



GOVERNMENT OF INDIA  
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION AND RESEARCH  
(Directorate General of Health Services)  
DHANVANTARI NAGAR, PONDICHERRY-605 006

DEPARTMENT OF LAUNDRY

Ref: JIP.Laun.1(1) 2025-27/01

Dated: 18.03.2025

To  
Sir,

Sub: Providing vehicles-2 No's on contract basis (with drivers) for the period of 02-years to the Department of Laundry, JIPMER- Open Tender Invited - Reg.,

Open Tender under Single-Bid System invited for hiring mini-truck (Tata ace-type)-2. Nos (with drivers) on contract basis for the period of 2-years for the Department of Laundry, JIPMER. Please quote your lowest rates for the vehicles (with Drivers) as per the attached list of terms and conditions.

Subject to the following terms and conditions:

1. **THE RATES SHOULD BE QUOTED ON PER DAY BASIS (SEPARATELY FOR BOTH VEHICLES) INCLUSIVE OF LABOUR COST AND ALL APPLICABLE TAXES, IF ANY.** Rates should be quoted only for the service as mentioned in the scope of work.
2. Service should be effected within 30-days from the date of Supply Order. Please refer the attached checklist for submission of tender. Service is required urgently. As timely service is essence of the contract, this should be strictly adhered to by the successful bidder.
3. No insurance charges are payable as per the rules of the Government. As such, the firms before quoting should take into consideration all the risks in the transit and then furnish quotations which should cover insurance charges also. If any point is raised as regards insurance charges after orders are issued, the same will not be entertained and the firms thereafter service provider should effect the service at their own cost at laundry, JIPMER. There shall be no liability for the service provided to carry out the work except for the fees to be paid as per quotation.
4. The service provider should provide the service without any damage to **General Public and JIPMER property includes equipment, building, walls, paints, plumbing, electrical and other fixtures.** Any damage caused as above will be recovered from the service provider. Service provider should ensure that the workers are adequately covered by insurance for any injury/loss of life that may occur during providing service. The institute shall not pay any compensation for any such injury/loss of life.
5. No service which is not according to the specifications and not meeting our requirement will be accepted.
6. The Director shall have the right of rejecting the quotations in whole or part without assigning any reason therefore.
7. Open tender should be sent only by registered post or speed post or courier. Hand quotations will not be accepted. Please furnish your tender in a sealed cover.

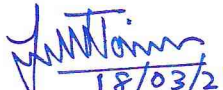
Superscripting as: **Sub: "Tender for Hiring Laundry Vehicles (with drivers) on Contract Basis"**.

**Addressed To**  
**Officer In-Charge,**  
**Department of Laundry, JIPMER, Pondicherry.**

8. For any related queries/clarification, please contact the Dept. of Laundry during the Office Hours at 0413-2296608 / 09, before the last date of 09.04.2025.
9. Open Tender quotation should reach this office on or before 09.04.2025 at 4.00 PM Tenders received after the due date will be summarily rejected.

**Date of Opening Tender: 11.04.2025 at 03.00 PM.**

**Place: Department of Laundry**

  
18/03/24  
For DIRECTOR  
JIPMER  
PONDICHERRY  
OFFICER-IN-CHARGE  
धुलाई विभाग  
DEPARTMENT OF LAUNDRY  
जिपमेर, JIPMER,  
पाण्डिच्चेरी-6. PONDICHERRY-6

**DEPARTMENT OF LAUNDRY**  
**JIPMER, PUDUCHERRY-6**

**DRAFT TENDER DOCUMENT FOR OPEN TENDER FOR HIRING VEHICLES ON**  
**CONTRACT BASIS (WITH DRIVERS) UNDER SINGLE BID SYSTEM**

**SCOPE OF THE WORK**

**A. Nature of Work and Number of Trip for Soil Collection Vehicle**

**1. Nature of Work**

Transporting the collected soil linen from various hospital area to Laundry block.

**2. Time of Operation**

Morning: 9.00 am to 1.00 pm

**No. of Trip: 9**

1. SSB OT
2. SSB Ward
3. WCH & RCC OT
4. WCH & RCC Ward
5. Institute Block OT
6. Institute Block Ward
7. Emergency Block OT
8. Emergency Block Ward
9. SSB Annex

**B. Nature of Work and number of trip for Clean Linen Supply Vehicle**

**1. Nature of Work**

Transporting clean linen bundles to various hospital areas from Laundry Block.

**2. Time of Operation**

10.00 am to 03.00 pm

**No. of Trip : 09**

1. WCH Ward & ICU
2. SSB Ward & ICU
3. SSB OT
4. WCH OT
5. RCC Block Ward & OT
6. Emergency Block OT & Ward
7. Institute Block Ward & ICU
8. Institute Block OT
9. SSB Annex

In case of any extra trips (over and above 9 trips ) with in the campus, rate at 1/9<sup>th</sup> of the quoted rate will be paid to the vendor.

**C. Outside Campus:**

1. As and when required, the vehicle can be utilized for outside work. (Maximum two times per month and Max 20 kms each trip without extra payment should be provide by vendor).

**MANIT**  
**अधिकारी**  
**OFFICER-IN-CHARGE**  
**धुलाई विभाग**  
**DEPARTMENT OF LAUNDRY**  
**जिपमेर, JIPMER,**  
**PONDICHERRY-6**

**M.M.M**  
**उप प्रभारी अधिकारी / Deputy Officer-in-charge**  
**केंद्रीय भंडार / Central Stores**  
**जिपमेर पुदुच्चेरी / JIPMER, Puducherry - 605 006**

**P.C.M**  
**प्रभारी अधिकारी / Officer-in-charge**  
**केंद्रीय निर्जीवाणुकरण संभरण विभाग**  
**Central Sterile Supplies Dept.**  
**सी.एस.एस.डी / C.S.S.D**  
**JIPMER, Puducherry -**

## TECHNICAL SPECIFICATION

### 3. The specification of vehicle for carrying the linen items should be as follows.

- a. Length : 3800 mm  
b. Height : 1500 mm  
c. Width : 1845 mm } or more

### 4. Load Capacity:

Minimum – 750-kgs.

### 5. Essential Qualification for Drivers:

Provide two drivers with valid Driving License along with LMV Batch to drive the aforesaid vehicles should be posted for the purpose by the vendor. It is the responsibility of the Vendor to take policy for Health Insurance and Life Insurance of the driver. Particulars of the drivers provided should be submitted to Laundry Office.

#### Driver should be with

- a. Good physique  
b. Education Qualification: SSLC Passed.  
c. Ability to read, write and understand the Tamil and preferably also in English Language  
d. Age ranging shall be 25 to 55 years.  
e. Experienced in driving commercial vehicle for atleast 2-years.  
f. He should have some knowledge to attend minor repair work of the vehicle.

### 6. Model of Vehicle and Carrying Linen Items:

- a. The Two mini trucks (Tata Ace type) which are closed on all sides and have a double door on the back-side to access the back compartment.  
b. Provide additional Tarpaulin Sheet/Floor Mat - 2 nos. for carrying linen items.

### 7. Timing of Vehicle:

- a. This institute needs closed vehicles for carrying linen items and the same should be cleanly maintained.  
b. Vehicle-1 for Soil linen collection - should be available in Laundry from 9.00 am to 1.00 pm.  
Vehicle-2 for clean linen supply - should be available in Laundry from 10.00 am to 3.00 pm.  
c. If the Vendor is not in a position to provide two vehicles on any given day, stand by vehicles must be arranged for the purpose, by the Vendor.


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पुदुच्चेरी - 6. PONDICHERY-6.

M. W. R.  
उप प्रभारी अधिकारी / Deputy Officer-in-charge  
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## TERMS AND CONDITIONS OF THE TENDER

1. The vendor should operate a standard MINI TRUCK (Tata Ace type) with four sides closed and one back door in the name of the Vendor. The Vendor has to produce the Registration Certificate of the vehicle, Insurance including third party coverage, permit to ply the vehicle in Puducherry, Fitness Certificate upto the end of the contract period (in Original), and a self-attested Xerox copy for the same. The original will be returned after verification.
2. The standard Mini Truck should be made available throughout the year including holidays and the vehicles will be utilized for the supply of clean linen items from Department of Laundry to various departments Wards, OTs etc., and collection of soil linen from various hospital areas.
3. The vehicles posted for the purpose should be made available within the Institute and should report to Department of laundry, JIPMER during the period of agreement.
4. The driver posted for the purpose should maintain a log book containing the trip details and the same should be certified by the Supervisor-Laundry for each trip.
5. It is the responsibility of Vendor to keep the vehicle roadworthy at all the time during the period of agreement.
6. Repairs of vehicle, filling of diesel/ petrol/ CNG should be executed without any disturbance of service and comes under the scope of vendor.
7. No advances will be paid to contract holder on access of vehicle operation.
8. The contract will be terminated at any time by this Institute in the event of the following conditions:
  - a. Non – availability of Vehicle at the time of requirement for Department of Laundry.
  - b. Absence of Driver / Vehicle without prior intimation to the Officer In-Charge of Department of Laundry.
  - c. Improper maintenance of vehicle such as FC, Permit, Insurance etc.
9. 60-days prior notice period can be given by both the parties to terminate the agreement.
10. The selected Vendor has to pay 5% of value of the tender amount (Annual value) towards Performance Security Deposit. In case of failure of service, the Performance Security Deposit will be forfeited.
  - a. **The mode of Payment of security deposit may be SBI Collect or Demand Draft or Fixed Deposit Receipt or Bank Guarantee in favour of Director, JIPMER. No other mode of payment will be accepted.**
  - b. Performance security should be valid up to 60 days after completion of contract.
  - c. Performance security will be returned without interest after deducting all penalties and dues to the supplier 60 days after expiry of agreement/ contract.
11. On award of tender, the agreement can be prepared in duplicate, mentioning the terms and conditions of the contract and it should be signed by both parties. (Service provider shall arrange the two number Rs. 100 stamp paper.)

  
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जिपमेर, JIPMER,  
पॉण्डिच्चेरी - 6 PONDICHERRY-6

  
उप प्रभारी अधिकारी / Deputy Officer-in-charge  
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जिपमेर, पुडुच्चेरी / JIPMER, Puducherry - 605 008

  
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Central Sterile Supplies Dept.  
सी.एस.एस.डी / C.S.S.D

12. A self-declaration form should be given by the service provider in their mother tongue.
13. The service provider should provide the service without any damage to **General Public and JIPMER property includes equipment, building, walls, paints, plumbing, electrical and other fixtures**. Any damage caused as above will be recovered from the service provider. Service provider should make ensure that the workers are adequately covered by insurance for any injury that may occur during providing service. The institute shall not pay any compensation for any such injury.

#### PERIOD OF AGREEMENT


14. The agreement period is **TWO YEARS** with effect from the date of issue of Work Order. The contract period may be extended up to three months on the same terms and conditions after completion of agreement or till finalizing the next tender process, whichever is earlier.

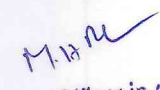
#### PENALTIES CLAUSE:


1. The penalty charges of Rs. 2500/- per day will be deducted from the monthly bill if the vendor does not provide the vehicle for one day.
2. The service provider will be charged Rs. 200/- as penalty for each late coming ( Monthly two late comings are allowed up to 30 minutes)
3. Penalty will be recovered from the preceding monthly bill.
4. If the deployed driver is found in an inebriated condition or indulging in any misconduct, the penalty will be charged at Rs.1000/- per day.

#### TERMS OF PAYMENT

- a. Party-1 – The Director, JIPMER on behalf of JIPMER.
  - b. Party-2 – The Vendor
1. The vendor will be paid as per the contract inclusive of all statutory levies.
  2. The Vendor should prepare the bill in triplicate in the name of the Director, JIPMER along with Advance Stamped Receipt and should submit the bill of claim within 10<sup>th</sup> of the following month in respect of the vehicle operated for the month in question.
  3. The Director, JIPMER will issue monthly sanction based on the bills submitted by the vendor.
  4. Every bill of claim submitted by the vendor will be certified by the Officer In-Charge of Laundry.
  5. No other charges apart from the fixed contractual rate will be paid to the vendor by the Director, JIPMER.
  6. TDS will be deducted from the bill as per the existing laws

  
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पुदुच्चेरी & PONDICHERRY-6

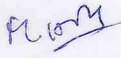
  
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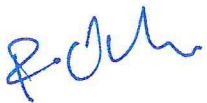
  
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7. The vendor is requested to furnish the Name of the Account Holder, Account No., Name of the Bank, Name of the Branch, IFS code No., PAN details separately in the vendor letter pad every month at the time of submission of bill of claim.
8. The payment to vendor will be made through Public Financial Management System (PFMS) by Party 1 as per the Govt. of India Guidelines.
9. All disputes arising out of the said agreement will be settled in a mutually agreeable manner through consensus, failing which in accordance with the Conciliation and Arbitration Act, 1996 and failing which the matter shall be taken up to the appropriate courts within the Jurisdiction of Puducherry.
10. All laws of the land are to be followed by the Vendor and Driver.
11. The wages for the Driver and other persons involved in this work need to be paid in accordance with the Minimum Wages Act by the vendor.
12. The Contract Labour (Regulation & Abolition) Act, 1970 will apply to this contract.

For DIRECTOR  
JIPMER  
PUDUCHERRY

  
प्रभारी अधिकारी  
OFFICER-IN-CHARGE  
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DEPARTMENT OF LAUNDRY  
जिपमेर, JIPMER,  
पुदुच्चेरी - 605 006 PONDICHERRY-6

  
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**DEPARTMENT OF LAUNDRY**  
**JIPMER, PUDUCHERRY-6.**

**CHECK LIST FOR SUBMISSION OF TENDER**

**(To be filled by the bidder and submitted along with the bid)**

The bidder should fulfil all the items mentioned below for qualification.

<u>SL.N</u> <u>O</u>	<u>PARTICULAR</u>	<u>YES/NO</u>
1.	Bid cover (duly super-scribed)	
2.	Make/Model of vehicles to be provided are mentioned.	
3.	The two mini trucks (Tata Ace type) which are closed on all sides and have a double door on the back-side to access the back compartment.	
4.	Photos of the vehicles (from all four sides) to be used for this tender, are enclosed.	
5.	Vehicles have valid FC & RC, Insurance and Permit to ply in Puducherry (copies to be enclosed).	
6.	Agree to provide additional tarpaulin sheet-2 nos. as floor covering in the vehicle back compartment (while transporting linen).	
7.	Agree to provide two drivers (one for each vehicle) with valid DL & LMV batch (other details mentioned in technical specifications).	
8.	Rate/day are separately quoted for both vehicles (both rates will be totaled to determine L1, L2, L3....)	
9.	Copy of PAN Card of the Bidder/Firm.	
10.	Copy of GST certificate (if registered on GST Portal)	
11.	Any other documents enclosed to be specified.	

I certify that I have gone through the T&C, technical specifications pages of the tender document in detail and will abide by them. The tender terms and conditions are acceptable to us and I have the authority to bid this tender.

I am also aware that if my bid does not fulfil the terms and conditions of this tender, my bid will be rejected during the bid evaluation process.

**Signature of the Bidder**


**Date:**


**Place:**

**Name:**

**Seal:**

  
OFFICER-IN-CHARGE  
धुलाई विभाग  
DEPARTMENT OF LAUNDRY  
JIPMER,  
PUDUCHERRY-6

  
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केंद्रीय भंडार / Central Stores  
जिपमेर, पुदुच्चेरी / JIPMER, Puducherry - 605 006

  
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