. The Academic Wing will comprise of Administration, Library, Conference/Class Rooms, Rooms of senior faculty members etc.
2. The objective is to provide a clean environment and fresh linen for optimal patient care so as to provide a soothing environment through good aesthetics and cleanliness of the surroundings which includes fresh, soft and neat linen. Clean linen is an aid to reduction of hospital acquired infections. The main objective of the laundry service will be to provide better patient care through properly planned, daily supply of cleaned linen.
3. The All India Institute of Ayurveda Hospital has the requirement to launder/dry-clean the hospital linen, which comprises big/small linen items both white & colored, blankets, plastic curtains/tapestry etc. The washed linen will be delivered within 24 hours of receipt for processing.

Responsibility of the contracting agency

4. The contracting agency will be wholly responsible for providing laundry services in the Institute. The linen must be washed and ironed properly up to the satisfaction of institute authorities. The contracting agency will collect the dirty linen from different departments/wards of the institute and will return the dry, cleaned and ironed linen to the same departments/wards within 36 hours of collection. The complete job i.e. collection of dirty linen from the department, sluicing, washing, hydro extraction, drying, ironing / calendaring, and distribution of cleaned linen will be done by vendor. The firm will segregate torn linen at the time of collection before taking the same from the ward or department & report to designated officer
5. The cleaned, washed and ironed linen neatly packed shall be delivered to the respective wards/departments.

6. **Collection/Delivery of linen:** The contracting agency will collect dirty linen from ward and departments and exchange clean linen with dirty linen with the respective wards and departments between 3:00 PM to 4:00 PM. The contracting agency shall collect dirty linen in soiled linen bag. Separate bags for transport and storage of dirty and washed linen will be used. The hampers used to transport linen dirty should be appropriately cleaned after every use and should be kept away from those to be used in transporting clean items.

7. **Indent:** The staff of the contracting agency while collecting the dirty linen or delivering the washed linen to various Units/Wards/Departments of the Hospital would follow the procedure as laid down by the Institute of all the received/distributed items through Indent Slips/Registers and Gate Pass etc. duly authenticated/verified by the Sister-in-charge or the authorized person as the case may be.

8. **Detergent/washing material to be used:** The contracting agency will process linen as per the standard washing procedure and washing formulae and shall use only ISI marked detergent/washing material.

9. **Quality of washing of linen and its ironing:** The contracting agency shall ensure that the quality of washing of linen and its ironing has to be to the entire satisfaction of the Sister/ Officer In-charge from where the clothes are collected.

10. **Determination of quality of work/ service:** The decision of the Institute with regard to the determining the quality of work/ services done by the contracting agency shall be final and acceptable to the contracting agency. The contracting agency shall therefore rectify the defect so pointed out without any extra payment. In case of failure the Director, All India Institute of Ayurveda, New Delhi reserves the right to get the work/service so rejected, done from some other source at the risk and cost of the contracting agency. The expenditure so incurred shall be recovered from the pending bills of the contracting agency or any other outstanding dues or by all parts of the security/other deposits as he may think proper.

11. **Infected linen:** Standard universal precautions to be followed while collecting and handling infected/dirty linen. The infected linen will be collected separately and disinfected by submerging it in the disinfectant solution before washing. Blood stained and infected clothes will firstly be washed separately and then washed again in routine wash.

12. **Loss/Damage to the linen:** Any loss/damage to the linen during working process will be indemnified by the contracting agency, who shall be liable to pay at the rate of existing book value of the lost/damaged items.

13. **Mending of Torn Linen:** The contracting agency will identify torn linen at the time of collection and repair them suitably and as per requirement.

Eligibility Criteria

14. The bidder is required to enclose self attested photocopies of the following documents along with the Tender, **failing which their Tender may be summarily/out rightly rejected and may not be considered:**

- (i) Copy of the Trade License essential for carrying out the activities under this contract.
- (ii) Copy of PAN/TAN cards;
- (iii) Income tax returns /Audited accounts, for the last three years i.e. 2012-13, 2013-14 & 2014-15
- (iv) Copy of Service Tax/VAT/Sales Tax Registration certificate with the returns for the last three years;
- (v) Should have executed three similar works costing not less than **Rs -2.5 lakhs** for year or two similar works costing not less than **Rs.4.00 lakhs** or one similar work costing not less than **Rs.8.00 lakhs** per year in Central Govt./ State/ Govt. Department/ PSU/Hospital etc. during the last three years ending 31st March, 2015 [ANNEXURE-I(part –C)]; (Attach copies of Tax Returns or duly audited Balance Sheet and Profit & Loss A/c or Bank statement duly signed by the bank authority concerned) ;
- (vi) Affidavit from the contracting agency that it has not been banned/blacklisted by any Government Agency/Institute (As per format in **Annexure - III**);
- (vii) Copy of the Tender document with each page signed by the bidder for acceptance of the terms and conditions laid down by this Institute

17. The conditional bids shall not be considered and likely to be rejected in very first instance.

18. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the Bid.

19. The envelope containing single Tender shall be opened at 03:00 P.M on **27/01/2016** in the presence of ‘tenderers’ or their duly authorized representatives who wish to be present. As a token of acceptance of all the terms and conditions mentioned in this document, the bidder is required to sign all pages of this document and attach the same along with their bid. Tender s of unsigned document will be rejected. The L-1 bidder will be arrived at based on the evaluation criteria laid down for this purpose.

20. All the pages of the Tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. In the event of the tender being submitted by a partnership firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a

person holding “Power of Attorney” authorizing him to do so. Such “Power of Attorney” is to be produced with the Tender.

21. The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or repairing works or who was unable to execute any repairing order in any organization run by the state or central government or a private firm, will not be considered even his being the lowest rate.

22. To assist in the analysis, evaluation and computation of the bids, the Institute may ask bidders individually for clarification of their quotation. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

23. The All India Institute of Ayurveda (AIIA) reserves the right to annul any or all bids without assigning any reason.

24. The bidder shall fill Application form and financial bids as per the format enclosed at **ANNEXURE I & II.**

SECTION III

TERMS AND CONDITIONS

1. The contract shall initially be for a period of six months or till laundry section of AIIA becomes functional , whichever is earlier and unless it is curtailed or terminated by this office owing to deficiency or sub-standard quality of services, unacceptable behavior, breach of contract, reduction or cessation of the requirements of work.
2. The contract shall expire after six months from commencement of the contract unless extended further by the mutual consent of contracting agency and this office.
3. The contract may be extended, on the same terms and conditions for a further period not exceeding six months. The modification of the rates shall be subject to the variation of statutory levies.
4. This Institute reserves right to terminate the contract during entire period after giving one month's notice to the contracting agency. The contract will remain valid the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by the All India Institute of Ayurveda.
5. The successful bidder will be bound by the details furnished by him / her to this Institute, while submitting the bid or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
6. The successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this office.
7. **Documents to Accompany Tender:** The Tenderer shall submit the Documents mentioned in the clause 14 of General Instructions to the Tender.
8. **Earnest Money Deposit:** Each Tender must be accompanied with "Earnest Money Deposit" in the form of Demand Draft, as mentioned in the Notice Inviting Tender and General Instructions.
9. **Forfeiture of Earnest Money:-**
 - a) If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.
 - b) If the successful bidders fails to provide or refuse services either partial or total

offer (Acceptance) made by The Director, All India Institute of Ayurveda, New Delhi

10. Return of Earnest Money :-

- a) After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful bidders.
- b) On receipt of Security Deposit, the deposited Earnest Money will be returned back to the successful Bidders.

12. Forfeiture of Security Money :-

- a) In the event of failure to provide services as per Work Order within the stipulated period, the security deposit may be forfeited.
- b) In that event, supply of the said services may be taken from the next lowest bidder vide the same Work Order at contracting agency's risk and cost without any further reference, so that the loss incurred would be recoverable from the Performance Security Deposit of the said contracting agency or from any sum due of which may become due to the contracting agency. **Refund of Security Deposit** - After successful completion of services in contractual period, Performance Security Deposit will be refunded within the three months if not extended for further period.

13. Submission of the Tender:-

- (a) Bidder at their own cost shall have to submit Tender at the office of Director, All India Institute of Ayurveda, New Delhi within the schedule date and time as mentioned in the Tender Notification.
- (b) The said sealed documental bids will be opened by the Tender Purchase Committee in presence of the Bidders or representative of the Bidders who may be present in the opening date & time.
- (c) The Technical and Financial Bids will be furnished in the prescribed proforma given in Annexure I & II only. Bids furnished in any other formats are liable to be rejected.
- (d) The tenderer should necessarily quote in respect of all items mentioned in the Financial Bid, failing which it is liable to be not considered.
- (e) The list of items mentioned in the Financial Bid is illustrative of the type linen that can be expected by the tenderer. It is by no means exhaustive and items may be added or deleted as per requirement.

14. Rates :-

- a) Rates should be clearly quoted in both in figures and words in respect of each item. Rate should be quoted inclusive of all Taxes. VAT & Service tax. There should be no overwriting and any Bid having such overwriting will be summarily rejected.
- b) The tenderer should take care that the rates and amounts are written in such a way that interpolation is not possible, no blanks should be left which would otherwise, make the tender redundant.

15. Period of Contract: The tenderer is bound to provide laundry services to the All India Institute of Ayurveda, New Delhi for a period of six months at the approved rates from the date of signing of rate contract. Rate approved by the Institute would be valid for a period of six months from the date of award of the contract/letter of intent which, if the Institute authority desires, may be extended for further period.

16. Commencement of Work:-

The contracting agency is required to commence the work at the time and date as mentioned in the allotment of work letter. In the event of failure Director, All India Institute of Ayurveda, New Delhi has the full right for any penalty/and other action in the matter his/ her decision will be final.

17. Non supply of articles and Penalty Clause:

In case of failure to supply the articles in time, penalty as decided by the Director, All India Institute of Ayurveda, New Delhi will be imposed. In the event of substandard wash or delay in service a penalty of Rs 200/- per item will be imposed and recovered from contracting agency's bills for unsatisfactory performance of work, and supplying of wet linen etc. The penalty for torn piece of linen will be equivalent to the cost of the linen. The decision of Director, All India Institute of Ayurveda, New Delhi will be final in this regard.

18. Identification:-

The contracting Agency shall supply complete information about the persons deployed for collection and supply of linen i.e. names, fathers name, age residential address, and permanent address, telephone/mobile no. etc. In case of any change in deployment, the office shall be informed immediately. The contracting agency shall also issue identity cards to his employees for their identification and they shall be duly bound to display the identity cards at the time of duty.

19. Raising of Bills:-

The contracting agency shall raise the charges/bills regularly for payment in the first week of the month immediately following the month for which the bill is raised on the basis of the approved rates. The proof of the quantity of linen washed/dry cleaned would have to be submitted by the contracting agency duly authenticated by the concerned sister-in-charge or the authorized persons. The payment will be based on number of dirty linen washed as per approved rates.

20. Release of payment and deduction of tax :

The payment shall be released on monthly basis after receipt of the bill duly verified by the staff authorised by institute. The payment shall be made through cheque/ECS only. Deduction of income tax and other deduction as notified by the Govt. from time to time shall be done at the sources.

21. Alternate arrangement in case of deficiency in service:-

It is found that the services being rendered by the agency/ firm are not satisfactory; the institute shall be at liberty to make alternate arrangement at any time without giving any notice to the contracting agency.

22. Disputes: - In the event of any dispute or disagreement arising between the contracting agency and Director, All India Institute of Ayurveda, New Delhi with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the Director, All India Institute of Ayurveda, New Delhi whose decision will be final and binding upon the contracting agency .

23. The courts at New Delhi will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract.

24. This tender document and subsequent rate contract is non-transferable.

25. Any action on the part of the tenderer to influence anybody in the said Institute will be taken as an offence, he will not be allowed to participate in the tender enquiry and their offer will not be considered.

26. Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender

27. Tender Form with all the relevant papers in details shall be essential part of the Tender.

28. Before submission of the Tender, the bidder shall sign each page of his Tender and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the bidder.
29. Acceptance of lowest tender is not obligatory.
30. The Director, All India Institute of Ayurveda, New Delhi reserves all rights to accept or reject any tender without showing any reason.

31. Evaluation Criteria for Tender

- i. The Bid will be decided on the basis of the lowest per unit cost indicated by the bidder for different items**
- ii. The service tax, if any, payable on this amount would not be taken into account.
- iii. The contracting agency which quotes the overall lowest cost in respect of all categories of linen will be awarded the contract.**
- iv. In case, it is found that different contracting agencies have quoted lowest service charges for different categories of linen, the L-1 contracting agency will be decided on the basis of the combined weightage of the Technical and Financial status, taken together.
- v. In such a situation of the tie breaker the weightage shall be given to their past performance and final decision shall be taken by the competent Authority, AIIA. No correspondence shall be entertained at any stage.
- vi. Service charges indicated for each item of linen would be fixed during the entire contract period.

32. FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such nonperformance and work under the contract shall be resumed as soon as practicable after such event and may come to an end or cease to exist, and the decision of the All India Institute of Ayurveda (AIIA) as to whether the work have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his opinion terminate the contract.

33. ARBITRATION

- i. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and jurisdiction will be New Delhi.
- ii. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by All India Institute of Ayurveda (AIIA). The provisions of Arbitration and Conciliation Act 1996 shall be applicable.
- iii. In case of any dispute between the Agency and All India Institute of Ayurveda (AIIA) shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at New Delhi.
- iv. An agreement shall be signed with the successful bidder as per specimen at Annexure –IV.

NOTE -These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between 'Client' (First Part) and the 'Agency' (Second Part) and any non-compliance shall be deemed as breach of the Contract/Agreement.

Part A

TECHNICAL FORMAT

1	Name of the firm/ Society/ Company/ Proprietary Concern	
2	Address of registered office	
3	Telephone Nos./Fax/E-mail	
4	Earnest Deposits money (EMD) Yes/No	
5	EMD Details	
	FD/Bank Draft No.	
	Dated	
	Amount (In Figures)	
	Amount (In Words)	
6	PAN / GIR No. (Attach attested copy)	
7	VAT/SALE TAX Reg. No. (Attach attested copy)	
8	Service Tax Registration No. (Attach attested copy)	

9	Details of clients with whom similar contracts executed during last three years along with address, telephone and Fax numbers, Amount of contract, Duration of contract (Annexure I, partC)	
10	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
11	Enclose an affidavit duly certified by that the tenderer has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending. (Annexure – III)	

Signatures of the authorized signatory
with seal of tendering firm)

Date:

Name:-

Place:

Address:-

Mob. No. -

ANNEXURE - I

Part- B

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/ Director/ Authorized Signatory of the agency/ Firm, mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

Part-C

ANNEXURE - I

**DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 3
(THREE) YEARS**

(This should be mentioned on the letter head of the agency)

1	2	3	4	5	6	7
Contract no./Supply order No.	Name of Organisation	Description of Contract/Supply	No. of years of contract	Value	Year of contract	Continuing (YES/NO)

.....
.....
(Name and designation of the officer)
.....
.....

(Seal, name & address of the Bank and address of the Branch)

FINANCIAL BID FORM

To,
The Director,
All India Institute of Ayurveda,
Gautampuri, Sarita Vihar,
Mathura Road,
New Delhi – 110076

Dear Sir,

1. I/We submitted the bid
for Tender No. /2016 dated _____ for
“Providing Laundry/ Dry Cleaning Services on item wise hiring basis” for All India
Institute of “Ayurveda, New Delhi.

2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.

3. I/We hereby offer to laundry services at the following rates for each of the items listed below. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.

S. No.	Item	Description	Price per unit	Price per kg, if applicable
1.	Bed sheet(white / colored) stain resistant Material	White Bed Sheet of stain resistant material with hospital name 56” X 94”		
2.	Draw Sheet (White/colored)	Draw sheet Multi purpose drawsheet standard , one side linen and one side auto clavable waterproof sheet size 58"x36"		
3.	Stitched pillowcase of poplin in white colour	Stitched pillowcase of poplin in white colour of 55cm x80cm		
4.	Pillows of cotton	Pillows of cotton of 1.5Kg (+ - 5%) weight, size,48cm x 73cm. with water proof cover		
5.	Pillow with synthetic filling	Pillow with synthetic filling polyfill soft with separate water proof cover 48cm x 73 cm		

6.	Pillow with High quality poly urethane	Pillow with High quality poly urethane foam size with separate water proof cover size 61x40x09 cm		
7. *	Woollen Blanket (coloured)	Woolen Blanket with piping on all sides(48x73cm)		
8.	Blanket cover (white/ colored)	Cotton 50x75cm		
9.	Stitched Surgeon Kurtas (colored)	Stitched surgeon kurtas with both standard size front pocket and one chest pocket of soft, opaque 100% Poplin (cotton)in Medium Size – Length 28” (100) Chest 46” Sleeves 10” Width 8.5” Large Size – Length 30” (200) Chest 48” Sleeves 10” Width 8.5” X-Large Size – Length 36” (150) Chest 50” Sleeves 10” Width 8.5” XXL Size -Length 38” Chest 54” Sleeves 54” Width 9”		
10.	Stitched Surgeon Pyjamas (coloured)	Stitched Surgeon Pyjamas with 2 standard size pockets (two front pockets) with mayani of soft opaque 100% Poplin (Cotton)with a.)small : 50" waist 38" length thigh 25", Assan16" b.)Medium Size – Length 40” (200) Waist 55” Thigh 26” Assan 17”, c.)Large SizeLength 44” (100) Waist 60” Thigh 28” Assan 17”		

		X Large Size- Length 42" Waist 55" Thigh 26" Assan 17 XL Size- Length 45"Waist-65" Thigh 30"Assan 18" small		
11.	Stitched operation room Gowns for surgeons /or such similar gowns (Colored)	Stitched operation room gown for surgeons with water proof front and sleeves, wrap around with elastic cuff and strings, large gown length 49", chest 58" 14" width at wrist , sleeves 35"		
12.	Stitched operation room cotton Gowns for surgeons / or such similar gowns	Stitched operation room cotton gown for surgeons with water proof front and sleeves, wrape around with elastic cuff and strings, large gown length 55", chest 60" 14" width at wrist , sleeves 38"		
13.	Stitched Nurses coats (white)	Standard size front pocket and one chest pocket LengthxChest, l,M,XL, sizes		
14.	Panchkarma Technicians coats (Colored))	Standard size front pocket and one chest pocket LengthxChest, l,M,XL, sizes		
15.	Stitched Ward Boys / Aayas Kurtas/Aprons (Colored))	Standard size front pocket and one chest pocket l,M,XL, sizes		
16.	Maternity Gown	Maternity Gown Overlapping waist with zipper on chest		
17.	Stitched head wear In all colors	90cm x 100cm size.		
18.	Ladies cap	Bleached poplin cloth		

19.	Face mask	Bleached poplin with three pleats		
20.	Stitched baby sheet (Colored))	85 cm X 85cm		
21.	Stitched cooking apron (Colored))	Pure Cotton of blue colour Gabardine by Size 40"X 30"		
22.	Hand towel (White Colour)	Towel size 18" X 12"		
23.	Turkish/ Patna Towels	Towel Size 27"x54"		
24.	OT Drapes	in different sizes		
25.	OT towel small	28"x28"		
26.	OT towel medium	39"x36"		
27.	OT towel large	57"x36"		
28.	Central hole sheet	48"x76"(Abdominal Surgery) with waterproof centre eye size 11"x 8"		
29.	Central hole sheet	48"x76"(Abdominal Surgery) without waterproof centre eye size 11"x 8"		
30.	Central hole sheet	57"x80" (Abdominal surgery) with autoclavable waterproof centre		
31.	Central hole sheet	57"x80" (Abdominal surgery) without waterproof centre		
32.	Perineal /gynae sheet	57"x39" without waterproof centre		
33.	Perineal /gynae sheet	57"x39" with one side linen with autoclavable waterproof centre on other side		
34.	Small hole sheet (EYE SURGERY)	Sheet Size : 60 x 60 cm, Incise Area : 6 x 8 cm		
35.	Spinal sheet	36"X36" with eye size 6"x 4"		
36.	split sheet large	57"x36" split length 10"		
37.	split sheet medium	36"x36" split length 8"		
38.	split sheet small	28"x28" split length 6"		

39.	Instrument wrapper double layer	Small 27"x27"		
40.	Instrument wrapper double layer	Medium 43"x40"		
41.	Instrument wrapper double layer	Big 45"x 54"		
42.	Instrument trolley cover with half water proof sheet	80 cm x 145 cm with water proof centre		
43.	Trolley cover	150x 170cms AbsorbentL aminated Non woven fabric		
44.	Laundry bag casement			
45.	Shoe covers	L, m,XL sizes		
46.	Mackintosh Sheet (in meters)			
47.	Doctors coat (white)	Standard sizes		
48.	Lab coat (white/colored)	Standard sizes		
49.	Coats for Front Desk Staff (Coats in light purple colour)	Standard sizes		
50.	Mayo Trolley Cover	Water proof cover		
51.	SUPER ABSORBENT OT TABLE cover			
52.	Side screen curtain	Cotton /Terry cloth in Green colour ... set of 3 pcs		

Signature of Authorised Person)

(Name)

(Designation)

Name of Firm/Company/Agency

Contact Details

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR
TAKING PART IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labour court(s).

Or

I / We _____ (Tenderer) hereby declare that the Firm / agency namely _____ M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by the Institute of AYUSH, and EMD / SD shall be forfeited.

DEPONENT

Attested:

(Public Notary / Executive Magistrate) with Date

Name _____

Address _____

(To be made on Rs 100.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT FORMAT

This agreement is made at New Delhi on the _____day of 2016 between _____ acting through Shri _____, _____, **All India Institute of Ayurveda (AIIA), New Delhi** (hereinafter called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part**.

Second Part

M/s _____, having its registered office at _____

(herein after called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part** .

WHEREAS the '**Client**' is desirous to engage the '**Agency**' for providing **Providing Laundry/ Dry Cleaning Services on item wise hiring basis** for All India Institute of Ayurveda (AIIA), New Delhi the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations. The '**Client**' shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed for collection/ delivery of linen by it at in All India Institute of Ayurveda (AIIA), New Delhi site. The '**Client**' shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month notice on either side.
5. In case of non-compliance with the contract, the '**Client**' reserves its right to:
 - a. Cancel/revoke the contract; and/or
 - b. Impose penalty upto 10% of the total annual value of contract.
6. There would be no increase in rates payable to the '**Agency**' during the contract period except reimbursement of the statutory wages revised by the Govt.
7. The '**Agency**' also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.

8. Decision of **'Client'** in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the **'Agency'**.
9. The **'Agency'** shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The **'Agency'** shall keep **'Client'** fully indemnified against liability of tax, interest, penalty etc. of the **'Agency'** in respect thereof, which may arise.
10. In case of any dispute between the **'Agency'** and **'Client'**, **'Client'** shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at New Delhi.

THIS AGREEMENT will take effect from _____ day of _____ Two thousand sixteen and shall be valid for six months.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in New Delhi in the presence of the witness:

For and on behalf of the **'Agency'** for and on behalf of the ' _____ '

Signature of the authorized
Official

Signature of the authorized Official

Name of the Official

Name of the Official

Stamp / Seal of the **'Agency'**

SIGNED, SEALED AND DELIVERED

By the said _____

By the said _____

Name _____

Name _____

on behalf of the **'Agency'** in presence of on behalf of the **'Agency'** in presence of

Witness _____

Witness _____

Name _____ Name _____

Address _____

Address _____