

**TENDER FOR PROVIDING SANITATION SERVICES AT  
CHACHA NEHRU BAL CHIKITISALAYA  
(Affiliated to Maulana Azad Medical College)  
GEETA COLONY, DELHI 110031  
GOVERNMENT OF NCT OF DELHI**

No.

Dated:

**NIT Group: SANITATION SERVICES**

- 1. Cost of Tender: Rs 500 /(Rupees five hundred only)**
- 2. Sale Date for Tender w. e. f.: 25.02.08 to 17.03.08 up to 1.00 p. m.**
- 3. Last Date of submission of Tender: 17.03.08 up to 1.00 p. m.**
- 4. Opening date and time of tender: 17.03.08 at 2.30PM**

**NOTICE INVITING TENDER**

Sealed tenders are invited from eligible registered agencies for providing SANITATION SERVICES in the Chacha Nehru Bal Chikitsalaya Delhi 110031. Prescribed tender form can be obtained from the Purchase Branch, Chacha Nehru Bal Chikitsalaya Geeta colony Delhi 110031 from 25.02.08 to 17.03.08 **upto 1.00 p. m** on any working day on payment of Rs 500/- only. Duly completed tender form along with an earnest money deposit of Rs. 1,25,000/-(Rupees One Lac Twenty Five thousands only) in the form of FDR/Demand Draft/Banker's Cheque/Bank Guarantee from any of the Commercial Bank in favor of Dean, Maulana Azad Medical College New Delhi 110002 and other required documents should be put in the tender box placed in the Caretaking Branch, Chacha Nehru Bal Chikitsalaya Geeta Colony, Delhi 110031 latest by 1.00P.M. on 17.03.08. .

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.**

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 17.03.08 at 2.30 PM in the caretaking Branch 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.

Validity of tender: 120 days

Duration of contract shall be two years from the date of the issue of the rate contract extendable to one more year on mutual consent subject to satisfactory performance. The tenderers are advised to visit the hospital premises to assess the scope of services to be provided, before submitting application.

Prebid conference shall be held on 07.03.08 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.

Tender downloaded from website should be accompanied by additional DD for Rs.500/- towards tender price.

The DEAN, Maulana Azad Medical College reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

DEAN  
MAULANA AZAD MEDICAL COLLEGE  
BAHADUR SHAH ZAFAR MARG,  
NEW DELHI – 110002

**OFFICE OF THE MEDICAL SUPERINTENDENT  
CHACHA NEHRU BAL CHIKITISALAYA  
GOVT OF NCT OF DELHI**

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To

M/S \_\_\_\_\_  
\_\_\_\_\_

Sub: Tender for engagement of Private Sanitation Agency for providing SANITATION SERVICES at the Chacha Nehru Bal Chikitsalaya Geeta Colony, Delhi – 110031

Sir,

Sealed tenders are invited from eligible registered agencies for providing SANITATION SERVICES in the Chacha Nehru Bal Chikitsalaya Delhi 110031.

Prescribed tender form can be obtained from the Purchase Branch, Chacha Nehru Bal Chikitsalaya Geeta colony Delhi 110031 from 25.02.08 to **17.03.08 up to 1.00 p. m** on any working day on payment of Rs 500/- only. Duly completed tender form along with an earnest money deposit of Rs.1,25,000/-(Rupees One Lakh Twenty Five thousands only) in the form of FDR/Demand Draft/Banker's Cheque/Bank Guarantee from any of the Commercial Bank in favor of Dean, Maulana Azad Medical College New Delhi 110002 and other required documents should be put in the tender box placed in the Caretaking Branch, Chacha Nehru Bal Chikitsalaya Geeta Colony, Delhi 110031 latest by 1.00P.M. On 17.03.08.

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.**

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 17.03.08 at 2.30 PM in the Caretaking Branch 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.

Validity of Tender : 120 days

Duration of contract shall be two years from the date of the issue of the rate contract extendable to one more year on mutual consent subject to satisfactory performance. The tenderers are advised to visit the hospital premises to assess the scope of services to be provided, before submitting application.

Prebid conference shall be held on 07.03.08 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 DEAN, Maulana Azad Medical College 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 31<sup>st</sup> March of previous financial year should be at least Rs.7.5 lacs/ ( Rs. Seven lacs Fifty Thousand)
2. Bidder must be having machines & equipments like scrubbing machines, industrial vacuum cleaners dry as well wet with all accessories, Bucket trolleys etc.
3. Minimum three year experience for providing sanitation services satisfactorily
  - a. Three similar completed works costing not less than Rs. 10.00 lacs (Rs. Ten Lacs); or
  - b. Two similar completed works costing not less than Rs. 12.50 Lacs (Rs. Twelve Lacs Fifty Thousand); or
  - c. One similar completed work costing not less than Rs. 20.00 lacs (Rs. Twenty lacs)
4. Registration number/Service tax no. of the Firm.
5. License No. Under Contract Labor Act,
6. Provident Fund Account No. allotted by the Provident Fund Commissioner,

7. ESI No.
8. PAN No. and copy of Income tax Return of last financial year.

**SITE VISIT**

Any site information / schedule of works given in this tender document is 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**

At any time prior to the deadline for the submission of tenders, the hospital may, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective tenderer, modify the tender documents by an amendment.

The said amendment in the form of an **addendum** will be sent to all prospective tenderers who have received the tender documents, on or prior to last date mentioned in the NIT. This communication will be in writing or by telefax and the same shall be binding upon them. Prospective tenderers should promptly acknowledge receipt thereof by telefax to the Hospital.

**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:

- a. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
- 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 security forfeited

**Terms & Conditions**

1. Tenders not confirming to the essential requirements, as per check list 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 commit 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 Commission, 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 the year 2004-05 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 and in accordance with the provisions of Minimum Wages Act, Contract Labor Act and other statutory provisions like Provident Fund Act, ESI, Bonus, 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) No. of NIT\_\_\_\_\_
  - e) Forwarding letter should clearly indicate the list of enclosures.
9. 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.
10. The earnest money will be liable to be forfeited, if the tenderer withdraws or amends, Impairs or derogates from the tender in any respect within the period of validity of the tender.
11. The department will deduct Income Tax at source under section 194-C of the Income Tax Act, 1961 from the contractor as applicable.
12. The Tenderer/ Contractor shall deposit a security amount Rs.2.50 lacs in the form of FDR /Account Payee Demand Draft/bank Guarantee from a Commercial bank (duly pledged to the President of India) in favor of Dean, Maulana Azad Medical College New Delhi 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.

13. The Dean, M.A.M.C. reserves the right to cancel / reject full or any part of the tender which tenderer do not fulfill the conditions stipulated in the matter.
14. 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.
15. Any Act on the part of the tenderer to influence any body in the Department is liable to rejection of his tender.
16. The contractor shall provide a non-judicial stamp paper of 100/- for preparing a Rate Contract Agreement.
17. 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, EPF & MP Act 1952 and any other law if applicable in regard to the labour engaged by him for works.
18. Every worker so appointed by the contractor shall wear the prescribed uniform according to seasons i.e. summer uniform in summer and winter uniform in winter season 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.
19. The Tenderer shall provide Safai Karamcharies whose age shall be between 18 – 45 years.
20. 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.
21. That the agency shall be responsible to provide immediate replacement of a Safai Karamchari, who is not available for duty at the place of posting and such other addl. Staff as may be required for additional area for which prior information have been given.
22. That the agency staff shall work under overall supervision and direction of this Department's Administration.
23. That the Contractor /agency shall also be responsible to provide all the benefits viz. P.F., ESI, Bonus, Gratuity, Leave etc, to eligible staff engaged by the Contractor.
24. The contractor shall disburse the wages to its employees by cheque in the presence of a representative of the Department.
25. 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.
26. The Agency Staff shall carry out such other duties as are entrusted to them from time to time.

27. The Agency shall not engage any Sub- contractor or transfer the contract to any other person in any manner.
28. That the tenders not conforming to these requirements will be rejected and no Correspondence thereof shall be entertained whatsoever.
29. At least 10% of the sanitary worker should be female.
30. 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.
31. 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.
32. 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 annexures attached. The hospital authorities shall reserve the right to reject any material found of substandard quality.
33. 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 demonstrated from the contractor. The Hospital shall be entitled to recover the amount from the contractor by deduction from money due to the contractor.
34. The antecedents of the security 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 vendor.
35. 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.
35. 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.
36. Tenderer shall have to provide an undertaking on Rs 100/ stamp paper as per format enclosed.
37. In case of any dispute or difference, the award of the Arbitrator appointed by the L.G. of GNCT of Delhi will be final and binding on the parties to the contract and the court at Delhi/ New Delhi shall only have the jurisdiction over the same.

Signature of the Pr. Employer  
(Designation):



## **Scope of service**

### **Safai Karamcharies**

- I. Daily cleaning (Sweeping, washing scrubbing and swabbing of Office rooms, wards 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 fire fighting equipment, Dustbins 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. Dusting and cleaning the office furniture, doors, windows & window glass etc.
  - VII. Clearance of garbage till a designated place and clearance of Biomedical waste as per the prescribed norms.
  - VIII. Clinical area shall be kept clean round the clock.
  - IX. 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.
  - X. 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 including wall tiles.
  - XI. Status report in respect of cleaning of toilets shall be pasted during each shift.
  - XII. The carpet lying in the rooms and hanging curtains on the windows should be cleaned once in a week vacuum cleaner / mechanized cleaning.
  - XIII. Windowpanes in staircases and in all rooms to be stain free all the time.
  - XIV. Granite slabs in labs, around the sink to be cleaned once a day or more frequently (need base)
  - XV. Fixed furniture, Basement area and examination area to be cleaned daily and well maintained.
  - XVI. The wall of the premises in agreement quoted above up to tiles height will be cleaned once a day and as and when required
  - XVII. 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.
- II. Sanitary supervisor – Sanitary Supervisor will be responsible to supervise the work of the Safai Karamcharies or any other duty as assigned by the Department
- a) It should be ensured that at least one female sanitary worker is available round-the –clock in the emergency/wards. As far as possible, female sanitary worker should be deputed to clean female toilets.

- b) Apart from the above, the Department/ Organization can mention any type of job related to their premises of sanitation and cleaning etc

III. Frequency of cleaning shall be need base as per requirement

IV. Material and equipments to be used as per annexures attached

V. Agency must ensure sufficient manpower as per requirement and must enclose the detail action plan regarding deployment of supervisor and ground level staff.

**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. Availability of Machines.
3. Utilization of machines
4. Stock details & utilization of Chemicals / Reagents.
5. Details of Cleaning & housekeeping activities carried in each shift as per Cleaning & housekeeping schedule of work.
6. Monthly summary of work carried out as per schedule of work.
7. 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.

**TENDER FORM FOR PROVIDING SANITATION SERVICES IN  
CHACHA NEHRU BAL CHIKITISALAYA**

1. **Cost of tender Rs. 500/-** **Affix duly attested  
P.P.size photograph  
of the tenderer**
2. **Due date for tender** \_\_\_\_\_
3. **Opening time & date of tender** \_\_\_\_\_
4. **Name, address of Firm/ Agency and Telephone No.** \_\_\_\_\_  
\_\_\_\_\_
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 a. \_\_\_\_\_ b. \_\_\_\_\_**  
**Proprietor/partnership Firm Name, address/** \_\_\_\_\_  
**And Telephone No. of Director/ partners** \_\_\_\_\_  
**Should be specified.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**c. \_\_\_\_\_ d. \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. **PAN No.** \_\_\_\_\_
9. **License No. under Contract Labor (R&A) Act ,if applicable** \_\_\_\_\_
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) PF Registration No. given by \_\_\_\_\_ :  
PF Commissioner

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:

**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 Delhi is 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 two years from the date of the issue of the rate contract and after the expiry of the said period of contract, the period of contract may be extended for one more year on mutual consent on the same rates and terms and conditions at the discretion of the Principal Employer or at the terms settled mutually in writing.
6. The Principal Employer reserves the right to terminate the contract without assigning any reason by giving to the contractor one calendar month's 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 *accused* 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 per clause stated in (1) above and the difference if any will be recovered from the contractor.

c) The security deposited by the contractor shall be forfeited.

**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 favor 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 Labor 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 Labor 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 as appointed by the Principal Secretary law, justice & legal affairs. Courts at Delhi / New Delhi shall have jurisdiction in connection with any dispute / litigation arising out of this contract.

13. 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 9 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 that 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 premises as contained in the agreement will be cleaned twice a day or as and when required (also may vary as per the requirement of the organization as in the case of hospitals etc.).
17. The places like ICU , OT, Emergency ward etc. may be require more frequently mopping & washing as desired by the deptt. e.g. in OT -> Washing once a week at least , which would be need based using soap solution & Bacillocid. Mopping twice a day in morning & evening & after every case using clenzo (soap solution)
18. That the toilets will be cleaned every two hourly and as & when required.
19. 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.
20. That the sanitation staff engaged in the sanitation activities deployed by the contractor shall be available round the clock as per the duty roster.
21. 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.
22. The sweeping of the main hall of canteen and kitchen, or hospital, shall be done thrice a day & as & when necessary.
23. That wet mopping of the pantry and in the kitchen shall also be done thrice a day & as & when necessary.
24. That the contractor shall engage the sanitary staff below the age of 45 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.
25. 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.
26. The contractor should ensure medical fitness and police verification of the employees engaged by him.
27. 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.
28. 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.

29. 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.
30. 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.
31. That in case any person engaged by the contractor is found to be inefficient quarrelsome , infirm , invalid or found indulging in unlawful or union activities , the contractor shall replace such person with a suitable substitute at the direction of the department.
32. 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.
33. That the contractor shall furnish security in the form of FDR/Account Payee Demand Draft/Bank Guarantee from the Commercial Bank (duly pledged to the President of India ) of an amount of Rs. 2.50 lacs in favor of Dean, M.A.M.C., New Delhi and no interest shall be paid by he department in this regard.
34. That the contractor shall not engage any sub- contractor or sublet / transfer the contract to any other agency / person in any manner.
35. 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.
36. 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 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 distributed 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.



**37. 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.**

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

**39. 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**

## PRICE BID FOR SANITATION SERVICES IN THE HOSPITAL

| Job  | Unit                            | Job wise Rates<br>(per sq. mtr./per shift/per month)<br>( WITH MATERIAL)<br>Rs. |
|--|---------------------------------|---|
| 1.   | 2.                              | 3.  |
| a. Sweeping and wet-mopping<br>washing, scrubbing, swabbing etc<br>in covered area and cleaning articles<br>lying there in.  | <u>per sq. mtr.</u>             |   |
| b. Sweeping open space like<br>Roads, courtyards,<br>Garage, Terrace etc.  | – do –                          |   |
| c. Cleaning open space like<br>Lawn, play ground etc.<br>swept extensively but<br>which are kept clean by<br>Picking paper-bits etc.<br>And by partial sweeping<br>Where necessary.              | – do –                          |   |
| d. Cleaning latrines, bathrooms<br>Urinals etc. including the<br>Dressing rooms, passages<br>Etc. attached thereto and<br>Mirrors, dressing tables,<br>And other articles contained<br>Therein . | per100 item/per shift/per month |   |
| e. Collection, Segregation<br>And disposal of garbage.   | per Qtl.                        |   |

**Signatures**  
**Designation**

**CHECK LIST OF THE DOCUMENTS TO BE ATTACHED WITH**

**PRE-QUALIFICATION 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) YES / NO**

**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.**

- |   |                 |
|---|-----------------|
| <b>2. PAN No.</b>   | <b>YES/NO</b>   |
| <b>3. Provident Fund Account No. issued by the<br/>Competent Authority.</b>   | <b>YES/NO</b>   |
| <b>4. ESI Registration No. issued by the<br/>Competent Authority.</b>   | <b>YES/NO</b>   |
| <b>5. Contract License issued by the Labor<br/>Commissioner under contract Labor<br/>(R&amp;A) Act.</b>   | <b>YES/NO</b>   |
| <b>6. Receipt towards EMD attached or not</b>   | <b>YES/NO</b>   |
| <b>7. Details of experience certificate with regard<br/>To sanitation work (with full details<br/>Of the Agency (s) to whom such<br/>Contracts awarded.) Copies of the<br/>Satisfactory reports should be attached.<br/>In case number of Agencies is much<br/>Then separate sheet may be used for<br/>Indicating experience etc.</b> | <b>YES/NO</b>   |
| <b>8. Undertaking that scrub machines/<br/>high power vaccum cleaner etc are<br/>available with the agency for use.</b>   | <b>YES / NO</b> |
| <b>9. Undertaking on Rs 100/ stamp paper<br/>as per format enclosed in form.</b>  | <b>YES/ NO</b>  |
| <b>10. An affidavit on Rs. 100 stamp paper stating that no<br/>criminal / income tax / blacklisting case is pending against the firm.</b>   | <b>YES/NO</b>   |
| <b>11. Duly filled annexure IV (experience record)</b>  | <b>YES/NO</b>   |

- |   |               |
|---|---------------|
| <b>12. Details regarding Resource &amp; Equipment (annexure V)</b>    | <b>YES/NO</b> |
| <b>14. Power of Attorney as applicable</b>                            | <b>YES/NO</b> |
| <b>15. Partnership deed or MOU/AOA if applicable</b>                  | <b>YES/NO</b> |
| <b>16. Audited copy of annual return for the last financial year.</b> | <b>YES/NO</b> |

**Signature of Tenderer:**  
**Name & Address with rubber stamp**

**FORMAT FOR PROVIDING UNDERTAKING**  
(To be submitted on a stamp paper of Rs. 100/-)

**The Medical Superintendent**  
**Geeta Colony Superspeciality Children Hospital**  
**Geeta Colony, Delhi-31**

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 Lt. Governor of Delhi for providing Sanitation services at C.N.B.C, Delhi for the period of the contract.
4. The security money deposited by me shall remain in the custody of the Medical Superintendent, C.N.B.C, 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 C.N.B.C, 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 Dean, M.A.M.C. will be binding upon me.

**Date:**

**Signature of the tenderer**

**Seal of the agency**

**ANNEXURE III**

| <b>S No</b> | <b>DESCRIPTION OF JOB</b>  | <b>FUNCTIONAL AREA (sq mtr)</b> | <b>SHIFTS</b>   |
|-------------|--|---------------------------------|---|
| <b>1.</b>   | <b>Sweeping and wet-mopping washing, scrubbing, swabbing etc in covered area and cleaning articles lying there in , cleaning of wash basins , cleaning of windows (including cleaning from outside), cleaning etc.</b> | <b>AS PER LIST ATTACHED</b>     | <b>One shift (OPD area)</b>                                   |
| <b>2.</b>   | <b>Sweeping open spaces like roads, courtyards, pathways, Garages , terrace etc</b>  |                                 | <b>Three Shifts (Ward, I.C.U., O.T. &amp; emergency Area)</b> |
| <b>3.</b>   | <b>Cleaning open spaces like lawns etc kept clean by picking paper-bits etc &amp; by partial sweeping wherever necessary</b>   |                                 | <b>Two Shifts</b>   |
| <b>4.</b>   | <b>Cleaning latrines, bathrooms, urinals etc Including dressing rooms and including taps and other sanitary fixtures.</b>  | <b>articles approx. 500</b>     | <b>One shift</b>  |
| <b>5.</b>   | <b>Collection, segregation &amp; disposal of garbage as per standard guidelines for disposal of biomedical wastes.</b>   | <b>2.5Qtl./day approx.</b>      | <b>As per scope of services mentioned</b>                     |

## EXPERIENCE RECORD

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

2. Details of Experience of providing Sanitation Services

| Sl. No. | Period | Details of work handled | Total Cost of work in Rs. | Remarks |
|---------|--------|-------------------------|---------------------------|---------|
| (1)     | (2)    | (3)                     | (4)                       | (5)     |
|         |        |                         |                           |         |
|         |        |                         |                           |         |
|         |        |                         |                           |         |

Notes:

- (i) Details submitted in any other proforma will not be considered.
- (ii) **The details of work including the cost of the work should be supported by attested copy of each client's certificate.**
- (iii) Additional pages may be attached if required.
- (iv) All the pages must be signed by the authorised signatory of the tenderer.

## Annexure V

### Resources Proposed for the works - Machinery & Equipment

i) Tenderer may list out the requirements of different types of Machinery and Equipment for completion of the work and furnish details relating to them in the Performa given below.

(ii) If the number of units available of any particular type of equipment is less than the requirement, the tenderer should indicate how he proposes to meet the shortfall.

| S.No. | Type of equipment required for the work | For the work minimum equipments required | Details of equipments available for work |      |                |                   |                  |                 | Remarks if any   |
|-------|---|--|--|------|----------------|-------------------|------------------|-----------------|--|
|       |   |  |  | Make | Capacity/ Size | Present condition | Present location | Owned or leased | Whether the contractor is having capacity to keep the equipment in good fettle. If yes, give details of the maintenance system i.e. in house or through external agencies. |
| 1.    | Industrial wet and dry vaccum cleaners  | 01                                       |  |      |                |                   |                  |                 |  |
| 2.    | High pressure cleaners                  | 01                                       |  |      |                |                   |                  |                 |  |
| 3.    | Industrial scrubber cum dryer           | 01                                       |  |      |                |                   |                  |                 |  |
| 4.    | Portable wet cum dry vaccum cleaner     | 01                                       |  |      |                |                   |                  |                 |  |
| 5.    | Portable type single disc mini scrubber | 01                                       |  |      |                |                   |                  |                 |  |
| 6.    | Mops                                    | 50 approx.                               |  |      |                |                   |                  |                 |  |
| 7.    | Any other equipment/machinery tools     | As required                              |  |      |                |                   |                  |                 |  |

#### NOTE:

1. All the Machine and Equipments should be of high quality, high performance, reputed make and brand



## TENDER FOR PROVIDING SANITATION SERVICES

### FORM OF AGREEMENT (Refer clause F4 of “Instructions to Bidders”)

This agreement is made on the \_\_\_\_\_ day \_\_\_\_\_ 2007 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 \_\_\_\_\_ to \_\_\_\_\_.

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) Bill of Quantities (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  
Signature of the authorized official

For and on behalf of the Employer  
Signature of the authorized official

Name of the official

Name of the official

Stamp/ Seal of the Contractor  
SIGNED, SEAL AND DELIVERED

Stamp/ Seal of the Employer

By the said

By the said

\_\_\_\_\_  
Name  
on behalf of the Contractor in  
of the:

Witness \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name  
on behalf of the Contractor in the presence  
the presence of :

Witness \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

## **ANNEXURE –II**

List of Minor Equipments (of ISI or Equivalent Standard) to be Supplied by the agency for cleaning and sanitation.

| S.No. | Minor 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 |
| 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                          |