



**KOLKATA PORT TRUST**  
कोलकाता पत्तन न्यास  
**HALDIA DOCK COMPLEX**  
हल्दिया गोदी परिसर



ISO 9001:2015  
Certified

**MEDICAL DIVISION / चिकित्सा प्रभाग**

**Address:**  
Port Hospital  
P.O. Haldia Township  
Dist. Purba Medinipur  
West Bengal, PIN – 721607  
Email: drpb.hdc@nic.in  
Telephone No. (03224) 263265  
(03224) 264068  
Fax (03224) 264722

No. MED/002/LINEN/466

Date: 07/08/2018

M/s.....  
.....  
.....  
.....

Sub: Tender for Supply and delivery of finished Linen  
items at Port Hospital, Haldia Dock Complex

Dear Sir,

Sealed quotations are invited from the reputed suppliers which have GST registration for supply and delivery of finished Linen items listed in annexure – A at Port Hospital, Haldia Dock Complex and as per terms & conditions appended in annexure –B.

You are requested to sign and submit all the pages of the stated annexure – A & B along with your offer as a token of acceptance of the terms & conditions stipulated there in. Techno- Commercial part of Annexure –A and B along with necessary documentary proof of GST registration bearing GST registration number should be submitted in one sealed envelope superscribing "Techno- commercial part of Annexure A & B" All pages of Price part of Annexure –C should be filled & signed along with official seal and should be submitted in a separate sealed envelope superscribing "Price part –Annexure –C"

The sealed offer must be submitted within 28/08/2018 by 13:00 hours at Port Hospital, Haldia Dock Complex and the same will be opened on the same date at 15:00 hours. You may send your representative at the time of opening.

Thanking you,

Yours faithfully,

(Dr. S. Chattopadhyay),  
Dy. Medical Superintendent,  
For Medical Superintendent



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**ANNEXURE -A**

**TECHNO- COMMERCIAL PART**

**LIST OF HOSPITAL LINEN ITEMS**

Sl. No.	Name of the items	Specification	Specified Make/Brand	Required quantity	Quoted Make / Brand
1	Bed sheet cum Draw sheet ( White)	2.6mtr x 1.6 mtr	Bombay Dyeing	325 pcs.	
2	Foam Pillow	70cm x 40 cm	Curlon	50 pcs.	
3	Pillow cover / Pillow case (White)	18"x30"	Bombay Dyeing	80 Pcs	
4	Door Curtain (Black)	83"x60"		6 pcs.	
5	Mosquito Net – Nylon (white)	225cmx110cmx175cm		5 pcs.	
6	Baby Sheet	110cm x 91cm		5 pcs.	
7	OT sheet /Round sheet (Green)	1.35mtr x 1.50 mtr		10 pcs.	
8	Blanket Cover (White)	90" x 60"	Bombay Dyeing	30 pcs.	
9	Curtain for screen 3 fold – side part (White)	As per sample	Bombay Dyeing	30 pcs.	
10	Curtain for screen 3 fold – middle part (White)	As per sample	Bombay Dyeing	15 pcs.	
11	Surgeon's gown Popline (Green)	As per sample		15 pcs.	
12	Baby Mosquito net (White)	88cm x 57cm		6 pcs.	
13	OT Towel	110cm x 85 cm		25 pcs.	
14.	Bath Towel (white)	60" x 30"	Bombay Dyeing	50 pcs.	
15.	Face Towel / Hand Towel	60cm x 40 cm	Bombay Dyeing	25 pcs.	

(Signature of the bidder with seal)



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**ANNEXURE -B**

**TECHNO COMMERCIAL PART**  
**TERMS & CONDITIONS FOR PROCUREMENT OF FINISHED LINEN ITEMS**  
**FOR PORT HOSPITAL, HALDIA DOCK COMPLEX**

**1.0 SCOPE OF WORK:**

The work comprises of supply of “FINISHED LINEN ITEMS” (as stated in the enclosed bill of quantities) & as per purchase order to be issued to the bidder(s). Prices are to be quoted against the items mentioned on the annexure – C of the Price Part

**2.0 DELIVERY:**

Ordered items should be supplied within thirty (30) days from the date of placement of order at Port Hospital, Haldia Dock Complex.

**3.0 PRICING OF BIDS:**

3.1 Rate should be quoted all inclusive cost of the linen items, stitching charges, GST, delivery charges and all other charges (if any) involved.

3.2 Quoted rate(s) should remain FIRM till the full ordered materials are delivered.

3.3 The bidder(s) should indicate the percentage (%) of GST, and other statutory levies as applicable, showing break-up of the above cost elements in their offer. PLEASE NOTE THAT HALDIA DOCK COMPLEX DOES NOT PROVIDE ANY SALE TAX DECLARATION FORM

3.4 Samples, free of cost of the quoted items are to be provided by the bidders along with their respective quotation.

**4.0 PAYMENT:**

Payment would be made through Bank ECS after satisfactory receipt of the ordered materials within 30 (thirty) days of submitting the clear bill.



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**5.0 INSPECTION:**

Inspection of materials would be done by HDC's authorized representative prior to acceptance at Port Hospital, Haldia Dock Complex. The materials supplied by the supplier should strictly conform to the laid down specifications of tender/order.

**6.0 VALIDITY:**

The offer shall remain open for acceptance up to 60 (sixty) days from the date of opening of tender.

**7.0 EVALUATION:**

Evaluation will be on the minimum rate (inclusive of all i.e. statutory levies, delivery charge etc) quoted against individual items.

The Trustees are not bound to accept the lowest or any tender and reserve the right to accept a tender in full or in part and /or reject tender in full or in part without assigning any reason thereof.

**DECLARATION BY THE BIDDER:**

I/We confirm that all the laid down terms & conditions have been accepted by me/us and I/We agree to be bound by the said terms & conditions.

Signature of the bidder with office seal

Full Name.....

Address.....

Date.....Phone number.....

**ANNEXURE - C****PRICE - PART****LIST OF LINEN ITEMS**

Sl. No.	Name of the items	Size	Make/Brand	Required quantity	Unit price of finished linen items (In Rs.)	Percentage of GST	Amount of GST (In Rs.)	Total Unit price (In Rs.)
					(a)	(b)	(c)	(a + c)
1	Bed sheet cum Draw sheet ( White)	2.6mtr x 1.6 mtr	Bombay Dyeing	325 pcs.				
2	Foam Pillow	70cm x 40 cm	Curlon	50 pcs.				
3	Pillow cover / Pillow case (White)	18"x30"	Bombay Dyeing	80 Pcs				
4	Door Curtain (Black)	83"x60"		6 pcs.				
5	Mosquito Net – Nylon (white)	225cmx110cmx175cm		5 pcs.				
6	Baby Sheet	110cm x 91cm		5 pcs.				
7	OT sheet /Round sheet (Green)	1.35mtr x 1.50 mtr		10 pcs.				
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14	Bath Towel (white)	60" x 30"	Bombay Dyeing	50 pcs.				
15	Face Towel / Hand Towel	60cm x 40 cm	Bombay Dyeing	25 pcs.				

**(Signature of the bidder)**