



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &  
EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 210

Contact No. -022-68735000 Extn:- 8539/41

[maintenancecell@actrec.gov.in](mailto:maintenancecell@actrec.gov.in), [amruta.tamanekar@actrec.gov.in](mailto:amruta.tamanekar@actrec.gov.in), [prachi.atkulwar@actrec.gov.in](mailto:prachi.atkulwar@actrec.gov.in)

**Tender Document**

Sr. No.	Description
A	Notice Inviting Tender (NIT)
B	Instructions to Bidders
C	Scope of work
D	Vendor Capability Form
E	Technical Compliance sheet
F	Document Evaluation sheet
G	General and Special Conditions of the Tender
H	Disclosure of existing customers to whom supply of equipment / service made available in India.
I	Compliance required against O.M. dated 23.07.2020 issued by Ministry of finance w.r.t amendment of General Financial Rules.
J	Format of Notary Affidavit on Non-Judicial Stamp paper of Rs. 100.00
K	MSME Status
L	Startup Status
M	Make in India Status
N	Bank Details for Refund of EMD
O	Format of Indemnity Bond
P	Proforma for submission of Proposal for Exemption under 31 of CL (R &A) Act, 1970
Q	Social Clauses

**For ACTREC**



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**Serial No. A**

**Notice Inviting Tender (NIT)**

The Director, ACTREC, Kharghar, Navi Mumbai – 410210 invites tender in two parts from eligible bidders for '**Laundry Services of Ward Linen and Bed Making** as per below mentioned details:-

<b>Tender Number</b>	<b>ACTREC/EMC/2026-27/001</b>
<b>Tender Date</b>	<b>08/05/2026</b>
<b>Name of the Item</b>	<b>Outsourcing Laundry Services of Hospital Linen and Bed Making on Rate Contract basis</b>
<b>Mode of Tendering</b>	Two- Part Open -Tender
<b>Tender Processing Fee</b>	Rs.NIL
<b>EMD</b>	<p>EMD <b>Rs.12,00,000/ (Rupees Twelve lakh Only)</b> to be submitted in the form of:</p> <p>Account Payee Demand Draft, Insurance Surety Bonds, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in favour of "Director, ACTREC" payable at Kharghar, Navi Mumbai – 410210 to be enclosed in a sealed envelope.</p> <p><b>OR</b></p> <p>Account Payee Demand draft or Bankers Cheque to be deposited at Cash Counter, Gr. Floor, Paymaster Shodhika building, ACTREC and receipt to be enclosed in a sealed envelope (refer NOTE below for details)</p> <p>Tenderer's who are registered with NSIC/SSI/MSME. Under Micro and Small Enterprises (MSEs) Category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD provided they upload photocopy of registration certificate. If EMD is not submitted or registration certificate copy is not uploaded the tender/bid shall be disqualified.</p>
<b>Tender Documents for download and view</b>	<p>On website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>. Information of said tender is also available on Our website <a href="https://actrec.gov.in">https://actrec.gov.in</a> <b>for viewing only.</b></p>
<b>Pre bid Meeting</b>	<p>Pre bid meeting will be held on 15/05/2026 at 3.00 p.m. at Board Room, Pay Master Shodhika, ACTREC, Kharghar, Navi Mumbai-410210</p> <p>Related queries from vendors should reach Maintenance cell before 2 working days from the date of pre bid meeting. Please send your queries to the following e-mail addresses-</p> <p><a href="mailto:maintenancecell@actrec.gov.in">maintenancecell@actrec.gov.in</a>, <a href="mailto:amruta.tamanekar@actrec.gov.in">amruta.tamanekar@actrec.gov.in</a> <a href="mailto:prachi.atkulwar@actrec.gov.in">prachi.atkulwar@actrec.gov.in</a></p>



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<b>Due date and time of online submission of tender</b>	<b>On 09/06/2026 till 4.00 pm</b>
<b>Date of time of online opening of Technical Bid</b>	<b>On 10/06/2026 from 4.30 pm onwards</b>
<b>Date of opening of Financial Bids of qualified bidders</b>	Will be notified at a later date
<b>Tender Validity</b>	180 days
<b>Delivery Site</b>	Advanced Centre For Treatment, Research and Education in Cancer (ACTREC), Plot no.2, Sector-22, Owe Village, Kharghar, Navi Mumbai 410210.

**TMC shall not be responsible in any manner for whatsoever reasons, for delayed upload of the tender/ late submission of the tender/ late submission of EMD.**

**For ACTREC**



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**Serial No. B**

**Before filling up the e-tender, read all instructions, tender terms and conditions properly.**

1. The contract of supply will be governed by these terms and conditions. Your digital signature will indicate that you have read and accepted all the conditions and undertake to abide by these conditions unless specifically denied/mentioned by you in your offer.
- 1.1. On behalf of Director, ACTREC, (hereinafter referred to as the Purchaser) invites electronic tenders (e-tender) for the supply of item as set forth in the “Notice Inviting Tender” and “Item Details/Technical offer form” page and “Financial Rate Page screen/Financial offer form” is attached with each electronic tender. The contract, if placed, shall be governed by (i) the latest version of TMC Terms and Conditions of Contract, (ii) Instructions to tenderer's for e-tenders (iii) General and special conditions which are available at the respective links on the TMC e-procurement site <https://actrec.gov.in> and <https://eprocure.gov.in/eprocure/app>.
- 1.2. It will be presumed that the firms who have submitted the e-bid along with EMD and have gone through all the terms and conditions of tender thoroughly and accept TMC conditions of contract, and there is no deviations in their quotations.
- 1.3. Technical offer form (Part I) inclusive of Technical specifications/Scope of supply and compliance form (separately available on <https://eprocure.gov.in/eprocure/app> for view & online submission). **Tenderer/Bidder should not disclose price or any other charges in Part-I. Also no price or any other charges details shall be uploaded in Part-I**
- 1.4. No Financial Bid or any indication towards quoted prices should be included in Part-I offer.
- 1.5. Financial offer form (Part-II) (separately available on <https://eprocure.gov.in/eprocure/app> for view & online submission). **Financial offer shall be submitted only in online mode as per financial offer form (Part-II). Hard copy of Financial Offer shall not be considered.**
2. Manual offers shall NOT be accepted against E-Tenders, even if they are submitted on the Firm's letter head/any other form acquired or downloaded and submitted in time. All such manual offers shall be considered as invalid offers and shall be rejected summarily without any consideration.
3. For due performance of obligations under the contract, the successful tenderer shall have to deposit 02% amount of total value as security deposit by Demand Draft or by way of Bank Guarantee, FDR of Nationalized Bank in favor of DIRECTOR - ACTREC with the absolute right. Bid security shall be refunded to the successful bidder on receipt of performance security. Security Deposit should remain valid till 27 months beyond the date of completion of rate contract period. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind, if any.
4. Compliance report on technical bids be clear. If tenderer not quoted or put dash (-) or 'NA' then it will be presumed that quoted price includes those item cost.
5. Failure to fulfill any of the conditions given above shall render the tender for rejection.
6. The bidder should be competent enough to deal with the work of the tendered item / services technically and financially and should have adequate man-power (Skilled/semi-skilled/unskilled & Technical) required for managing the awarded work.
7. The bidder should have necessary license under the prevailing laws of the land in India at Mumbai / Navi Mumbai and competent to undertake the services.



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8. The bidder should have tax payment capability by producing 3 years Assessment Clearance Certificate as and when asked for in addition to PAN Number.
  9. The bidder should provide Goods & Service tax No. and License No. as may be required for providing the services and material to be used for managing the work.
  10. Experienced bidder should attach certificate of their past experience in support of their capability in the field of dealing with the services tendered.
  11. The successor / heirs in office will be responsible for the liabilities created by the bidder in respect to the manpower, services etc. offered by bidder.
  12. The bidder will be solely responsible for the activities if found fraudulent for cheating or swindling the money by way of advance payment or breach of terms and conditions.
  13. The bidder will be responsible by abiding itself by the national law including rules relating to manpower, services etc. offered by the bidder.
  14. The bidders will be under obligation to intimate to Institute in advance about the assistance to be extended by the Institute without involvement of expenditure or at the cost of the bidder in connection with the process of erection installation and commissioning or providing services.
  15. The bidders is also advised to ensure that the all-Commercial offer and the technical offer papers are signed by the authorized person and rubber stamp should be put wherever asked for. If required a committee may like to visits the areas of working sites of the bidders for assessing the technical suitability and capability.
  16. The Director, ACTREC reserves the right of cancellation, adding, reducing, modifying or deferring the tender in total or partially without assigning any reason thereof and claim in this behalf in any way shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the earnest money deposit without any payment of interest.
  17. Eligibility criteria as per OM Dated 23.07.2020 issued by MoF w.r.t amendment of GFR
1. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
  2. "Bidder" for the purpose of this Order (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated herein before, including any agency, branch or office controlled by such person, participating in a procurement process.
  3. "Bidder from a country which shares a land border with India" for the purpose of this Order means
    - a) An entity incorporated, established or registered in such a country; or
    - b) A subsidiary of an entity incorporated, established or registered in such a country; or
    - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
    - d) An entity whose beneficial owner is situated in such a country; or
    - e) An Indian (or other) agent of such an entity; or
    - f) A natural person who is a citizen of such a country; or
    - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above



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4. “Beneficial owner” for the purpose of paragraph 8 above will be as under:
- i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

**Explanation-**

- a) “Controlling ownership interest” means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
- b) “Control” shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
- ii. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- iii. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- iv. Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official
- v. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- vi. “Agent” for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons.

**Certificate for Tenders (for transitional cases as stated in para III above)**

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India: I hereby certify that this bidder is not from such a country and is eligible to be considered.”

**Certificate for Traders:**

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India: I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority shall be attached)”.

5. Any change in policy decision made by the TMC management before awarding the Contract will be binding on the vendor.
6. Conditional & incomplete offers will not be accepted.
7. The Director, ACTREC reserves the right of cancellation, adding, reducing or deferring the purchase without assigning any reason thereof at any stage in the processing of tenders received and no claim in this behalf from any tender in any way shall be entertained/tenable/entitled for compensation in one way or the other. In such case of cancellation, the bidder will be refunded with the earnest money deposit without any payment of interest on production of original EMD receipt.



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8. All vendors must disclose the names of their partners, if any. Firms with common Proprietor/Partner or connected with one another either financially or as principal and agent or as master and servant or with proprietor/partners closely related to each other such as husband/wife, father/mother, son/daughter and minor son/daughter and brother/sister and minor brother/sister, shall not tender separately under different names for the same contract. If so found, all such bid(s) shall stand rejected and tender deposit of each firm/establishment shall be forfeited. If it is a private/public Ltd company the names and addresses of the Director, along with their DIN should be submitted.
9. The quantities mentioned against each item are estimated biennial quantity & can vary. The services shall be procured whenever required during the contractual period in quantities required from time to time.
10. The vendor/contractor to submit along with tender an affidavit (on Rs.100/- stamp paper) confirming that no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.

**I certify that I have read the above instructions carefully and taken note of them.**

**Signature**

**Date: Name of authorized person for bidder with seal**



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## ELIGIBILITY OF THE TENDER DOCUMENTS

1. Tender may be declared as 'Unresponsive / not eligible' under following conditions:
2. The tender validity is shorter than the required period as asked in the tender.
3. Required EMD has not been submitted / the exemption documents not attached.
4. The tenderer has not agreed to give the required security deposit/performance bond as asked in the terms.
5. Against a schedule in the list of requirement, the tenderer has not quoted for the entire scope as specified in the schedule.
6. The tenderer has not agreed to special conditions of the tender.
7. Tenders with conditional offers.
8. The tenderer who has furnished incomplete, incorrect or misleading information.
9. At the time of opening of technical bid Part-I, if a tenderer has included price or any other charges in Part-I or has failed to upload Part-II separately.



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## Serial No. C

### SCOPE OF WORK

1. Daily Collection/ transport/ Delivery and counting of soiled and washed linen from General and Private wards/ CSSD/ O.T./ ICU/ OPD/ Day care, other areas.
2. Maintain a daily record of linen collection and delivery, and prepare a delivery challan for each consignment. Each challan must be duly verified and signed by an authorized ACTREC official
3. Loading/ unloading of soiled/ clean linen.
4. Soiled and clean linen shall be transported between ACTREC and the contractor's laundry once daily, between 6:00 am and 10:00 am, using a clean and hygienic vehicle in accordance with hospital linen standards. Additional trips shall be undertaken as per the exigencies of ACTREC.
5. Sorting, processing of used linen with standard laundering processes including washing, drying, calendaring/ pressing of linen, repairing (if required), finishing & packing. Transportation & delivery of washed clothes in a covered trolley to the user area daily.
6. Minimum Timings for providing back the laundered Clean Linen as per the hospital linen standards to ACTREC, TMC. The washed, cleaned, and ironed linen Items shall be delivered within 16 hours in the Summer Season and within 24 hours in the Winter/Monsoon Season on receipt from ACTREC, TMC for processing.
7. If the Contractor fails to deliver/ collect outsourced linen on time, a penalty will be charged on him/ her.
8. Spotting of stains (blood, body fluid, rust, oil etc.) shall be taken care of by the contractor.
9. Woolen items and blankets shall essentially be dry washed, and any other items requiring special treatments due to the nature of the fabric shall have to be treated accordingly.
10. Tenderer should use mechanical washing and drying facilities. Washing & drying by hand will not be acceptable.
11. Vendor will identify torn linen at the time of collection, process, wash and repair them. A designated area for mending and repairing of torn hospital linen will be provided within the ACTREC campus during the contract period, as per the hospital's requirement.
12. If any item/linen is delivered damaged / torn after being handled washed / dried / treated / ironed by the tenderer / agency, the same shall be rejected by the competent authority of the hospital. In such cases the tenderer / agency shall have to replace the items with fresh ones of the same quality or pay the price of such items at the relevant market price and the decision in this of the authority in this regard shall be final and binding.
13. Non-repairable torn linen to be kept separately for condemnation while delivery of washed linen and keeping record of condemned linen.
14. Inward of washed linen should be carried out by the contractor in the presence of ACTREC staff.
15. Delivery of clean linen should be carried out by the contractor to various General and Private wards/ CSSD/ O.T./ ICU, OPD Daycare, other areas on time given to him.



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16. Bed making should be done by the contractor & should be carried out in morning hrs. from 6.00 am to 10.00 am & it would be contractor's responsibility to arrange adequate manpower to complete the work within the stipulated period. Minimum manpower to be deployed for collection of used/ soiled linen and distribution of laundered clean linen will be 25 nos.
17. The staff deployment for bed-making should be completely different from the staff handling soiled/ infected linen, 10 nos.
18. The PPE for the deployed staff (cap, mask, uniform, shoes, gloves, heavy-duty safety gloves, etc.) should be provided by the vendor
19. Under any circumstance the vendor should be able to provide uninterrupted services to ACTREC, Kharghar.
20. Bed-making services should be completed by 8.30 am every day.
21. The linen collection carts (trolleys) minimum 15 quantities should be arranged by the vendor specifically for the loading/ unloading of the pre-washed and clean linen. Any damage or repair work i.e. welding, replacement of wheels etc. will be Contractor's responsibility. The carts used for bed-making linen should not be mixed or used for transporting infected/ non-infected linen to be washed.
22. **The successful bidder shall use the following standard washing materials for washing of Soiled Linens:**
  - a. Industrial Detergent with ISI mark having active agent 35% alkyl benzene sulphonate or equivalent or Clax range product.
  - b. Alkaline agent-sodium carbonate or equivalent
  - c. Disinfectant –sodium hypochlorite.
  - d. Whitening agent- ultramarine blue.
23. The successful tenderer shall remove the Blood stains on the Linens before washing. If the quality of wash is not as per the standard or stains are not removed on the Linen, then the same shall be rewashed at no extra cost. The equipment and facilities required for initial sluicing and disinfection will be provided within the ACTREC campus, However, the actual disinfection work must be carried out by the personnel deployed by the contracted vendor.
24. The tenderer/agency shall be liable to wash/ dry / iron, etc., newer linen / newer types of linen which may be introduced in the hospital, time to time, on comparable terms and conditions.
25. The vendor will be responsible for the safe disposal of leftover chemicals & other washing materials, and other garbage produced in the laundry as per the applicable standard regulatory norms.
26. Separate carts for transport & storage of dirty & washed linen will be used. The hampers or carts to transport soiled textiles should be appropriately cleaned after every use & should be kept away from those to be used in transporting clean textiles.
27. The vendor shall process linen as per the approved washing procedure and approved washing formulae as per the applicable hospital standard regulatory norms.
28. Standard applicable hospital regulatory norms and universal precautions including infection control practices to be followed while collecting & handling infected/soiled linen
29. Separate Colour coding for infected/non-infected hamper collection bags should be ensured.



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## ANNEXURE – I

### **SPECIAL DIRECTIONS TO THE LAUNDRY CONTRACTORS:**

1. Collection of soiled linen and delivery of washed linen of all wards should be completed as per the schedule made by the Laundry In-Charge, ACTREC. The Contractor shall have to run the CENTRAL LINEN EXCHANGE (C.L.E) and shall be held responsible for the linen stock allocated to him for the smooth functioning of C.L.E.
2. The Contractor shall arrange to hand press/machine press patients' uniforms, Doctors' Shirts, Doctors' Pyjamas, Nurse gowns, Bed sheets, Draw sheets & Pillow cover, etc. Aprons and Surgeons' Shirts and Pyjamas have to be hand-pressed.
3. Total load of ACTREC Kharghar, laundry is approximate 7150 nos. & bed-making is 500 nos. per day, respectively. However, the actual pieces outsourced per day will be considered for billing.
4. Proper marking should be done on uniforms, especially on Aprons, at the time of receipt. Also, contractors' personnel should be able to identify the linen of each ward/department.
5. A daily collection and delivery register shall be maintained by the Contractor according to the wards, OPDs, and departments.
6. The Contractor will have to obtain NO DUES CERTIFICATE on the last working day of every month from all wards, OPD, C.S.S.D., O.T., I.C.U., etc., and submit the same to the Laundry Incharge.
7. Spotting of stubborn stains (rust, oil, blood, body fluid, etc.) shall be undertaken by the Contractor.
8. The Contractor should provide three sets of uniforms to his workers along with an identity card signed and stamped by the Security Officer.
9. The contractor should submit a character & antecedents report of his workers who will work in ACTREC premises from the local police of their area.
10. The washing, pressing of the outsourced linen will be checked by the ACTREC laundry staff and if found unsatisfactory, the same will be sent for rewashing without any additional charges. If washing quality is found unsatisfactory, the penalty will be charged by ACTREC on the contractor.
11. If the Contractor fails to deliver/ collect outsourced linen on time, a penalty will be charged on him/ her.
12. The risk of loss in transit of the goods / services shall be the responsibility of the bidder.
13. If any damage is done by the contractor's workers to ACTREC property, a recovery will be done from the Contractor against the actual cost of loss/damage incurred along with penalty decided by the ACTREC management as the case may be.
14. Soiled Linen should be sorted item-wise and washed item-wise as directed by the Laundry In-Charge, ACTREC. White & Colored clothes should be washed separately.
15. Departmental linen such as aprons, towels, napkins etc. is to be received and issued after washing every day. It should be ready on the next day so that such department should not wait for clean linen on Monday morning.



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16. Surprise inspection of the facility may be carried out by a team from ACTREC every month to assess the adherence of the laundry to the terms and conditions mentioned in the contract.
17. At any circumstances vendor should be able to provide uninterrupted services to ACTREC, Kharghar.
18. Sorting of used soiled linen, washing, cleaning, drying, calendaring, storage and dispatch of cleaned lined shall be carried out in separate designated zones, ensuring a unidirectional work flow and strict non mixing of cleaned and soiled linen.



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**INSTRUCTIONS TO THE CONTRACTORS FOR BED MAKING IN THE WARDS**

1. Bed making of female patients to be done by female attendants only.
2. Bed Making services should be completed by 8.30 am every day. Minimum 35 trained persons to be deployed for Ward Linen Laundry services and Bed Making services to carry out the job satisfactorily within the time.
3. ACTREC Laundry is operational 365 days a year including Saturdays/ Sundays/ holidays hence, laundry work i.e. collection/delivery of linen and bed making to be done on daily basis.
4. Any contract workers suffering with communicable diseases should not be permitted to do the bed making and should take all precautionary measures complying the standard hospital infection control norms including vaccination of staff
5. Serious patients' or helpless patients' bed making should be strictly done along with Nursing Supervision.
6. Uniform of the workers should be clean, neat and tidy. Hair should be combed and tied up properly. No flowers allowed in the hair.
7. Hand should be free of any ornaments, watch etc. while doing bed making.
8. Soiled linen should not be dropped on the floor. Linen hamper bags should be used.
9. Disinfected wet linen will be handed over to the contractor.

**I certify that I have read the above instructions carefully and taken note of them.**

**Signature**

**Date:**

**Name of authorized person for bidder with seal**



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**Desirable requirement of vendor:**

**Vendors having the following machine will be given preference:**

**i) Washing Capacity:**

Washer Extractor (automatic) capacity 200 Kgs.  
Washer Extractor (automatic) capacity 90 Kgs.

**ii) Dry Cleaning Capacity:**

Dry Cleaner (automatic) capacity 35 kgs.

**iii) Drying Capacity:**

Tumble Dryers capacity 150 Kgs.  
Tumble Dryers capacity 100 Kgs.  
Tumble Dryers capacity 60 Kgs.

**iv) Pressing Capacity:**

Flat Work Ironer (Calender) capacity 3 Roller  
Flat Work Ironer (Calender) capacity 2 Roller  
Steam Press  
Hand Press Tables

**v) Steam Capacity:**

Steam Boiler capacity 2 Ton at 170C

**vi) Sewage Treatment Plant:**

Required capacity 10,000 litres per hour

**vii) Area required of factory:**

Total space required in Laundry 16,000 sq. feet.  
Separate area required for sorting of soiled linen and folding /storing/ packing of clean Linen.

**I certify that I have read the above instructions carefully and taken note of them.**

**Signature**

**Date:**

**Name of authorized person for bidder with seal**



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**Serial # D**

**VENDOR CAPABILITY FORM**

**Ref: Bid No:**

**Date:**

1. Name of the Item / Work	
2. Due Date of the submission of the tender / Bid	
3. EMD Receipt No., Date & Amount	
4. Name / Title of the Bidder	
5. Full Address (Recent)	
a. Tel. No & Mobile No. <b>(Recent)</b>	
b. Fax <b>(Recent)</b>	
c. E-Mail <b>(Recent)</b>	
6. Legal entity of the bidder whether Firm / Society / Company / Other entity	
a. Registration No.	b. Authority with whom registered
c. License No. granted by	
7. Main business of the bidder whether Manufacturer, Business Distributor, Wholesale Dealer, Retail trader or Service Agent	
8. Authorized Area of operation in India	



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<b>9. LAUNDRY / FACTORY ADDRESS</b>	
a. Contact Person Name:	
b. Designation:	
c. Tel. No. & Mobile No.:	
d. Fax:	
e. E-Mail:	
<b>10. Bank Details (Attached Cancelled Cheque):</b>	
a. Bank Name, Branch & Address	
b. Bank Account No.	
c. IFSC Code	
d. MICR Code of the Bank	
e. Account Type	
<b>11. Authority / Delegation / License No. &amp; Date granted by the principal to the representative bidder</b>	
<b>12. PAN No.</b>	
<b>13. Registration No. granted by Central Excise</b>	



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Commissioner for Service tax	
14. GST No.	
15. HSN & SAC code of the product:	
16. No. of manpower employed by the bidder	a.Scientific                      b.Technical
	c. Administrative              d.Finance
17. Support facility equipment No.	
18. Experience of the bidder in dealing with the tendered item. Tenderer must have similar job done in the line of business / experience with 3 to 5 years will be considered	
19. Whether supply of any item / service to TMC in past; if yes indicate the Purchase Order No. & Date	
20. Any other relevant information for submission	

I, certify that the above information is correct & true to the best of my knowledge and belief. Nothing has been concealed and fabricated and in case any information is found incorrect then I, the under signatory will be personally responsible.

**Signature**

**Date:**

**Name of authorized person for bidder with seal**



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Serial # E

**TECHNICAL COMPLIANCE FOR TYPES OF LINEN REQUIRED IN ACTREC**

**a. Outsourcing Laundry Services: Part I :Technical Bid**

Sr. No.	Item description	No. of linen Per month	YES/NO
1	Patient coat male	8400	
2	Patient pajama male	15000	
3	Patient coat female (Gen ward) with printed ACTREC logo	7500	
4	Drawsheet	8400	
5	Nurses gown	5100	
6	Trolley cover Mayo	3300	
7	Surgeons Pajama white	8400	
8	Surgeons shirt White	8400	
9	Surgeon shirts male pista	2700	
10	Surgeon shirts blue	1200	
11	Surgeon pajama blue	1200	
12	Surgeon shirts pista female	2100	
13	Surgeon Pajama pista	4200	
14	Surgeon gown	11400	
15	Bed sheet (Green) with printed ACTREC logo	3000	
16	BED sheet WHITE	50100	
17	Lithotomy sheets	300	
18	Instrument cover trolley	3600	



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19	Dressing towels 40"x 40"	20700	
20	Dressing towels 54"x 54"	4500	
21	Lap sheets (Green)	900	
22	Biopsy towels (Green)	900	
23	Ward boy shirt green	6000	
24	Ward boy Payjama green	6000	
25	Apron (White)	600	
26	Patient gown (green)	900	
27	Ward boy shirt grey (male)	1800	
28	Ward boy shirt grey (female)	300	
29	Ward boy Payjama grey with side pockets with printed ACTREC logo	2100	
30	Hamper bags green	300	
31	Pediatric shirt	1200	
32	Pillow Cover	12000	
33	YELLOW DUSTER	3600	
34	TURKISH TOWEL	4500	
35	CURTAINS	600	
36	NAPKIN	1500	
37	Pediatric pajama	1800	
<b>A</b>	<b>Total Laundry</b>	<b>214500</b>	
<b>B</b>	<b>Total Bed Making</b>	<b>15000</b>	
	<b>Total</b>	<b>(A+B)</b>	



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The quantity of linen and bed making are approximate and same may vary to some extent as per the hospital requirements.

**STAMP AND SIGNATURE OF THE CONTRACTOR**

***With date:***

**Note**

1. It is mandatory to quote for all the items. If vendor does not quote for all the items, then the bid will be rejected.
2. The finalized vendor to whom the contract will be awarded should not sub-let the contract during the contractual period. If found, the contract will be terminated with immediate effect and security deposit of that vendor will be forfeited.
3. The bidder must be owner of the factory as mentioned in the tender and the documentary evidence of ownership of factory should be uploaded in the technical bid



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Serial # F

**DOCUMENT EVALUATION SHEET**

SN	Particulars	Compliance (Yes / No)
A	EMD Amount Rs.12,00,000/-. Please enclose EMD receipt. If MSME / NSIC – please enclose certificate accordingly.	
B	Notary affidavit Rs.100 regarding Non blacklisting (as per format)	
C	Vendor Capability Form	
D	PAN CARD (Enclose copy of PAN Card)	
E	GST Registration certificate. (Enclose copy of GST Certificate)	
F	Company Registration certificate / Certificate of Incorporation/ Shop & Establishment certificate / Partnership Deed Certificate / Udyam Aadhar	
G	Last 3 Years Income tax return (enclose copy)	
H	Last 3 Years Profit & Loss A/c, Balance sheet (certified by CA) (enclose copy)	
I	Factory (Laundry) address should be mentioned. Factory should be owned by the bidder and documentary evidence to be uploaded in the technical bid. (Laundry should be within 35 kms in the vicinity of ACTREC because clean Linen required on daily basis at 6.00 am)	
J	Bidder should have experience of Laundry & Bed making services of Hospital with bed capacity of 300 beds or more for at least 3 years during last 6 years and should provide Performance / Feedback and Experience certificate of the same from the respective institute.	
K	Latest 3 years experience in a Hospital with bed capacity of 300 beds or more and having successfully completed similar works as mentioned below during last 6 years ending previous day of last date of submission of tender. (Work Completion certificate / Award of Contract letter / Work order of latest 3 years to this effect must be uploaded in the technical bid) :  i. Three similar works each of value not less than Rs.2,00,00,000/- <b>OR</b>	



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	<p>ii. Two similar works each of value not less than 60% of the estimated cost Rs.5,00,00,000 = Rs.3,00,00,000/-</p> <p style="text-align: center;"><b>OR</b></p> <p>iii. One similar work of value not less than 80% of the estimated cost Rs.5,00,00,000 = Rs.4,00,00,000 of each work</p>	
<b>L</b>	Bank Solvency Certificate – Minimum Rs.2.00 Crores.	
<b>M</b>	Turnover of Rs.3.00 Crores per annum (Certificate from CA to this effect should be uploaded in technical bid).	
<b>N</b>	Certification regarding Make in India (MII) as per OM dated <b>P-45021/2/2017-PP (B.E-II) dated 15/06/2017, as amended from time to time and as applicable on the date submission of tender</b>	
<b>O</b>	Technical Compliance Sheet. (Vendors are advised to complete the “Compliance column” mentioned in the Technical Offer Form. Please mention clearly ‘Yes / NO’ in the column. If technical compliance sheet is not submitted, the offer will be rejected.	
<b>P</b>	Disclosure of existing customers to whom Laundry and Bed Making services made available in India.	
<b>Q</b>	MSME/NSIC Registration Certificate	
<b>R</b>	Undertaking Regarding Startup status	
<b>S</b>	Compliance required against O.M. dated 23.07.2020 issued by Ministry of finance w.r.t amendment of General Financial Rules.	
<b>T</b>	Confirmation / Willingness for On-site visit at the Laundry / Factory site of the bidder for onsite technical inspection to assess the workmanship, Laundry equipment setup etc. before technically short listing of the quoted bidder	
<b>U</b>	Declaration by the bidder: - This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself / ourselves abide by them	



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In addition to above following documents have to be attached along with Part I i.e. Technical bid

Sr. No.	Document	Submitted Yes/No
1	The contractor should submit a character & antecedent report clearance from local police authority	
2	Trade license from Municipal authority	
3	Fire certificate from appropriate authority	
4	NOC of Maharashtra pollution control board	
5	Factory registration license	
6	Drainage water treatment plant certificate	

Signature of the Tenderer

Name of the Tenderer.....  
Address :.....  
Email.....  
Phone No.....



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Serial # G

**GENERAL & SPECIAL CONDITIONS OF THE TENDER**

1. The technically suitable offers shall be shortlisted and the commercial bid will be opened of such technically successful bidders only.
2. The successful bidder will have to enter into an Agreement for '**Outsourcing Laundry services for Hospital Linen and Bed making Services on Rate Contract basis**' at the delivery sites mentioned at the rates finalized for the contract period.
3. The bidder will also be under obligation to submit the required documents and compliance of Document evaluation sheet in the prescribed format duly signed on each page.
4. The compliance report shall be properly filled up and duly signed. In the absence of compliance report tender will be disqualified and is liable to be reject.
5. **Complete and detailed information should be provided in respect of each point specified in the Document evaluation sheet. Technical bids that are not complying the tender conditions or documents asked in any respect are liable to be rejected.**
6. Each and every page of the technical offer should be sealed and signed.
7. If any dispute arises out of the transaction in any manner that shall be resolved by the sole arbitration which shall be appointed by the Director, ACTREC and in case such person is not acceptable to the supplier, Director-TMC shall be the final and sole arbitrator who shall undertake the exercise of arbitration to resolve the dispute and such award as may be given by Director-TMC shall be final and binding on both the parties. In case of disputes/differences referred as per law to courts, the Honorable Courts in Mumbai / Navi Mumbai will have exclusive Jurisdiction.

**Governing Law:** The Law in force in India, from time to time shall only have application, and the courts in Mumbai shall have exclusive Jurisdiction to adjudicate the disputes/differences arising out of this contract.

8. **Forfeiture of the EMD:** If for any reason whatsoever any bidder withdraws his bid at any time prior to expiry of the validity period or after issue of the Letter of intent /work Order, Purchase order, refuses to execute the work order/ Purchase order or furnish the Security deposit and Performance Guarantee for faithful Performance of the contract within the stipulated time, the amount of EMD is liable to be forfeited by TMC.

**Refund of E.M.D.:**

- a) EMD of the successful tenderer shall be refunded after the security deposit as called for the contract is furnished.
- b) EMD furnished by all unsuccessful tenderers will be returned as early as possible after the expiry date of validity of their offer but not later than 30 days of award of the contract.



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**Part I-Technical Bid**

- 1) The bidder should be the owner of the factory mentioned in the tender, also other relevant documents should be either on vendor's name or firm's name.
- 2) The proprietor taking part in tender should not Sub-let the contract during contractual period. If found, the contract will be terminated with immediate effect. Further security deposit of the vendor will be forfeited.
- 3) Technical offer form (Part I) inclusive of technical specifications/Scope of supply and compliance form is mandatory to be submitted, without this the bid will be rejected. **Tenderer/Bidder should not disclose price or any other charges in Part-I. Also, no price or any other charges details shall be uploaded in Part-I. Such bid is liable for rejection.**
- 4) Manual offers shall NOT be accepted. All such manual offers shall be considered as invalid offers and shall be rejected summarily without any consideration.
- 5) It is the vendor's responsibility to submit all relevant and applicable documents as the case may be. The offer shall be technically evaluated only if all the relevant and applicable documents are uploaded, failing which ACTREC reserves the right to reject the offer
- 6) Director, ACTREC reserves the right to cancel/ reduce / divide the contract on more than one source without assigning any reason for such action.

**Criteria for Lowest bidder (L1) and terms and conditions for Award of Rate Contract:**

- a) Lowest bidder (L1) will be decided on the basis of total product/ service value
- b) It is mandatory to quote for all the items. If vendor does not quote for all the items, then he will be disqualified

**Contract Terms:**

- i. The contractor shall not have any claim for compensation by reason of any alteration having been made in the original scope of work which shall involve any curtailment of the work as originally contemplated.
- ii. No person engaged or involved in this contract should disclose any matter pertaining to the Department to any third party in particular any information identified as proprietary in name that be kept strictly confidential and shall not be disclosed to any third party without written consent the original disclosing party.
- iii. The Contractor or the employee engaged by the contractor shall not use ACTREC name for any publicity purpose through any public media like Press, Radio, Television or Internet, without the prior approval of Director, ACTREC.
- iv. The contractor shall not sublet, transfer or assign the contract to any other party.



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### **PURCHASE PREFERENCE POLICIES OF THE GOVERNMENT**

TMC reserves its right to grant preferences to the following categories of eligible Bidders under various Government Policies /Directives:

1. Class I Local Suppliers under Public Procurement (Preference to Make in India) Order 2017 “ (MII) of Department for Promotion of Industry and Internal Trade, (DPIIT- Public Procurement Section) as revised from time to time.
2. Bidders from Micro and /or Small Enterprises (MSEs) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.
3. Start-ups Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F. 20/2/2014-PPD dated 25.07.2016 and subsequent clarifications from time to time; and /or
4. Any other category of Bidders, as per any Government Policies, announced from time to time, if so provided in the Tender.

#### **Public Procurement (Preference to Make in India), Order 2017- Revision; regarding.**

Department for Promotion of Industry and Internal Trade, in partial modification [Paras 2, 3, 5,10 & 13] of Order No.P-45021/2/2017-B.E.-II dated 15.6.2017 as amended by Order No.P-45021/2/2017-B.E.-II dated 28.05.2018, Order No.P45021/2/2017 -B.E.-II dated 29.05.2019 and Order NO.P-45021/2/2017 - B.E.-II dated 04.06.2020, hereby issues the revised 'Public Procurement (Preference to Make in India), Order 2017’ dated 16.09.2020 effective with immediate effect.

**Whereas** it is the policy of the Government of India to encourage 'Make in India' and promote manufacturing and production of goods and services in India with a view to enhancing income and employment, and

**Whereas** procurement by the Government is substantial in amount and can contribute towards this policy objective, and

**Whereas** local content can be increased through partnerships, cooperation with local companies, establishing production units in India or Joint Ventures (JV) with Indian suppliers, increasing the participation of local employees in services and training them,

#### **Now therefore the following Order is issued:**

1. This Order is issued pursuant to Rule 153 (iii) of the General Financial Rules 2017.

2. **Definitions:** For the purposes of this Order:

'Local content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-I local supplier' under this Order

'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-II local supplier' but less than that



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prescribed for 'Class-I local supplier' under this Order.

'Non - Local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than that prescribed for 'Class-II local supplier' under this Order.

'L 1' means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.

'Margin of purchase preference' means the maximum extent to which the price quoted by a "Class-I local supplier" may be above the L1 for the purpose of purchase preference.

'Nodal Ministry' means the Ministry or Department identified pursuant to this order in respect of a particular item of goods or services or works.

'Procuring entity' means a Ministry or department or attached or subordinate office of, or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act.

'Works' means all works as per Rule 130 of GFR- 2017, and will also include 'turnkey works'.

### 3. Eligibility of 'Class-I local supplier' / 'Class-II local supplier' / 'Non-local suppliers' for different types of procurement

(a) In procurement of all goods, services or works in respect of which the Nodal Ministry / Department has communicated that there is sufficient local capacity and local competition, only 'Class-I local supplier', as defined under the Order, shall be eligible to bid irrespective of purchase value.

(b) Only 'Class-I local supplier' and 'Class-II local supplier', as defined under the Order, shall be eligible to bid in procurements undertaken by procuring entities, except when Global tender enquiry has been issued. In global tender enquiries, 'Non-local suppliers' shall also be eligible to bid along with 'Class-I local suppliers' and 'Class-II local suppliers'. In procurement of all goods, services or works, not Covered by sub para 3(a) above, and with estimated value of purchases less than Rs.200 Crore, in accordance with Rule 161(iv) of GFR, 2017, Global tender enquiry shall not be issued except with the approval of competent authority as designated by Department of Expenditure.

(c) For the purpose of this Order, works includes Engineering, Procurement and Construction (EPC) contracts and services include System Integrator (SI) contracts.

#### 3A. Purchase Preference

(a) Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to 'Class-I local supplier' in procurements undertaken by procuring entities in the manner specified here under.

(b) In the procurements of goods or works, which are covered by para 3(b) above and which are divisible in nature, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- I. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.



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- II. If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class- I local suppliers, then such balance quantity may also be ordered on the L1 bidder.
- (c) In the procurements of goods or works, which are covered by para 3(b) above and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non- local supplier', as per following procedure:
- Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract will be awarded to L1.
  - If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
  - In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.
- (d) "Class-II local supplier" will not get purchase preference in any procurement, undertaken by procuring entities.

**3B. Applicability in tenders where contract is to be awarded to multiple bidders –**

In tenders where contract is awarded to multiple bidders subject to matching of L1 rates or otherwise, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- In case there is sufficient local capacity and competition for the item to be procured, as notified by the nodal Ministry, only Class I local suppliers shall be eligible to bid. As such, the multiple suppliers, who would be awarded the contract, should be all and only 'Class I Local suppliers'.
- In other cases, 'Class II local suppliers' and 'Non local suppliers' may also participate in the bidding process along with 'Class I Local suppliers' as per provisions of this Order.
- If 'Class I Local suppliers' qualify for award of contract for at least 50% of the tendered quantity in any tender, the contract may be awarded to all the qualified bidders as per award criteria stipulated in the bid documents. However, in case 'Class I Local suppliers' do not qualify for award of contract for at least 50% of the tendered quantity, purchase preference should be given to the 'Class I local supplier' over 'Class II local suppliers'/ 'Non



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local suppliers' provided that their quoted rate falls within 20% margin of purchase preference of the highest quoted bidder considered for award of contract so as to ensure that the 'Class I Local suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity.

d) First purchase preference has to be given to the lowest quoting 'Class-I local supplier', whose quoted rates fall within 20% margin of purchase preference, subject to its meeting the prescribed criteria for award of contract as also the constraint of maximum quantity that can be sourced from any single supplier. If the lowest quoting 'Class-I local supplier', does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity may be given to next higher 'Class-I local supplier', falling within 20% margin of purchase preference, and so on.

e) To avoid any ambiguity during bid evaluation process, the procuring entities may stipulate its own tender specific criteria for award of contract amongst different bidders including the procedure for purchase preference to 'Class-I local supplier' within the broad policy guidelines stipulated in sub-paras above.

**1. Minimum local content:** The 'local content' requirement to categorize a supplier as 'Class-I local supplier' is minimum 50%. For 'Class-II local supplier', the 'local content' requirement is minimum 20%. Nodal Ministry/ Department may prescribe only a higher percentage of minimum local content requirement to categorize a supplier as 'Class-I local supplier' / 'Class-II local supplier'. For the items, for which Nodal Ministry / Department has not prescribed higher minimum local content notification under the Order, it shall be 50% and 20% for 'Class-I local supplier' / 'Class-II local supplier' respectively

**2. Margin of Purchase Preference:** The margin of purchase preference shall be 20%.

**3. Requirement for specification in advance:** The minimum local content, the margin of purchase preference and the procedure for preference to Make in India shall be specified in the notice inviting tenders or other form of procurement solicitation and shall not be varied during a particular procurement transaction.

**4. Verification of local content:**

a. The 'Class-I local supplier' / 'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier' / 'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.

b. In cases of procurement for a value in excess of Rs.10 crores, the 'Class-I local supplier' / 'Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

c. Decisions on complaints relating to implementation of this Order shall be taken by the competent authority which is empowered to look into procurement-related complaints relating to the procuring entity.

d. Nodal Ministries may constitute committees with internal and external experts for independent verification of self-declarations and auditor's / accountant's certificates on random basis and in the case of complaints.

e. Nodal Ministries and procuring entities may prescribe fees for such complaints.



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- f. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- g. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph 7h below.
- h. The Department of Expenditure shall issue suitable instructions for the effective and smooth operation of this process, so that:
- i. The fact and duration of debarment for violation of this Order by any procuring entity are promptly brought to the notice of the Member-Convenor of the Standing Committee and the Department of Expenditure through the concerned Ministry /Department or in some other manner;
  - ii. on a periodical basis such cases are consolidated and a centralized list or decentralized lists of such suppliers with the period of debarment is maintained and displayed on website(s);
  - iii. in respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on the website(s) in the such a manner that ongoing procurements are not disrupted.

**5. Manufacture under license/ technology collaboration agreements with phased indigenization:** While notifying the minimum local content, Nodal Ministries may make special provisions for exempting suppliers from meeting the stipulated local content if the product is being manufactured in India under a license from a foreign manufacturer who holds intellectual property rights and where there is a technology collaboration agreement / transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phasing of increase in local content.

**8A.** In procurement of all goods, services or works in respect of which there is substantial quantity of public procurement and for which the nodal ministry has not notified that there is sufficient local capacity and local competition, the concerned nodal ministry shall notify an upper threshold value of procurement beyond which foreign companies shall enter into a joint venture with an Indian company to participate in the tender. Procuring entities, while procuring such items beyond the notified threshold value, shall prescribe in their respective tenders that foreign companies may enter into a joint venture with an Indian company to participate in the tender. The procuring Ministries/Departments shall also make special provisions for exempting such joint ventures from meeting the stipulated minimum local content requirement, which shall be increased in a phased manner.



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**PART II COMMERCIAL BID**

1. In the price bid tenderers should ensure to quote the prices in the prescribed form. If a firm quotes "Nil" charges / consideration, the bid shall be treated as unresponsive and will not be considered. (As per Rule 173 (i) (h) of General Financial Rules 2017).
2. Extension: Tender may be extended with the approval of competent authority depending upon performance of the tenderers and mutually agreed terms and conditions.
3. Separate excel sheet should be uploaded as per attached format in the Part-II Bid i.e., Financial offer.
4. Payment terms: Monthly billing 100% after completion of monthly work and certification from Laundry Supervisor.
5. TMC reserves the right to purchase all OR any of the quantities tendered.
6. Conditional & incomplete offers will not be accepted.
7. Offers with conditions / ambiguity shall be liable to be rejected.
8. Rules and regulations of TMC will be the part of contract.
9. The vendor must in all cases make the following unconditional declaration. 'The offer made in this tender is not higher than that made to any other organization working under any State / Central Government / Municipal Corporation or any other local bodies. In case the services are provided at a lower rate, the lower rate shall apply with immediate effect to the supplies made to ACTREC.
10. The vendor must clearly understand that the rate contract with the vendor is liable to be terminated in the following circumstances without giving any notice:
  - a) Failure to supply the services as per NIT.
  - b) Failure to abide by the rules, various terms of the rate contract.
11. In case the supplies contain an element of foreign exchange, custom duty, excise duty and other taxes the same should be mentioned clearly in the tender. Any changes in statutory levies will be allowed as an increase/ decrease in the prices based only on the formula worked out at the time of tendering and in no case shall be more than the impact of the change on the price of the item. In case the above details are not provided at the time of the tendering, Hospital shall not consider any change in the price during the currency of the rate contract agreement. Items where custom duty has to be paid in India must be indicated with current rate of duties.
12. The items which are imported directly, the vendor must inform the landed cost. The vendors may be asked to submit the relevant papers like Bill of Entry to substantiate the figure during financial negotiation.
13. FALL CLAUSE :

The prices charged for the stores supplied under the contract by the contractor shall in no event exceed the lowest price at which the contractor sells the Stores or offer to sell stores of identical description to any person(s)/ organization (s) including the Purchaser or any department of the Central Government or any department of a State Government or any statutory undertaking of the Central or a State



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**Government, as the case may be, during the period till performance of all supply orders placed during the currency of Rate Contract is completed.**

14. The Director, ACTREC reserves the right to reject, add, reduce, or differ the purchase without assigning any reason at any stage thereof and claim in this behalf in any way shall not be tenable for
15. The Director, ACTREC also reserves the right to extend the validity of the Rate Contract for more than one year as mutually agreed upon.
16. In case of acceptance of the Tender, the contractor will have to pay Security Deposit to the extent of 5% of the total value of the Contract for satisfactory fulfillment of the agreement within 15 days from the date of intimation for acceptance of the Tender, failing which, bills for the 1st month of the contract period will not be paid till the Security Deposit is paid and the Contract is signed. This Security Deposit will not carry any interest.
17. An Indemnity Bond indemnifying ACTREC in respect of any statutory and legal liabilities as a result of your being awarded a contract must be enclosed with the tender in the format enclosed.
18. In case of acceptance of the Tender, the contractor will have to enter into a Contract as per the specimen copy of the Agreement/Contract attached herewith.
19. In case of acceptance of the Tender, the charges quoted therein must be valid for 02 years. Under no circumstances will the charges be revised, upwards after opening of the tender and during the currency of the contract.
20. Income tax as applicable will be deducted at source from your payment and certificate of deduction shall be issued to you by our Accounts Department.
21. Details of Services to be provided in the above said Rate Contract is detailed in the Scope of Work.
22. The contractor shall be responsible for the proper conduct of their employees who would be employed by them on execution of work. In case, it is noticed that any of their staff indulges in bad behavior or commit theft or tampers with any of the properties of the Centre, the contractor shall remove the concerned employee and also make good the loss forthwith on receipt of complaint at no cost to TMC.
23. You shall follow all safety rules and security procedure in vogue and as applicable during execution of work.
24. The contractor shall ensure that the staff and workmen deployed in the premise of TMC are qualified & competent and well disciplined. He/ she should behave properly with officials.
25. The contractor shall ensure that the staff and workmen deployed always be in uniform with photo identity card, issued by contractor and duly counter signed by In charge of work.
26. It will be the sole responsibility of the Contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
  - Employment of Children Act
  - Employees Compensation Act
  - Employment of Labour / Contract Labour Act
  - Industrial Employment Standing (order) Act



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- Contract Labour Abolition and Regulation Act 1970
- Minimum Wages Act/ Payment of wages Act
- Employee Provident Fund and Misc. Provision Act
- Employees State Insurance Act
- Any other act or legislation which may govern the nature of the contract.
- Any other law or act or rule as may be in force and made applicable to the workmen / supervisor / other persons as may be deployed by the Contractor for carrying out the assigned jobs.

**27. Contractors must distinctly understand:**

- That they will be strictly required to confirm to the condition of the Contract as contained in each of its clauses and that the plea of "**CUSTOM PREVAILING**" will not on any account be admitted as an excuse on their part for infringement of any of the conditions.
- That the full contract deposit must be paid within the time specified and the contract must be executed on or before the date fixed and intimated in writing to the successful contractor.
- That quantity of the washing clothes specified in the Annexure-I, are approximate and the same may vary to the extent of  $\pm 20\%$ . Tenders, where the number of persons proposed to be assigned for carrying out the day to day activities is unrealistically low are liable to be rejected.

28. Contractors are requested to fill the tender carefully by mentioning site address and (List of Equipment, their capacity and average washing load per day chemicals used). They are also informed to read carefully the "Special directions to the Contractors enclosed as Annexure.

29. Compliance report on technical bids be clear. If tenderer not quoted or put dash (-) or 'NA' then it will be presumed that quoted price includes those item cost.

30. **Renewal of Contract:** The contract shall be renewable at the end of the current term for a successive one / two year's term unless either party gives written notice of its intention not to renew two months before expiration of the current term.

31. **Recovery/Penalty:** The quantum of recovery for torn/pilferage/Missing/non delivery of linen of each category will be 0.5% per week against the monthly bill of the contractor. At the end of every month In-charge, Linen Department shall certify the same and intimate to Accounts Department.

32. **Onsite Visit:** On-site visit will be carried out by the Onsite visit committee at the Laundry / Factory site of the bidder for onsite technical inspection to assess the workmanship, laundry equipment setup etc. before technically short listing of the quoted bidder

I certify that I have gone through the above stated general as well as special terms and conditions of the tender and taken note of them for compliance in Toto.

**Signature**

**Date:**

**Name of authorized person for bidder with seal**



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**Serial # H**

To be printed & executed on Letter head of the supplier company / Indian agent

**Schedule of disclosure of existing customers to whom supply of similar services made available in India**

**CERTIFICATE**

This is to certify that M/s. \_\_\_\_\_ having manufacturing factory / unit at \_\_\_\_\_ and having registered office at \_\_\_\_\_ is a company registered and incorporated company under the Law of the land of \_\_\_\_\_, is our principal company manufacturing the equipment namely \_\_\_\_\_. The subject Laundry and Bed making services has been provided to various clients in India and details of their names and addresses are enclosed herewith.

This is also to certify that we have not provided Laundry and Bed Making services to any of the users in India at the cost less than the price quoted by us to Director, ACTREC / Director, TMC within the period of last six months.

**Signature**

**Date:**

**Name of authorized person for bidder with seal**



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**Serial # I**

**Format of Compliance required against O.M. dated 23.07.2020 issued by Ministry of finance w.r.t amendment of General Financial Rules.**

*(To be printed & executed on Letter head of the bidder and also required details to be filled like Tender No, Offer No and if applicable, evidence of valid registration by the Competent Authority shall be attached)*

To,  
The Director,  
Tata Memorial Centre  
Parel, Mumbai 400012.

Sub: Compliance against OM F. No.6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance with respect to Insertion of Rule 144(xi) of General Financial Rules(GFR), 2017 and OM F.18/37/2020-PPD Dated 08.02.2021 issued by Ministry of Finance with respect to clarification issued against Restrictions under Rule 144(xi) of General Financial Rules(GFRs), 2017

Ref:

1. OM F. No.6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance with respect to Insertion of Rule 144(xi) of General Financial Rules(GFR), 2017
2. OM F. No.6/18/2019-PPD dated 23.07.2020 and clarification issued under OM F.18/37/2020-PPD Dated 08.02.2021 with respect to Restrictions under Rule 144(xi) of General Financial Rules(GFR), 2017
3. Your Tender No-.....
4. Our Offer Ref No-----

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

**Signature**

**Name of authorized person for bidder with seal**



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Serial # J

**FORMAT OF NOTARY AFFIDAVIT ON NON- JUDICIAL STAMP PAPER OF RS.100/- STATING THEIR IN AS UNDER: -**

- a. Tenderer should not be blacklisted in any of the Organization in any of the previous years. No criminal cases filed on Tenderer regarding food services, food poisoning, harassments, etc.
- b. That no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority
- c. That the firm is never being blacklisted/penalized/defaulted by any government institution/Hospitals with in last 3 years.
- d. That the firm has deposited up to date GST / Sales Tax and Income Tax (Attach copy of clearance/ Return certificate).
- e. That the rates quoted by the firm are the lowest and not higher than the wholesale market rates /quoted in any other Institution or Hospitals. Rates have been checked by me / us and if approved I shall supply that items in the specified period.

**N.B.: The affidavit must be as per the details mentioned above. Any changes in the text matter are not acceptable & TMC reserves the right to reject such offers.**



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**Serial # K**

**(To be printed & executed on Letter head of the supplier company / Indian agent)**

**MSME Status:**

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- a) We are - Micro/ Small/ Medium Enterprise/ SSI/ Govt. Dept. / PSU/ Others:.....
- b) We attach herewith, Udyam Registration Certificate with the Udyam Registration Number as proof of our being MSE registered on the Udyam Registration Portal. The certificate is the latest up to the deadline for submission of the bid.
- c) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ ST Partners):.....

**Signature**

**Name of authorized person for bidder with seal**



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**Serial # L**

**(To be printed & executed on Letter head of the supplier company / Indian agent)**

**Start-up Status**

We confirm that we are  / are not  a Start-up entity as per the definition of the Department of Promotion of Industrial and Internal Trade – DPIIT.

**Signature**

**Name of authorized person for bidder with seal**



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**Serial # M**

**(To be printed & executed on Letter head of the supplier company / Indian agent)**

**Make in India Status:**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

**(a) Self-Certification for the category of suppliers:**

(Provide a certificate from statutory auditors/ cost accountant for Class-I or Class-II Local Suppliers).  
(Provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or a practising cost accountant or practising chartered accountant (in respect of Contractors other than companies) giving the percentage of local content.

Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- Class-I Local Supplier/  
 Class-II Local Supplier/  
 Non-Local Supplier.

**(b) We also declare that**

There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for an offered Goods, or

We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Goods.

**Signature**

**Name of authorized person for bidder with seal**



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &  
EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 210  
Contact No. -022-68735000 Extn:- 8539/41

[maintenancecell@actrec.gov.in](mailto:maintenancecell@actrec.gov.in), [amruta.tamanekar@actrec.gov.in](mailto:amruta.tamanekar@actrec.gov.in), [prachi.atkulwar@actrec.gov.in](mailto:prachi.atkulwar@actrec.gov.in)

Serial # N

### BANK DETAILS FOR REFUND OF EMD

(Details to be filled by participant vendor)

**\*It is mandatory to fill following details for refund of EMD**

Name of Account holder :  
Bank name and Branch :  
Account Number :  
IFSC code :  
PAN Card Number :  
Contact Person's Name :  
Contact Person's Number :  
Email address :

**(Name, Signature and Company Seal)**

Place:

Date:

(Please enclose copy of cancelled cheque)

**\*Kindly contact Purchase Dept. in case of any change in above Bank Detail**



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Email: maintenacecell@actrec.gov.in

**Serial # O**

**Fill all the below fields are Mandatory to raise Work Order-**

Sr. No.	Description	Details
1	Name and address on which purchase order is to be raised	
2	Bank details (attach copy of cancelled cheque)	
3	GST No. of the state on which Purchase Order to be raised (attached Copy of Certificate)	
4	PAN Card No. (attached Copy)	
5	HSN / SAC Code (8 digit) for each item.	
6	Delivery Schedule for Supply of Material.	
7	MSME / NSIC no. if any (attached copy of certificate)	

**Signature**

**Date:**

**Name of authorized person for bidder with seal**



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Serial # P

**FORMAT OF INDEMNITY BOND FOR GUARANTEED PERFORMANCE  
 (To be furnished on Stamp paper as per Stamp Act)  
 (At present not less than Rs. 200/- stamp paper)**

*This deed of Indemnity executed by .....hereinafter referred to as 'Indemnifier ' or 'Contractor' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assignees in favour of Tata Memorial Hospital, hereinafter referred to as the 'Indemnified' or 'Purchaser' which expression shall unless repugnant to the context of meaning thereof, include its administrators, successors and assignees.*

*Witness as to:*

*Whereas the Purchaser herein has awarded to the Contractor herein a contract for the running of Laundry at Tata Memorial Hospital (Tata Memorial Centre), Dr. E. Borges Marg, Parel, Mumbai 400 012, on terms and conditions set out inter alia in the Purchaser's contract/Award*

*.....  
 for a contract valued  
 at Rs. .... (Rupees ..... only) and whereas,  
 clause \_\_\_ of  
 the above mentioned contract/Award provides for an indemnity bond to be given to the Indemnified.*

*The indemnifier hereby irrevocably agrees to indemnify the indemnified against all or any liabilities arising out of conducting the contract towards the employees of the contractor assigned for carrying out the job of running the laundry from time to time at Tata Memorial Hospital, including the quantum and payment of salaries, allowances, statutory liabilities and any other payments to the contractors employees or on behalf of the contractor's employees or on behalf of the Indemnifier shall be the sole responsibility of the Indemnifier.*

*The indemnifier further irrevocably agrees to indemnify the indemnified against any liability and/or penalty by whatever name it may be called arising out of any demand for or on behalf of the employees of the contractor, or on account of any demand by any statutory authorities. This indemnity shall be in force for a period of five years after the end of the date of the contract period or one year after the end of any litigation arising out of this contract whichever is later.*

*Name the Indemnifier :*

*Designation :*

*Name and address of*

*the contractor : WITNESSES*

- 1.
- 2.





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**Serial # R**

**Social Clauses:-**

1. Contractor shall adhere to all "Social Security Laws" and **Contract labour law**.
  2. Contractor shall have to submit the proof for having paid P.F. & ESIC contribution for your all laundry employees to Officials of Linen & Laundry Department, ACTREC.
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