

HEALTH & FAMILY WELFARE DEPARTMENT
HIMACHAL PRADESH

O HFW-H (III) G (7)2015

Dated Shimla-9, the

To

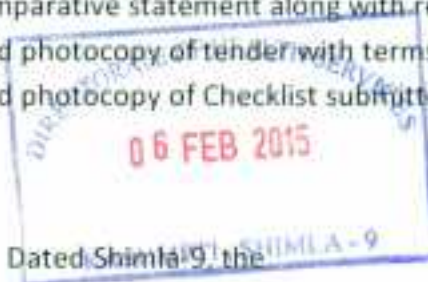
1. All the Chief Medical Officers in H.P.
2. All the Medical Superintendent, ZH Shimla, Mandi & Dharamshala District Kangra
3. Medical Superintendent, TB Sanitorium, Dharampur, Distt. Solan, Sr. MS HHMH
Reh. Shimla-5

Subject: Regarding initiating the process for tendering the sanitation contract of concerned health institutions for the years 2015-16 in accordance with the Model Tender Document 2015

Jai Hind,

In context to the subject cited above it is to inform you that the Department has decided to re-tender the sanitation contract of all health institutions in the state and the revised /Model Sanitation Tender Document 2015 has been approved by the Govt. on the Departmental file on dated 31-1-2015 and the same is to be conveyed & circulated amongst all the CMO/MS. Therefore you are directed to float the sanitation tenders in respect of health institutions of your District/Hospital according to the revised/model tender document-2015 for financial year 2015-2016. The Tender Document is uploaded on the official Website of the Department. In the meantime the existing sanitation contract will continue up to 31-3-2015 as per old approved rate, terms and conditions of sanitation tender 2012-2013. All the CMO/MS are to ensure tendering process well in time. It is further added that all the certificates/documents submitted by the firms be kept in the office of CMO/MS/BMO for record & audit purpose. The documents which are required to be attached with the proposal for seeking permission and expenditure sanction are detailed below:

1. Meeting proceeding of sanitation committee duly signed with seal.
2. The comparative statement along with recommendations duly signed with seal
3. Certified photocopy of tender with terms and conditions
4. Certified photocopy of Checklist submitted by the contractor




DIRECTOR HEALTH SERVICES
HIMACHAL PRADESH.

Endst INo. As above/-

Dated Shimla-9, the

1. Copy to the Additional Chief Secretary (Health) to the Govt. of Himachal Pradesh, Shimla-2 for information please.
2. Superintendent PMIS H&FW Dte. With spare copy of Model Tender Document of Sanitation Contract 2015 with the Direction to upload the same on the official Website of the Department.


DIRECTOR HEALTH SERVICES
HIMACHAL PRADESH

TENDER FOR PROVIDING SANITATION SERVICES

AT

(NAME & ADDRESS OF INSTITUTION)

No.

Dated:

1. Cost of Tender: Rs. __500 (five hundred rupees
2. Sale Date for Tender w. e. f.: (dd/mm/yyyy) to (dd/mm/yyyy) up to 1.00 p. m.
3. Last Date of submission of Tender: (dd/mm/yyyy) up to 1.00 p. m.
4. **Pre-bid meeting Date**
5. **Tender Opening date and time.**

NOTICE INVITING TENDER

Sealed tenders are invited from eligible **registered Firms or Company (Proprietorship/Partnership/company/Corporation/legal entity** for providing SANITATION SERVICES in the (Name & Address of Institution). Prescribed tender form can be obtained from the office of (Name & Address) from (dd/mm/yyyy) to (dd/mm/yyyy) upto 1.00 p. m on any working day on payment of Rs. _____ only. Duly completed tender form along with an earnest money deposit of Rs. _____ (Rupees _____) in the form of FDR/Demand Draft/Banker's Cheque/Bank Guarantee from any of the Commercial Bank in favor of (Name & Address) and other required documents should be put in the tender box placed in the office of (Name & Address) latest by 1.00P.M on (dd/mm/yyyy).

The terms & conditions may be read carefully and strictly complied with before submitting the tender/quotations:

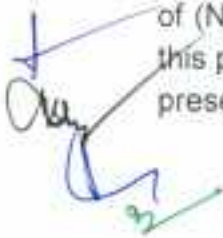
1. The tender must be submitted in two parts.

(A) **Technical bid (please read Technical Bid instead of Pre-qualification bid in the succeeding pages)**

(B) Price bid

The two bids must be submitted in two separate sealed envelopes, clearly marked as pre - qualification bid / price bid and must be put in the single envelope marked as Tender for providing Sanitation Services.

2. The pre qualification bid will be opened on (dd/mm/yyyy) at 2.30 PM in the office of (Name & Address) of this hospital by a tender opening committee constituted for this purpose in the presence of tenderers or their authorized representatives who are present.



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3. Tenders not confirming to the essential requirements, as per check list (Annexure 5) will be rejected and no correspondence thereof shall be entertained whatsoever.

4. Price bid of only those tenderers shall be opened who are found qualified at the pre qualification stage. The demonstration of machine/ material to be used for rendering sanitation work before the sanitation committee by the bidders is essential before opening of price bid. The price bid of only those tenderers shall be opened who is found to be eligible in demonstration before sanitation committee. The sanitation committee, however, shall make recommendation in this regards. Time & Date for opening of Price Bid shall be fixed and intimated to the qualifying tenderers in Pre- qualifying bid.

5. The contract shall be awarded for a period of one financial year or a period within a financial year **from the date of award of rate contract which shall expire at the end of same financial year, which can be extended. For on financial year basis after mutual** consent and on the same rates and terms and conditions subject to a maximum of two years.

The Heads of Department may grant permission/administrative approval and expenditure sanction to finalize and sign sanitation, diet and security and repair and maintenance work for health institutions, up to District level Hospitals/Health Institutions. Similarly for all health institutions below district level, the Chief Medical Officer concerned will be competent to do so.

Pre-bid conference shall be held on (dd/mm/yyyy) at 11.00 A.M. in order to clarify any points related with the clauses or scope of work/services to be performed under the contract.

Bids submitted must be unconditional and no communication will be made till the finalization.

Late and delayed tenders will not be accepted.

The (Designation & Address of Head of Hospital) reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

(Designation & Address)


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OFFICE OF THE (NAME & ADDRESS)

No.

Dated:

-
1. Cost of Tender: Rs. _____ 500/-
 2. Sale Date for Tender w. e. f.: (dd/mm/yyyy) to (dd/mm/yyyy) up to 1.00 p. m.
 3. Last Date of submission of Tender: (dd/mm/yyyy) up to 1.00 p. m.
 4. Opening date and time of tender: (dd/mm/yyyy) at 2.30PM

To

M/S _____

Sub: Tender for engagement of Private Sanitation Agency for providing
SANITATION SERVICES at the (Name of institution & Address)

Sir,

Sealed tenders are invited from registered Firms or Company (Proprietorship/Partnership/company/Corporation/legal entity) for providing SANITATION SERVICES in the (Name of institution & Address). Prescribed tender form can be obtained from the office of (Name of Branch institution & Address) from (dd/mm/yyyy) to (dd/mm/yyyy) up to 1.00 p. m on any working day on payment of Rs. _____ only. Duly completed tender form along with an earnest money deposit of Rs. _____ (Rupees _____) in the form of FDR/Demand Draft/Banker's Cheque/Bank Guarantee from any of the Commercial Bank in favor of (Designation & Address) and other required documents should be put in the tender box placed in the (Name of Branch & Address) latest by 1.00P.M. on (dd/mm/yyyy). The terms & conditions may be read carefully and strictly complied with before submitting the tender/quotations:

1. The tender must be submitted in two parts

(A) Pre qualification bid

(B) Price bid.

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The two bids must be submitted in two separate sealed envelopes, clearly marked as pre - qualification bid / price bid and must be put in the single envelope marked as Tender for providing Sanitation Services.

2. The pre qualification bid will be opened on (dd/mm/yyyy) at 2.30 PM in the (Name & address) of this hospital by a tender opening committee constituted for this purpose in the presence of tenderers or their authorized representatives who are present.

3. Tenders not confirming to the essential requirements, as per check list will be rejected and no correspondence thereof shall be entertained whatsoever.

4. Price bid of only those tenderers shall be opened who are found qualified at the pre-qualification stage. Time & Date for opening of Price Bid shall be fixed and intimated to the qualifying tenderers in Pre-qualifying bid.

The contract shall be awarded for a period of one financial year or a period within a financial year from the date of award of rate contract and the rate contract shall expire at the end of same financial year. The period of contract may be extended yearly on financial year basis, after mutual consent and on the same rates and terms and conditions subject to a maximum of two years .

The Heads of Department may grant permission/administrative approval and expenditure sanction to finalize and sign sanitation, diet and security and repair and maintenance work for health institutions, up to District level Hospitals/Health Institutions. Similarly for all health institutions below district level, the Chief Medical Officer concerned will be competent to do so as per Notification No..HFW-B(G)5-8/2010 dt. 6-3-2013. The contents of the notification is as under:-

Prebid conference shall be held on (dd/mm/yyyy) at 11.00 A.M. in order to clarify any points related with the clauses or scope of work/services to be performed under the contract.

Bids submitted must be unconditional and no communication will be made till the finalization.

Late and delayed tenders will not be accepted.

The (Designation & Address) reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Eligibility of Bidders: (Essential Conditions)

1. Average annual financial turnover of the bidder during the last **three years**, ending 31st March of previous financial year should be as follows:

* **Up to 50 bedded hospital- Rs. 5-00 Lac (Rupees five lacs)**

* **50 to 100 bedded hospital- Rs. 15-00 Lac (Rupees Fifteen lakh)**

* **100 to 150 bedded hospital-Rs. 20-00 Lac (Rupees Twenty lacs)**

* **150 & above bedded hospital- Rs. 30-00 Lac (Rupees Thirty lacs)**

- The financial statement showing the turnover should be authenticated by Chartered Accountant (CA) & should also be accompanied by an affidavit to that effect that the firm/contractor have never been blacklisted.
2. Minimum **Three** year experience for providing sanitation services satisfactorily in Govt./ PSU/Corporate sector/Hospitals/Medical colleges.
 3. The Service provider should be registered firm or company (proprietary/Partnership/Company/corporation/legalentity) Copy of registration certificate confirming Registration NO. of the firm must be enclosed The company /Firm must have office situated in Himachal Pradesh..
 4. Copy of registration certificate confirming Registration NO. of the firm must be enclosed
 5. Licence No. Under Contract Labour Act.The service Provider must have an appropriate labour licence issued by competent authorities for carrying out sanitation/housekeeping service activity.(Proof of license issued by competent authority is to enclosed).
 6. The tenderer should be duly registered with the ESI & EPF department (Proof or copy of registration with these departments and copy of account number allotted by these must be attached).
 7. Service provider must be income Tax assesse and should have submitted IT returns for the last three financial years . PAN No. and copy of Income tax Return of last three financial year must be attached.
 8. Audited Balance sheet of last three years with details of annual turnover, profit & Loss account.
 9. Preferably the Firm should be ISO certified (certified/proof attached)
 10. Satisfactory performance certificate issued by the Govt./Private Hospitals during the last three years

SITE VISIT

Any site information / schedule of works given in this tender document are for guidance only. The tenderer is advised to visit and examine the Site of Works and its surroundings at his/their cost and obtain for himself on his own responsibility, all information that may be necessary for preparing the tender and entering into a Contract. The agency shall be deemed to have inspected the Site and its surroundings beforehand and taken into account all relevant factors pertaining to the Site in the preparation and submission of the Tender.

AMENDMENT TO TENDER DOCUMENTS

If any amendment/modifications made with the prior approval of the Govt. these will be conveyed to all and will be binding on the tenderer.

CORRECTION OF ERRORS

Tenders determined to be technically acceptable after technical evaluation will be checked by the hospital for any arithmetical errors in computation and summation during financial evaluation. Errors will be corrected by the hospital as follows:

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(a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern

(b) Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit price, in which event, the total amount as quoted will govern.

If a tenderer does not accept the correction of errors as outlined above, his tender will be rejected and the tender **EMD** forfeited

Terms & Conditions

1. Tenders not confirming to the essential requirements, as per check list (Annexure 5) will be rejected and no correspondence thereof shall be entertained whatsoever.

2. In case the Tenderer is an Association, consortium or joint venture, the tenderer shall provide a written power of attorney authorizing the signatory of the tender to **submit/execute** the tenderer or each member of the partnership, consortium or joint venture.

3. Price bid of only those tenderers shall be opened who are found qualified at the pre qualification stage. Time & Date for opening of Price Bid shall be fixed and intimated to the qualifying tenderers in Pre-qualifying bid.

4. The tender form should be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him / them in figures and as well as in words. Alterations unless legibly attested by the Tenderer, shall disqualify the tender. The tender form should be signed by the Tenderer himself. The forwarding letter should be signed along with quotations. Attested copies of the Registration number of the Firm, License No. under contract labor Act, Provident Fund Account No. allotted by the Provident Fund **Commissioner**, ESI No, PAN No. (in case of partnership PAN No should be in the name of firm) allotted by the Income Tax Department, proof of filing income tax return **for last financial year** and Satisfactory Performance Certificate issued by the concerned agency (s)/ organizations where such type of works / jobs have been performed by the Contractor earlier shall also be enclosed. The rate should be inclusive **of all taxes, rates etc.** and in accordance with the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Leave, Uniform allowance etc.

5. Every paper of the tender should be signed by the Tenderer with seal of Agency/ Firm.

6. The following information will be indicated on the envelope cover.

a) Closing date of tender _____

b) Tender for sanitation services _____

c) Name of the Firm _____

d) Forwarding letter should clearly indicate the list of enclosures.

7. The tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

8. EARNEST MONEY DEPOSIT

The amount of EMD will as under:-

Up to 50 bedded hospital	10,000/-
50 to 100 bedded hospital	25000/-
100 & above bedded hospital	50000/-

a. EMD must be deposited in the form of demand draft in the favour of (Chief Medical Officer / Medical Superintendent / BMO as the case may be Designation & Address)of the concerned district. No other mode of payment is acceptable. EMD will not carry any interest.

b. The Proof of payment must be enclosed in the Technical Bid.

c. EMD in respect of the successful tenderer will be adjusted against Security Deposit

d. EMD in case of unsuccessful tenderers will be refunded to them within 30 days of award of the contract to the successful tenderer

e. EMD will be forfeited in the event of the tenderer withdrawing or modifying his bid after opening of the tenders and till completion of the tender process. i.e. till award of the contract /or in the event of the tenderer who has been awarded in the contract declining to honour the same.

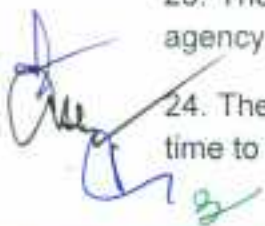
f. In case the EMD or proof of remittance of the EMD is not found attached in the Technical Bid envelope or the EMD has not been submitted in the mode specified, the tender shall be liable to be rejected.

9. The department will deduct Income Tax at source under section 194-C of the Income Tax Act, 1961 from the contractor as applicable.

10. The successful bidder/ Tenderer shall deposit a security amount (Performance Security) equal to 15 % of the total cost of annual contract in the form of FDR/Account Payee Demand Draft/bank Guarantee from a Commercial bank (duly pledged to the Chief Medical Officer / Medical Superintendent / BMO as the case may be) in favour of (Designation & Address) for the due performance of the contract. In the event of any breach / violation or contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Department. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest shall be paid by the Department on earnest money or security deposits.

The security deposit will be returned to the Service provider when due after satisfactory performance of the services of the contract and on completion of all obligations by the Service provider under the terms of the contract and on submission of a "No Due Certificate"

11. The (Designation & Address) reserves the right to cancel / reject full or any part of the tender which tenderer do not fulfill the conditions stipulated in the matter.
12. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/ rejection of the tender.
13. Any Act on the part of the tenderer to influence any body in the Department is liable to rejection of his tender.
14. The contractor shall provide a non-judicial stamp paper of Rs. 100/- for preparing a Rate Contract Agreement.
15. The Contractor shall abide by and comply with all the relevant laws and statutory Requirements covered under Contract Labour (regulation & abolition Act 1970), Minimum Wages Act, EPF & MP Act 1952 and any other law if applicable in regard to the labour engaged by him for works.
16. Every worker so appointed by the contractor shall wear the prescribed uniform according to seasons i.e. summer **grey colour uniform** in summer and **olive green uniform in winter** and a badge bearing his name and designation, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
17. That the agency staff shall be available all the time as per their duty roster and they shall not leave their place of duty without prior permission.
18. **The contractor/service provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. The contractor/service provider shall engage only such workers, whose antecedents have been thoroughly verified.**
19. That the agency shall be responsible to provide immediate replacement of a **worker**, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
20. That the agency staff shall work under overall supervision and direction of this Department's Administration.
21. That the Contractor /agency shall also be responsible to provide all the benefits e.g., P.F., ESI, Leave etc, to eligible staff engaged by the Contractor.
22. The contractor shall disburse the wages to its employees by cheque in the presence of a representative of the Department. The details of Names of employee with amount & No. of cheque for the previous month should be attached to muster roll only then the muster roll for the current month shall be entertained.
23. The Department shall have the right to ask for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
24. The Agency Staff shall carry out such other duties as are entrusted to them from time to time.



25. The Agency shall not engage any Sub- contractor or transfer the contract to any other person in any manner.

26. That the tenders not conforming to these requirements will be rejected and no Correspondence thereof shall be entertained whatsoever.

27. At least 20% of the sanitary worker should be female.

28. All workers should refrain from smoking in the hospital premises, have courteous and helpful nature, take proper care of their instruments, and promote safety by reporting any dangerous situations observed by them if any. Any staff found in a drunken or intoxicated state shall have to be removed by the contractor.

29. Agency must ensure sufficient manpower as per requirement and must enclose the detail action plan regarding deployment of supervisor and ground level staff. The minimum number of **worker** will be ascertained as per the following formula:

No. of Safai Karamchari's = (No. of Beds in a Hospital)(The word worker may please be read instead of Safai Karamchari in the succeeding pages.)

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Thus the minimum staff strength of Safai Karamchari's in an institution is fixed at the ratio of one worker for every 10 beds subject to a minimum of 3 workers for a less than 30 bedded Government Hospital.

Illustratively if there are 200 beds in an Institution, the Institution would be eligible for minimum 20 Sweepers. The tenderer have to quote his rates for providing these minimum numbers of sweepers calculated as per above formula. The numbers can be increased on the basis of rates, terms & conditions & agreement entered between the tenderer & the (Designation & Address of Head of Hospital) subject to prior approval from the **Director Health Services** after submitting the request with full justification.

That the Contractor shall have to provide any additional Personnel for allocating any additional duty arising out as per the circumstances directed by the Pr. Employer or any officer authorized by him in addition to those duties / personnel covered in this contract with the same amount of the contract.

30. The hospital authorities will provide the electricity and water and contractor shall procure the material and equipments required for carrying out sanitation work at his own cost. The material procured shall be of standard ISI quality. List of materials and equipments / items to be used is as per Annexure 9 attached. The hospital authorities shall reserve the right to reject any material found of substandard quality.

31. If any money shall, as the result of any instructions from the labour authorities or claim or application made under any of the labour laws, or Regulations, be directed to be paid by the Hospital, such money shall be deemed to be payable by the contractor to the Hospital within seven days after the same have been demanded from the contractor. The Hospital shall be entitled to recover the amount from the contractor by deduction from money due to the contractor.

32. The antecedents of the staff deployed shall be got verified by the local police authority and an undertaking in this regard to be submitted to the dept by the vender.

33. The contractor shall indemnify and hold the Hospital harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.

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34. An affidavit on Rs. 100 stamp paper should be submitted by the firm stating that no criminal /income tax / blacklisting case is pending against the firm.

35. Tenderer shall have to provide an undertaking on Rs 100/- stamp paper as per format (Annexure 6) enclosed.

36. In case of any addition or alteration in the structure of the hospital afterward the contract shall stand automatically included for the cleanliness purpose and no additional claim shall be raised by the contractor.

37. In the case of strike/tool down agitation by any/all of his workers, the contractor shall be responsible to make alternate arrangement. In case hospital authorities engage the work force in such emergency, it will be at the risk and cost of the contractor.

38. The contractor shall have to obtain satisfactorily sanitation/cleanliness certificate from the officer authorized in this behalf by the CMO/MS of the hospital and the same will be submitted to the CMO/MS/BMO regularly after close of each month and the release of monthly payment shall be subject to production of this certificate.

39. In case of any dispute or difference, the award of the Arbitrator i.e Principal Secretary (Health), Govt of Himachal Pradesh will be final and binding on the parties to the contract and the courts at Himachal Pradesh shall only have the jurisdiction over the same.

40. The offer of rates by the tenderers will be subject to price fall clause i.e. if any item/contract is offered at lower rate by that contractor at any other place in H.P. he shall not charge higher rates for the item/contract offered in the tender.

41. Quotation should be valid for a period of 180 days from the date of opening of the Tender.

42. The validity of rate will be for full term of contract.

43 Every Supervisor deputed by the firm should maintain a register for keeping the daily record for sanitation & housekeeping services and should take signature from the concerned department for their comments.

44. PENALTIES :-

a. Any misconduct/misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the contractor at his own costs, risks and responsibilities immediately, with written intimation to the Administrative Officer. The contractor shall ensure that the person deployed are disciplined and conduct in office premises, be best suitable and is entailed on enforce in prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work and engaging in gambling, satta or any immoral act.

b. In case the Tenderer fails wholly or partly to carry out the assigned job within assigned time or job is not performed to the satisfaction of the same shall be arranged through other agencies at the risk and cost of the Tenderer.

c. No payment shall be made for the work which is not performed. Also proportionate deduction shall be made for the same.

.d If during inspection, the workers are not found in uniform without I-card, a penalty of Rs 200/- per employee will be charged per instance per day.

e. In case of any deficiency in services observed by designated officials, a penalty of Rs. 1000/- for first instance, Rs. 2000/- for second instance and multiples of thousand on each subsequent instance will be imposed.

- f. Upon receipt of complaint of deficiency in service, the tenderer/Service provider shall, with all reasonable speed but not later than 3 working days, remove the shortcomings/deficiencies.
- g. If the Tenderer having been notified fails to remove the shortcomings within 3 working days period. Hospital may proceed to take remedial action as may be necessary at Tenderer's Cost and risk.
- h. If at any time any representative/personnel of service provider is found intoxicated or smoking or under the influence of alcohol, a penalty of Rs. 2000/- will be imposed on the service provider.
- i. If there is no improvement in performance, even after penalties, the Medical Superintendent/Medical officer Incharge of the hospital reserves his right to impose penalty based on the merits of the case. Besides that, if advised by the Hospital the Service Provider has to invoke the clause of removal of that person from their services.

45. Disposal of waste:

A very high standard of hygiene must be maintained in all respects. Quick day-to-day disposal of waste material shall be maintained. The contractor will teach and train his staff for collection/disposal (including Bio-Medical Waste). The contractor will make arrangement to collect the garbage in the specified colour coded bags from all designated area within the Hospital. Failure in quick disposal of waste will make the Service provider liable to pay fine, which may extend upto Rs. 100/- per such occurrence when reported by the Hospital for the 1st two occurrences and there after Rs. 250/- per occurrence.

46. Quantum of penalty will be decided by the Medical Superintendent/Medical officer Incharge authorized by him and the decision taken will be final and binding.

PAYMENT TERMS

47. Service Provider shall submit on monthly basis bill in duplicate for the services rendered in the previous calendar month on or before 5th of every month. The monthly bill shall include supporting documents, satisfactory performance certificate along with documents verifying payment by the agency to its employees in the previous month. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in rates payable to the agency during the contract period. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.

Signature of the Pr. Employer
(Designation):

SCOPE OF SERVICE

(SERVICE PROVIDERS RESPONSIBILITIES FOR SANITATION)

I. Safai Karamcharies

I. Daily cleaning (Sweeping, washing scrubbing and swabbing of Office, OPD rooms, wards, lifts including Furniture's, Fixtures and Electrical Gadgets excluding medical equipments.

II. Daily Sweeping, Washing scrubbing and swabbing etc. of the verandas, vestibules and staircases and cleaning the articles lying therein such as spittoons, firefighting equipment, Dustbins, CCTV, Public Address Systems etc.

III. Daily Sweeping open spaces like roads, courtyards garages etc.

IV. Cleaning open spaces like lawns etc. which are to be kept clean by picking papers-bits and by partial sweeping, (may be done manually, wherever necessary).

V. Cleaning (Sweeping, washing scrubbing and swabbing etc.) of latrines, Bathrooms, urinals etc. washing of toilets should be done so as to ensure clean toilets round the clock.

VI. Clearance of garbage till a designated place and clearance of Biomedical waste as per the prescribed norms.

VII. Clinical area shall be kept clean round the clock.

VIII. The sanitation Agency should ensure that all the toilets are to be equipped with liquid soap, odonil and naphthalene balls to maintain a hygienic atmosphere.

IX. The sanitation agency should ensure that sinks, floor, blinds and other paraphernalia's remain always clean and dust free. Wall Tiles fixed in verandas, rooms, toilets and other areas should be cleaned X. Status report in respect of cleaning of toilets shall be pasted during each shift.

XI. The Dusting/Cleaning of the rooms, alongwith carpets, curtains, electric appliances, hospital furniture, doors, windows, window glass or anything inside or outside the building premises would be done through electronics or other mechanical devices.

XII. Windowpanes in staircases and in all rooms to be stain free all the time.

XIII. Granite slabs in labs, around the sink to be cleaned once a day or more frequently (need base).

XIV. Fixed furniture and examination area to be cleaned daily and well maintained.

XV. The wall of the premises in agreement quoted above will be cleaned once a day and as and when required

XVI. Different types of Signage boards/Notice boards etc. provided in building are to be cleaned by suitable methods. The said boards should be kept neat & clean always.

XVII. They would clean urine pots, bed pans, sputum pots, or other equipments as & when required

XVIII. The Safai Karamchari shall be responsible for constantly assisting male and female operated and convulsing patients accompanied by Bed Pan, Urine pot etc. as per instructions of the staff. If any patient/child vomits or passes stool in the hospital premises, the Safai Karamchari on duty will have to do the mopping at once.

XIX. The Contractor shall be responsible for carrying the dead body/bodies from the hospital premises to mortuary and to be loaded in the vehicle. He will be responsible for taking the dead body/bodies from the hospital premises brought by the Police or otherwise up to dead-house and will also be responsible for helping in carrying out post-mortem by doctors, stitching of dead body, wrapping it in the cloth, handing it over to the relative/police. The dead house should be cleaned properly after each postmortem.

II. Frequency of cleaning shall be need based as per requirement. However the service provider shall ensure that hospital is neat & clean by 7 AM in the morning daily; & would ensure cleanliness throughout the day. While doing cleaning at night hours Service Provider would ensure that patients & attendants are not disturbed.

1. The operation theatre, labour room remain busy most of the time and requires cleaning/sweeping after every operation/ delivery and as such constant availability of the female **workers** in the operation theatre/labour room, round the clock throughout the contract period must be ensured.
2. The contractor shall provide female workers exclusively for female in-door wards, female OPDs and labour rooms/OTs etc.
3. The Hospital premises, indoor wards, special wards, OPD Blocks male and female, Post mortem block, Blood bank/X-ray Section, T.B Clinic, Lab Section, Ultra Sound Unit Room, STD clinic, Leprosy Clinic, Casualty Corridor, Diagnostic Centre, needs cleaning four time a day i.e. at 7.30 AM, 1.30 PM, 5.00 PM and 8.00 PM, whereas whole of the complex of CMO/MS office and Store, MPW/Nursing Training School hospital complex, cleaning of drains and parks and remaining parts of the building needs cleaning thrice a day i.e. 8.00 AM, 1.30 PM and after 5.00 PM. Mortuary is to be cleaned after every post-mortem. In the case of any accident/catastrophe, casualty section will be cleaned as per situation as many times as required.
4. The campus of the Offices needs cleaning at least twice a day in the morning before 10.00 AM and once in between before 5.00 PM.

III. Material and equipments to be used as per Annexure 9 attached

IV. Manpower Methodology: Agency must ensure sufficient manpower as per requirement and must enclose the detail action plan regarding deployment of supervisor and ground level staff. The minimum number of safai karamchari's will be ascertained as per the following formula:

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Thus the minimum staff strength of Safai Karamchari's in an institution is fixed at the ratio of one worker for every 10 beds subject to a minimum of 3 workers for a less than 30 bedded Government Hospital.

Illustratively if there are 200 beds in an Institution, the Institution would be eligible for minimum 20 Sweepers. The tenderer have to quote his rates for providing these minimum numbers of sweepers calculated as per above formula. The numbers can be increased on the basis of rates, terms & conditions & agreement entered between the tenderer & the (Designation & Address of Head of Hospital) subject to prior approval from the Department of Health & after submitting the request with full justification.

Note: The contractor may have to use the suitable cleaning & washing Detergents/ reagents etc. or as specified by Hospital. Different areas should be kept in neat & tidy condition by using wet & dry cleaning methods with adequate trained personnel, machines & equipments. The Eco friendly disinfectant detergents / liquids shall be used. The machines /equipments & Disinfection detergents /liquids should not destroy the surface of flooring. Cleaning & housekeeping operations shall not cause any damage to the Buildings, Equipments, and Personnel etc.

CLEANING & HOUSE KEEPING RECORDS:

Contractor will have to maintain proper records of Cleaning & House keeping for each activity. Similarly, Contractor will have to make a Cleaning & Housekeeping Plan. Some of the records to be maintained are as follows:

1. Deployment of Man –power in each shift.
2. Stock details & utilization of Chemicals / Reagents.
3. Details of Cleaning & housekeeping activities carried in each shift as per cleaning & housekeeping schedule of work.
4. Monthly summary of work carried out as per schedule of work.
5. Apart from the above, the Team leader/Supervisor in each shift will have to sign the cleaning & housekeeping.

PERFORMANCE EVALUATION:

- a) The quality assurance of the Sanitation Services should be ensured regularly (Daily, Weekly, Fortnightly or Monthly depending upon the discretion of the Department) on the basis of the periodical reports furnished by the Contractor.
- b) The Contractor and all his staff deployed for sanitation work will work under the supervision of the Pr. Employer.
- c) Appropriate records in reference to above shall be maintained by the Contractor at his own cost.



SPECIFIC TERMS & CONDITIONS

1. The Principal Employer reserves the right to cancel the contract agreement or to withhold the payment in the event of non commencement or unsatisfactory performance of the work contract. In such eventuality Principal Employer further reserves the right to get the work done from open market or through some other agencies. Contractor will be black listed in the department for a period of 4 years from participating in such type of tender & his earnest money / security deposit may also be forfeited if so warranted.

2. Any person who is in Government Service or an employee of the department should not be made a partner to the contract by the contractor directly or indirectly in any manner whatsoever.

3. In every case in which by virtue of the provisions of the Workman's Compensation Act, the Government of India/ Government of HP obliged to pay compensation to such person employed by the contractor in execution of the work; the Government will be entitled to recover from the contractor the amount of compensation so paid.

4. The contractor shall indemnify the Department against all other damage/ charges and expenses for which the Government may be held liable or pay on account of the negligence of the contractor or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.

5. The contract shall be awarded for a period of one financial year or a period within a financial year from the date of award of rate contract and the rate contract shall expire at the end of same financial year. The period of contract may be extended yearly for another one year on financial year basis, after mutual consent and on the same rates and terms and conditions subject to a maximum of two years at the discretion of Principal Employer with prior approval from the Director Health Services Govt. of HP.

6. The Principal Employer reserves the right to terminate the contract without assigning any reason by giving to the contractor one calendar months notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice for any right of remedy that may be accrued to other party by reason of any incident.

7. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the Principal Employer.

8. In case the contractor fails to commence / execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, Pr. Employer reserves the right to impose the penalty as detailed below

a) 2% of cost of order / agreement per week, up to 4 weeks delays.

b) After 4 weeks delay Principal Employer reserves the right to cancel the contract and withhold the agreement and get this job carried out from other contractor(s) from open market at the competitive rates. The defaulting contractor will be blacklisted as

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per clause stated in (1) above and the difference if any will be recovered from the contractor.

Note: Attention is invited to relevant paras in this regard to the penalty for the unsatisfactory work and delay in completion of work within the scheduled time. The penalty clauses will be strictly imposed for unsatisfactory work or failure to complete the work within scheduled time.

9. The individual signing the quotation form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour stating that he has authority to bind other such person of the firms as the case may be in all matters pertaining to the contract including the arbitration clauses. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time the Government may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable to all costs and damages. In case of registered or unregistered Partnership Firm, all the partners should sign the quotations. In case any person signing the agreement on behalf of limited Company or firm, he will produce letter of authority / resolution passed by the company empowering him to sign the agreement on behalf of the company or firm.

10. The contractor has to maintain all the relevant records: registers and documents as required by the Labour department, Regional Provident Fund Commissioner and Employees State Insurance Corporation or other local bodies as per the existing rules or as amended from time to time.

11. In case of any violation of statutory provision under Labour Laws / or otherwise on behalf of the contractor there will not be any liability on Principal Employer.

12. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract agreement, or otherwise the matter shall be referred to the Arbitrator i.e Principal Secretary (Health), Govt of Himachal Pradesh and his decision will be final and binding on the parties to the contract. Courts at Himachal Pradesh shall have jurisdiction in connection with any dispute / litigation arising out of this contract.

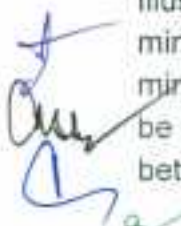
13. Contractor must ensure sufficient manpower as per requirement and must enclose the detail action plan regarding deployment of supervisor and ground level staff. The minimum number of safai karamchari's will be ascertained as per the following formula:

No. of Safai Karamchari's/workers = (No. of Beds in a Hospital)

10

Thus the minimum staff strength of Safai Karamchari's in an institution is fixed at the ratio of one worker for every 10 beds subject to a minimum of 3 workers for a less than 30 bedded Government Hospital.

Illustratively if there are 200 beds in an Institution, the Institution would be eligible for minimum 20 Sweepers. The tenderer have to quote his rates for providing these minimum numbers of sweepers calculated as per above formula. The numbers can be increased on the basis of rates, terms & conditions & agreement entered between the tenderer & the (Designation & Address of Head of Hospital) subject to



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prior approval from the Department of Health & after submitting the request with full justification.

That the appropriate deployment of the manpower shall be ensured by the contractor as per the real need and requirement of the premises.

14. That the completion timing of cleaning / sweeping shall be before 7 AM (also may vary as per the requirement of the organization as in the case of hospitals etc.).

15. That the electricity, water etc. required for sanitary services will be provided by the Deptt. But the material and appliances / instruments used in sanitary process will be provided by the contractor at his own cost. The material to be used in cleaning / sweeping should be of ISI standard.

16. That the toilets will be cleaned every two hourly and as & when required.

17. That every worker engaged in sanitary services shall wear the prescribed neat and clean uniform according to season affixing thereon the badge mentioning on the same, the name and designation of the worker provided by the contractor at his own cost.

18. That the sanitation staff engaged in the sanitation activities deployed by the contractor shall be available round the clock as per the duty roster.

19. Washing of the covered areas using modern gadget i.e scrub machine etc will be done as and when required, depending upon the need and usage of the area.

20. The sweeping of the main hall of canteen and kitchen, or hospital, shall be done thrice a day & as & when necessary.

21. That wet mopping of the pantry and in the kitchen shall also be done thrice a day & as & when necessary.

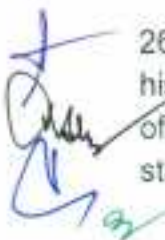
22. That the contractor shall engage the sanitary staff below the age of 50 years and any complaint of misbehavior and misconduct comes to the knowledge of the Principal Employer then all such responsibility shall be of the contractor and any loss due to negligence of mishandling by the sanitary staff, the contractor shall himself be responsible to make good for the losses so suffered by the Department.

23. The Department shall not be responsible financially or otherwise for any injury to the staff deployed by the contractor in the course of performing the duty for and on behalf of the contractor.

24. The contractor should ensure medical fitness and police verification of the employees engaged by him.

25. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor.

26. That the attendance and other relevant records shall be kept by the contractor at his own cost and be produced by him on demand to the Principal Employer or any officer deputed for this purpose by the Principal Employer as the contractor and his staff is under overall supervision of the Principal Employer.



27. That the contractor shall obtain a license under Contract Labor (R&A) Act, 1970 and also submit a copy of such license duly attested in the department prior to furnishing the tender/ contract. Moreover, he shall abide by all the necessary provisions of various Labor Laws / Acts viz. ESI/ Bonus, Contract Labor, Workman's Compensation and any other laws and rules applicable to him in this regard.

28. That the contractor, himself, will be responsible for any type of statutory / mandatory claims or penalties in light of the default with reference to the above provisions.

29. That in case any person engaged by the contractor is found to be inefficient quarrelsome, infirm, intoxicated, invalid or found indulging in theft and other unlawful or activities, the contractor shall replace such person with a suitable substitute at the direction of the department.

30. That the department shall not be liable to provide any sort of accommodation to the staff or person deployed by the contractor and no cooking / lodging will be allowed in the premises of the department at any time.

31. The Tenderer/ Contractor shall deposit a security amount (Performance Security) equal to 15 % of the total cost of annual contract in the form of FDR/Account Payee Demand Draft/bank Guarantee from a Commercial bank (duly pledged to the Chief Medical Officer / Medical Superintendent / BMO as the case may be) in favor of (Designation & Address) for the due performance of the contract. In the event of any breach / violation or contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Department. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest shall be paid by the Department on earnest money or security deposits.

32. That the contractor shall not engage any sub- contractor or sublet / transfer the contract to any other agency / person in any manner.

33. That the contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of the department or do anything which may cause unnecessary disturbance or inconvenience to others working there as well as to the general public in the department.

34. That the contractor shall, for providing proper and hygienically sanitation services, ensure the following:-

- i) That a daily report of its staff on duty and about their performance is furnished.
- ii) That its staff does not smoke/drink/ found in intoxicated state at the place of work.
- iii) That any specific sanitation task assigned to it by the Principal Employer or any officer authorized by him is carried out by him diligently and well in time.
- iv) That before using any equipment / appliances or material and products of sanitation, it is having the approval of the Principal Employer as no sub-standard material being used.



v) That the salary /wages shall be disbursed in full as settled between the contractor and a sanitary worker(s) in the presence of a representative of the department and a certificate may also be furnished to this effect to the principal employer.

35. The department will deduct Income Tax at Source under section 194-C of the Income Tax Act, 1961 from the contractor @ 2% of such sum as income tax on the income comprised therein.

36. The frequency, method and the material to be used for cleaning should be as per standard hospital practices depending upon the area/department.

37. Vendor shall ensure the disposal of garbage and Bio-Medical Waste to designated place(s) as per prescribed standard norms for waste disposal.

Signatures of the Tenderers





(Annexure 3)

TENDER FORM FOR PROVIDING SANITATION SERVICES IN (Name & Address of Institution)

1. Cost of tender Rs. _____

Affix duly attested P.P.size recent photograph of the prospective bidder

2. Due date for tender _____

3. Opening time & date of tender _____

4. Name, address of Firm/ Agency _____
and Telephone no. & E-mail address. _____

5. Registration number of the Firm/ Agency _____

6. Name, Designation, Address and _____
Telephone No. of Authorized person _____
of Firm/Agency to deal with _____7. Please specify as to whether tenderer _____
is a sole Proprietor/partnership Firm. _____
Name, address/ And Telephone no. of _____
Director/ partners should be specified. _____

(a)

(b)

(c)

(d)

8. (a) Copy of PAN Card issued by _____ Attached or Not Attached
Income Tax Department

(b) Copy of last financial year's _____ Attached or Not Attached

Income Tax Returns

9. License No. under
Contract Labor (R&A) Act, if any _____

10. Details of earnest money deposited
a. Amount : Rs. _____ (Rs. in words)
b. FDR No./Demand Draft No. / _____
Banker's Cheque No. / _____
Bank Guarantee No. _____
c. Date of issue : _____
d. Name of the issuing authority: _____

11. Confirm your organization employs:
a) 20 or more than 20 employees
b) Less than 20 employees.

12. Incase your organization employs more than 20 employees, same should fulfill PF & ESI requirements.
a) Employees Provident Fund _____
Registration No. _____

(Given by PF Commissioner) If yes, a copy of latest inspection report of Enforcement Staff of EPF Authorities for the work carried out in previous year

b) ESI Registration No. _____
(Given by ESI Director) _____

13. Any other information. _____

14. Declaration by the contractor:-

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein and undertake myself / ourselves abide by the said terms and conditions.

(Signature of Tenderer)
Name:
Designation:
Address:
Phone No. (O):


Dated: _____
on

(Annexure 4)

PRICE BID FOR SANITATION SERVICES IN THE
(NAME & ADDRESS OF HOSPITAL)

PARTICULARS	TOTAL COST PER MONTH	TOTAL COST PER ANNUM
PROVIDING SANITATION SERVICES IN THE HOSPITAL AS PER THE SCOPE OF SERVICE/ SERVICE PROVIDERS RESPONSIBILITIES FOR SANITATION MENTIONED IN ANNEXURE-2 & OTHER TERMS & CONDITIONS MENTIONED IN TENDER DOCUMENT (INCLUDING THE CONSUMABLES AS MENTIONED IN ANNEXURE 9)		

Signature of Tenderer:
Name & Address with rubber stamp



CHECK LIST OF THE DOCUMENTS TO BE ATTACHED WITHTECHNICAL BID

Please check whether the attested copies of the following documents have been attached or not.

1.	Registration No. of the firm / agency and One Self attested recent pass port size Photograph of the face of the Authorized person of the firm(s) /agency(ies) with Name, designation, Address, office Telephone Nos. Whether bidder is a sole proprietor/Partnership Firm and if Partnership Firm, Name, Addresses & Telephone Nos. of Director/Partners also.	YES	NO
2	PAN No.	YES	NO
3	Provident Fund Account No. issued by the Competent Authority. If yes, a copy of latest inspection report of Enforcement Staff of EPF Authorities for the work carried out in previous year	YES YES	NO NO
4	ESI Registration No. issued by the Competent Authority.	YES	NO
5	Contract License issued by the Labor Commissioner under contract Labor (R&A) Act.	YES	NO
6	Receipt towards Earnest Money Deposited attached or not	YES	NO
7	Details of experience certificate with regard to sanitation work (with full details of the Agency (s) to whom such contracts awarded.) Copies of the Satisfactory reports should be attached.	YES	NO
8	Undertaking that scrub machines/ high power vacuum cleaner etc are available with the agency for use. Equipments to be mentioned	YES	NO
9	Undertaking on Rs. 100/- stamp paper as per format enclosed in form.	YES	NO
10	An affidavit on Rs. 100/- stamp paper stating that no criminal / income tax / blacklisting case is pending against the firm.	YES	NO
11	Duly filled annexure 7 (experience record)	YES	NO

12	Power of Attorney as applicable	YES	NO
13	Partnership deed or MOU/AOA if applicable	YES	NO
14	Audited copy of annual return for the last financial year & certificate of annual turnover from C.A. (or Income Tax Return.	YES	NO
15	Service Tax	YES	NO

Signature of Tenderer:
Name & Address with rubber stamp



FORMAT FOR PROVIDING UNDERTAKING

(To be submitted on a stamp paper of Rs. 100/-)

The _____

(Designation & Address)

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I, the undersigned, hereby bind myself to Govt. of H.P for providing Sanitation services at (Name & Address of Hospital) for the period of the contract.
4. The security money deposited by me shall remain in the custody of the (Designation & Address of Hospital), till the expiry of the contract.
5. The condition herein contained shall form part of and shall be taken as included in the agreement itself.
6. I will be wholly responsible for providing sanitation services at (Name & Address of Hospital), and will ensure deployment of persons as per action plan submitted by Hospital Administration/ altered by the hospital authority.
7. I shall be responsible to provide all benefits i.e. E.P.F. Bonus, ESI, and Leave etc. to eligible employees employed by me.
8. I shall abide by the provisions of Minimum Wages act 1948 and Contract Labour Act 1970 and other Labour laws applicable from time to time.
9. Damage to hospital property if any, due to lapse on my part/my staff may be recovered from me.
10. Should any lapse occur on my part or on my staff while discharging the services the hospital authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security money.
11. The decision of (Designation & Address of Hospital) will be binding upon me.

Date:

Signature of the tenderer
Seal of the agency



EXPERIENCE RECORD

1. Total number of years of experience in providing Sanitation Services Years
2. Details of Experience of providing Sanitation Services

S.N	PERIOD	DETAILS OF WORK HANDLED	TOTAL COST OF WORK (IN RUPEES)	REMARKS

NOTE:

1. Details submitted in any other proforma will not be considered.
2. The details of work including the cost of work should be supported by attested copy of each client's certificate.
3. Additional pages may be attached, if required.
4. All the pages shall be signed by the authorized signatory of the tenderer.

Date:

Signature of the Tenderer
Seal of the agency

TENDER FOR PROVIDING SANITATION SERVICES

(FORM OF AGREEMENT)

This agreement is made on the _____ day _____ 2010 between _____ (Name and address of Head of the Hospital) hereinafter called 'the Employer of the one part and + _____ (Name & Address of contractor) hereinafter called "the Contractor" of the other part, under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide Sanitation services to the Hospital during the period from (dd/mm/yyyy to dd/mm/yyyy).

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & conditions of contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz :

- (a) Letter of acceptance for empanelment / award of contract
- (b) Terms and Conditions
- (c) Notice inviting Tender
- (d) Price Bid
- (e) Addendums, if any
- (f) Any other documents forming part of the contract.

3. In consideration of the payments to be made by the Employer to the contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and complete the works/ services by ** _____ in all respects with the provisions of the Contract.

4. The employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works/services, the Contract Price of ** Rs. _____ being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in manner prescribed by the contract.

For and on behalf of the Contractor

For and on behalf of the Employer

Signature of the authorized official

Signature of the authorized official



Name of the official

Name of the official

Stamp/ Seal of the Contractor

Stamp/ Seal of the Employer

SIGNED, SEAL AND DELIVERED

By the said

By the said

_____ Name

_____ Name

on behalf of the Contractor in the presence of the Witnesses:

on behalf of the Employer in the presence of Witnesses:

1 SIGNATURE:
NAME:

1. SIGNATURE:
NAME:

DATE:

DATE:

DESIGNATION:

DESIGNATION:

TELEPHONE NO:

TELEPHONE NO:

2 SIGNATURE:
NAME:

2. SIGNATURE:
NAME:

DATE:

DATE:

DESIGNATION:

DESIGNATION:

TELEPHONE NO:

TELEPHONE NO:

Note:

+ To be made out by the employer at the time of finalization of the form of agreement.

** Blanks to be filled by the employer at the time of finalization of the form of agreement.

*** To be deleted if not applicable.

LIST OF EQUIPMENTS (OF ISI OR EQUIVALENT STANDARD) TO BE SUPPLIED BY THE AGENCY FOR CLEANING AND SANITATION.

S.N	Equipments
1. For floor care	Twin Bucket Plastic ringer Fl. Dust Mops with Holders Mop Refills Mop Handles Nylon Brooms with sticks Floor Scrubbing Pads (Machine) SS.Scr.Pads/Steel wools Dust Brushes S.S.Scrappers Swabber Frame Swabber Refills Mop / Swabbers Handle Double Bucket Trolleys Extension Pole for glass cleaning Step ladder aluminium Dust Collection Unit Solution pick up Unit External environment cleaner mechanical WET/DRY VACUUM CLEANER High Pressure cleaner Ladder Light duty Machine scrubber Heavy duty auto scrubber dryer Steam cleaning machine.

2. For toilets	Scotch pads (1X50)Pkt. Floor Rubber Squeeze Mop Refill Mop Stick Metal Rubber Gloves Pl. Buckets Medium (10 Ltr.) Hand Brush Toilet Brush
3. For Windows & Glass	Glass Cloth Sponge Pads Stainless Steel Glass Scrappers Window Glass Cleaning Window Squeeze Window Applicator
4. For Furniture & Fixture	Duster Cloth Feather Duster
5. For Carpet Care	Dusters Dust Pan Hand Brushes Carpet Brushes
6. Others	Deck Broom Nylon Lobby Dust Pan Web Brush Curved for AC vents Web Brush Round for Fans Scrubbing Brush Metal Handle Rags



(Annexure 1)

TENDER FOR PROVIDING SANITATION SERVICES

AT

(NAME & ADDRESS OF INSTITUTION)

No.

Dated:

1. Cost of Tender: Rs. _____
2. Sale Date for Tender w. e. f.: (dd/mm/yyyy) to (dd/mm/yyyy) up to 1.00 p. m.
3. Last Date of submission of Tender: (dd/mm/yyyy) up to 1.00 p. m.
4. Opening date and time of tender: (dd/mm/yyyy) at 2.30PM

NOTICE INVITING TENDER

Sealed tenders are invited from eligible registered agencies for providing SANITATION SERVICES in the (Name & Address of Institution). Prescribed tender form can be obtained from the office of (Name & Address) from (dd/mm/yyyy) to (dd/mm/yyyy) upto 1.00 p. m on any working day on payment of Rs. _____ only. Duly completed tender form along with an earnest money deposit of Rs. _____ (Rupees _____) in the form of FDR/Demand Draft/Banker's Cheque/Bank Guarantee from any of the Commercial Bank in favor of (Name & Address) and other required documents should be put in the tender box placed in the office of (Name & Address) latest by 1.00P.M on (dd/mm/yyyy).

The terms & conditions may be read carefully and strictly complied with before submitting the tender/quotations.

1. The tender must be submitted in two parts

(A) Pre qualification bid/**Technical Bid**

(B) Price bid.

 2

The two bids must be submitted in two separate sealed envelopes, clearly marked as pre - qualification bid / price bid and must be put in the single envelope marked as Tender for providing Sanitation Services.

2. The pre qualification bid will be opened on (dd/mm/yyyy) at 2.30 PM in the office of (Name & Address) of this hospital by a tender opening committee constituted for this purpose in the presence of tenderers or their authorized representatives who are present.

3. Tenders not confirming to the essential requirements, as per check list (Annexure 5) will be rejected and no correspondence thereof shall be entertained whatsoever.

4. Price bid of only those tenderers shall be opened who are found qualified at the pre qualification stage. The demonstration of machine/ material to be used for rendering sanitation work before the sanitation committee by the bidders is essential before opening of price bid. The price bid of only those tenderers shall be opened who is found to be eligible in demonstration before sanitation committee. The sanitation committee, however, shall make recommendation in this regards. Time & Date for opening of Price Bid shall be fixed and intimated to the qualifying tenderers in Pre-qualifying bid.

5. The contract shall be awarded for a period of one financial year or a period within a financial year from the date of award of rate contract and the rate contract shall expire at the end of same financial year.

Pre-bid conference shall be held on (dd/mm/yyyy) at 11.00 A.M. in order to clarify any points related with the clauses or scope of work/services to be performed under the contract.

Bids submitted must be unconditional and no communication will be made till the finalization.

Late and delayed tenders will not be accepted.

The (Designation & Address of Head of Hospital) reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

