

DESCRIPTION OF TENDER

1. It is in continuation of tender notice for inviting sealed tenders under two bid systems (Technical Bid & Financial Bid) for providing 24x7 washing and ironing of linen at HIMSR & HAHC Hospital, New Delhi for one/two years (extendable further on satisfactory performance at mutually agreeable terms).

The tender shall be in two bid systems:

- (a) **Technical Bid:** Containing information regarding business turn over, experience and other details of the firm, to ascertain the suitability of the tenderer. (Annexure I)
- (b) **Financial Bid:** As per Annexure-II Containing of rates & amount for washing and ironing including delivery expenses.

Pre-Bid Conference Meeting to give clarification to the prospective bidders would be intimated if warranted.	
Closing date & time for receipt of bids	20/06/2022 – 03:00 P.M
Date & time for opening of technical bid	20/06/2022 – 03:30 P.M

2. The tender shall be deposited/dropped on or before 20.06.2022 up to 03.00 P.M in the tender box placed in **Head Finance and Administration Office, 9th Floor, B-Block, HAHC Hospital, New Delhi.**
3. Tenders will be opened on the same day 20.06.2022 at 03:30 P.M in presence of the interested (technical bids) tenderer or their authorized representative of the agency.
4. The Competent Authority of Hamdard Institute of Medical Sciences & Research and Associated HAHC Hospital, New Delhi may send a committee for visit of the establishments of the tenderers to assess their suitability, as part of the Technical Bid. The Commercial/ Financial bids of only those tenderers will be opened, who are found suitable by the committee appointed for the purpose.
5. Preference may be given to those agencies who have experience of providing laundry service in Hospitals.
6. The bidder should submit the Technical Bid (Annexure I) & Financial/Commercial Bid (Annexure – II) as per format attached herewith along with tender document and tender cost & earnest money. The demand draft, of tender cost Rs.1, 000/- only (non-refundable) and EMD for Rs.50,000/- only along with the Technical Bid in Separate sealed envelopes super-scribing "Technical Bid" and "Financial/Commercial Bid" respectively. These two envelopes shall be sealed properly and Super-Scribed **“TENDER FOR WASHING AND IRONING OF LINEN AT HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND ASSOCIATED HAHC HOSPITAL”**.

7. The documents should be numbered and indicated page nos. in an index for reference of attached documents.
8. Hamdard Institute of Medical Sciences & Research shall reserve the right to bi-furcate the whole work, allot to more than one contractor or reject any/all the tenders without assigning any reason whatsoever.
9. **Tenders should be addressed to the Head Finance and Administration, Block-B, 9th floor, HAH Centenary Hospital, Hamdard Nagar, New Delhi -110062.**
10. The following information shall be indicated on the Envelope cover.
 - a) Tender for hiring washing and ironing of linen at Hamdard Institute of Medical Sciences & Research and Associated HAHC Hospital
 - b) Name of Firm. _____
 - c) Clearly indicate on the envelopes "**TECHNICAL BID**" OR "**FINANCIAL BID**".