

RAJENDRA INSTITUTE OF MEDICAL SCIENCES, RANCHI

Sample Tender paper for Cleaning, Sweeping, Washing of floor, Building, Courtyard, Residential Area including patient's bed making & disposal of Bio Medical Waste on outsourcing basis

Tender Notice No. RIMS/Miscellaneous Store/4097 dated : 11.04.2016

Issued to

M/s _____

Against money receipt number/RIMS, dated :

Cashier
RIMS, Ranchi

Invitation of tender for Sweeping, Cleaning, Washing of floor, doors, windows, fans, including bed making, cleaning of under bed pans, basins, court yards, residential area etc. and handling of biomedical waste disposal system in Rajendra Institute of Medical Sciences, Ranchi

To,

M/s _____

Dear Sir,

Director, Rajendra Institute of Medical Sciences, Ranchi invites you to tender for Sweeping, Cleaning, Washing of floor, doors, windows, fans, including bed making, cleaning of under bed pans, basins, court yards, residential area and handling of biomedical waste disposal system at RIMS, Ranchi.

If you are in a position to quote for the same in accordance with requirements stated in tender notice & tender form, you must also furnish all the information, called for, along with your tender.

This tender is non transferable.

All legal matter in respect to this tender will be subjected to jurisdiction of Hon'ble Jharkhand High Court, Ranchi.

The last date of submission of tender -- 24.05.2016 (upto 4:30 p.m).
by registered posts / speed post only,

Date for opening technical bid - 25.05.2016 at 12:30 p.m.

Yours faithfully

Director
Rajendra Institute of Medical Sciences
Ranchi

**OFFICE OF THE DIRECTOR
RAJENDRA INSTITUTE OF MEDICAL SCIENCES, RANCHI
Bariatu, Ranchi – 834009 (Jharkhand)**

General Terms & Conditions

1. The terms and conditions mentioned in tender notice no. RIMS/Miscellaneous Store/4097 dated 11.04.2016 of RIMS, Ranchi.
2. The tender should be submitted complete with all documents as per demand of NIT leaving no room for back references. All the pages must be numbered and duly signed by the bidder with stamp.
3. Bids are to be submitted in two parts viz. (A) Technical Bid containing complete technical aspects including original EMD, Affidavit etc. (B) Price Bid containing price elements only.

4. Technical Bid Proforma

Name of Work :-

Cleaning of floor & courtyard area including doors, windows, pans, wash basins, bed side basin, bed side bowl, fans, walls, ceiling, drains as well as patient's bed making & disposal and handling of biomedical waste management system in Rajendra Institute of Medical Sciences, Ranchi.

Location :-

As required by the Hospital Administration.

Security Deposit :

Security deposit shall be 10% of the annual contract value in form of Bank Guarantee (of nationalized bank) before agreement.

Earnest money Deposit :-

EMD of value Rs. 3,00,000/- (Three Lakhs) in form of bank draft in favour of Director, Rajendra Institute of Medical Sciences, Ranchi should be enclosed with tender documents.

5. List of Essential documents must be enclosed with Technical Bid :-

1. In case of ownership agency – the Character Certificate issued by Dy. Commissioner / D.M..
2. Labour license issued to the bidder for their previous works from competent government authority (either from Central Government or State Government).
3. E.P.F. Registration Certificate ("Applied for" certificate will not be accepted)

4. E.S.I. Registration certificate ("Applied for" certificate will not be accepted)
5. Service tax registration certificate ("Applied for" certificate will not be accepted)
6. Non-conviction affidavit (Magistrate or Notary) mentioning that the quote firm is free from allegations & never been convicted or not black listed in any semi government or government organization.
7. Earnest money deposit in form of bank draft having value of Rs. 3,00,000/- favouring Director, RIMS, Ranchi.
8. Work experience certificate of similar nature of work done in past one year within last five years having value not less than Rs. 01.00 Crore (One Crore). Similar nature means providing or supply of man power for sweeping, cleaning, washing & etc. in any government or semi government organization"
9. Ownership certificate of mechanized & pollution free cleaning equipments like trolley, Mechanized scrubber, Jet pressure washing machine, Carriage tractor with trolley, Bio-waste trolley, Grass & bush cutter etc. The tenderers have to facilitate practical demonstration of the equipments in RIMS, Ranchi whenever required by the RIMS authority.
10. Income Tax PAN No.
11. Sales tax / JVAT Registration certificate of the bidder.
12. Sales tax clearance certificate fo the bidder valid at the time of bid opening

OR

If the bidding agency is not registered under Jharkhand sales tax department, then they must give an undertaking through notary affidavit that "They will supply the items or do the works at RIMS, Ranchi after payment of JVAT/Jharkhand Sales tax on their own & they will make their own arrangements for sales tax/ custom clearance in case of imported/ Indigenous items/ equipments. They shall not demand any document from RIMS for JVAT/custom clearance/duty exemption/waiver/relief in this regard".

- 6 Contractor shall have to mobilize manpower and necessary materials / mechanized equipments within 15 days from the date of issue of work order. Incase mobilization of contractor is not satisfactory the entire work or part thereof may be offloaded to other agency at contractor's cost and risk without assigning any reasons and at any point of time.
7. The contractor shall have to keep clean the Surface area, Doors / Windows / Roof / Drains / Roads / Toilets / Courtyard / surrounding open space of the buildings as per provision of the work order and collection, segregation, safe transportation, chemical treatment & disposal of biowastes and general waste as directed by the unit-in-charge/officer-in-charge under and existing laws, terms & conditions the work governing. The contractor must have to produce the day to day certificate of satisfaction of works from the concerned HODs or unit I/C doctors of RIMS for the areas under jurisdiction of the faculty head and for the rest area the certificate from administration of Rajendra Institute of

Medical Sciences, Ranchi before payment of bills. In absence of satisfaction certificate the hospital authority shall not make payment to the contractor. It is responsibility of the contractor to collect the certificate of satisfaction from various departments of RIMS. The payment shall be made according to availability of funds / allotment. The contract period will be for a minimum period of one year from the date of issue of work order. The price shall be firm for one year & shall not be subjected to escalation or increase in any condition whatsoever may be.

8. The contractor shall have to obtain necessary labour licence, P.F. nos. ESI Registration, Service Tax No. & obey all the laws related to labour. Contractor will be responsible for payment of all applicable statutory dues & taxes. Contractor shall ensure payment of minimum wages to his workers as applicable by the State Government labour laws. Contractor shall be responsible to maintain insurance / EPF/ESI payment against physical loss or damage to contractor's materials / equipments / manpower. RIMS shall not pay extra for any kind of such liability of the contractor.
9. The area / locality for cleaning may vary at different times as & when required by RIMS authority. The rate for cleaning work & biowaste disposal will be decided on the basis of labour rate. The work of sweeping, cleaning & biomedical waste disposal will be awarded to the only one contractor on the basis of per manpower rate & in no case will be distributed among contractors. The contractor shall deploy adequate number of labourers, mechanized equipments (like trolley mounted grass cutter, waste carriage trolleys, scrubber, tractor, jet pressure etc.) as per requirements of the hospital & instructions of officer-in-charge & will do the cleaning job as many times as required / directed by the officer-in-charge round the clock. Fuel or electrical power for the mentioned equipments will be provided by RIMS on as and when required basis. Maintenance of the equipment shall be responsibility of the bidder.
10. In case of complaints monetary penalty must be implemented on the bidder as per case of complaints and the amount will be deducted from the payments or EMD of the bidder or from the security deposits. In worst case, RIMS administration reserves the right to terminate the contract unilaterally without assigning any reasons and without any compensation just by giving a simple notice of termination. RIMS administration's decision in this regard shall be final & binding on the contractor. In case of dissatisfaction regarding quality of job in any unit or area of hospital, the hospital authority has power to deduct the value/amount from the bill payable to the contractor for that very area or for the idle or absent workers.
11. The bidders have to provide uniform, shoes, gloves, identity cards, other safety wears (as per requirement of the works), essential cleaning tools to their workers on their own cost. RIMS shall not pay extra for the same
12. No residential facility will be provided by RIMS to any workers.
13. Only stores space & store rooms for keeping the tools, appliances & cleaning materials shall be provided by RIMS.
14. Work shall be awarded on the basis of manpower.

15. The bidders have to follow and implement all the norms of Central Pollution Control Board for disposal of bio-medical waste and they have to provide experienced and competent persons for operation and handling of bio-medical waste equipment of RIMS like diesel incinerator, autoclave, shredder etc.
16. The bidders have to quote the rates of manpower as well as the rates of their skilled workers including with the grass cutter machine & vacuum cleaner machine.
17. The bidder also have to quote separate rates of every consumable materials like – swab, broom, washing sticks, wipers phenyl, disinfectant chemicals, chemical neutralizers, bleaching power etc, which will be used for cleaning. They also have to provide the rates of CPCB permitted coloured plastic bags, waste collection covered buckets etc.
18. It shall be the full responsibility of the bidder to keep the complete work area, under the contract, neat & clean on round the clock basis including all passages, galleries, seminar rooms, labs, library, stairs, toilets etc.
19. Toilets wash rooms must have to be cleaned thrice (three times) in one day (i.e. on every 8 hours basis) and also on as and when required basis.
20. It shall be responsibility of the bidder to provide printed bio-waste disposal pamphlets (Leaflets) for awareness to people inside the hospital.
21. The bidders have to make payments to their works only through post office/ bank accounts payments on labourers / workers, passbook / Accounts. For proof of workers payment, the bidder have to show the statement of payment to RIMS authority on bi-monthly basis failing which further payment to the contractor from RIMS will be withheld till representation of bank payment statement / passbooks.
22. It shall be responsibility of the bidder to maintain the registers and records keeping regarding EPF/ESI/Labour Register etc as per government rules & regulations. The records, when ever needed, must be presented to the demanding authority immediately or on spot.
23. The daily attendance register for the labourers deployed must be signed by the concerned HOD / Unit In-charge/RIMS authority on the basis of area concerned i.e. for the labour deployed under area of a particular department the attendance register must be signed by the HOD / Unit In-charge / RIMS authority of that very department. At the time of payment or as and when required, these registers will be checked and payment will be made accordingly. No payment will be made for idle or absent works.
24. In case any of the deployed worker goes on leave or absent from the works the bidder have to do alternate arrangement of workers without fail, otherwise penalty will be implemented on the bidder @double rate of labour wages for the absent works. Penalty amount will be deducted from the bill of the contractor

25. In case of damage or loss of government property by the workers deployed by the contractor, penalty amount will be charged on the contractor as per volume of loss or damage.
26. The contractor has to maintain department wise, location wise, shift wise and man wise daily attendance register (e.g department of - Surgery, Location of workers – Ward A-1, Shift – 08:00 AM to 04:00 PM. Name of workers : (1) Mr/Mrs. (2) Mr. / Mrs / and so on. And the said register must be signed by the concerned HOD/Unit in-charge/ In-charge officer of RIMS on every shift basis. Payment will be made as per that very register.
27. The bidder shall issue identity cards to each of cleaner Associate Member / Volunteer engaged as Associate Members / Volunteers/Labourers.
28. That the bidder shall maintain the attendance register of voluntary social workers/Labourers.
29. The bidder shall responsible for maintenance of discipline among the social workers / volunteers / supervisors to be provided by them and also for their conduct.
30. There shall be no employer / employee relationship between RIMS and the social worker / supervisor / volunteers to be provided by the bidder. Claim of such volunteers / social workers / supervisors for continuation in the assigned task / job / regularization etc. of the bidder shall not be entertained by the RIMS in any circumstances.
31. That in case any dispute is raised or claim is made by end/or on behalf of the social worker / volunteer / supervisor etc. for continuation and/or for regularization in the services of RIMS, it would be the sole responsibility of the bidder to defend such dispute / claim at their risk and/or cost.
32. The bidder shall submit a consolidated bill for the amount due for the services rendered during the proceeding one-month by the 1st week of the month. The payment for the services will be made to the bidder on month-to-month basis and no advance payment will be made. The bills along with the satisfactory report of RIMS will be forwarded for payment action.
33. Payment of honorarium to the voluntary social workers shall be liability of the bidder and RIMS will have no responsibility in this regard.
34. The Government may require the bidder to dismiss or remove from the site of work any person or persons engaged by the bidder upon the work who may be incompetent or misconducts himself and the bidder shall forthwith comply with such requirements.
35. That in the event of Associate Members / Volunteers not being available for any reason the bidder shall immediately provide a substitute without any additional charge and shall ensure high standard of cleanliness. However in case of default by the bidder for not providing the assigned nos. of Volunteers, deduction of honorarium equivalent to double the amount of honorarium payable per day to such volunteers shall be imposed on the bidder. Recurrence of the said default on more than 2 occasions in the month may lead to the cancellation of this contract.
36. The bidder shall arrange to clean the area assigned on all working days as well as Sunday. They shall stagger the weekly offs of their Volunteers to ensure uninterrupted services to RIMS.
37. That RIMS shall provide water supply and electricity free of cost for carrying the assigned task.

38. That RIMS shall provide an office space to the bidder for proper monitoring and supervision of work and shall also provide sufficient and proper space for storage of material.
39. That in the event of any lapse in the cleanliness of the area, RIMS reserves the right to make such deductions from the above mentioned remuneration as may deem fit to commensurate with the lapses.
40. That the successful implementation of the terms & conditions of the tender will be ensured by the bidder by appropriate control and supervision of the work.
41. That the standard of sanitation shall be to the satisfaction of the authorized representatives of RIMS.
42. That the bidder shall not sublet, assign or part with the contract to the other agency.
43. That in case the bidder fails to perform any of the terms and conditions of this tender or commits breach of contract. RIMS may cancel the contract after giving one months, notice in advance in writing to the bidder.
44. If at any time after acceptance of the work order government shall decide to abandon or reduce the scope of works for any reasons whatsoever and hence not require the whole or any part the work to be carried out, concerned authority will give notice of 30 days in writing to that effect to the bidder and the bidder shall have no claim to any payment or compensation or otherwise, whatsoever, on account of any profit or advantage which they might have derived from the execution of the works in full but which they did not derive in consequence of the foreclosure of the whole or part of works.
45. That in the event of breach of any of the terms and conditions of this contract, or the work of the bidder in the opinion of the government is not found satisfactory or the bidder becomes insolvent or the bidder poses any security risk, the government shall be at liberty to terminate the contract by giving one month notice in advance to the bidder and carry out the work through any other agency.
46. All applicable laws, rules, regulations and statutory orders or guideline with regard to engaged of voluntary social workers or labourers shall be fully complied with by the bidder except where it is duly exempted from such compliance.
47. In case of any litigation between the social workers and the bidder as regards breach of any terms & conditions of public welfare service, RIMS will have no liability towards the voluntary social workers / supervisors / labourers.
48. In the event of unilateral withdrawal by the bidder, without any notice it shall be binding on the bidder to make good the expenditure involved for housekeeping by RIMS in the interim period, till another agency is entrusted with the same task of housekeeping.
49. All legal matters arising out of this tender shall be subject to exclusive jurisdiction of court of competent jurisdiction at Ranchi only.
50. There would be absolutely no scope of escalation payable by RIMS on account of increase in honorarium or unit of the material during the validity of the contract at any cost.
51. That the bidder shall remove the dead bodies of dogs/cats/rats/monkeys etc. from the premises of RIMS within 2 hours after receiving the complaints without fail.
52. That the voluntary social workers or labourers deputed by the bidder shall be between the age of 18 years and 45 years.
53. The decision of the RIMS or the officer nominated by RIMS shall be final and binding on the party / parties. In case of arbitration, the matter will be kept in

front of G.B. RIMS for decision and decision of Governing Body, RIMS shall be final and binding on the parties. The limitation for filing claims for arbitration is 90 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is not claim.

54. The party invoking the arbitration clause shall specify the details of disputes to be referred to arbitration under this clause.
55. For safety in respect to infection of the workers deployed by the contractor, the contractor has to maintain proper vaccination of their staff employed in this work by their own.
56. Attendance of the workers employed must be confirmed through bio-metric attendance system. Before starting the work, the contractor has to made arrangements for biometric attendance system by registering their workers in biometric system at RIMS, Ranchi.
57. Payment to the contractor for every next month will be made after producing the challans for submission / deposit of ESI / EPF / Service Tax & other taxes (if any) for the last month.
58. The bidder / contractor has to arrange frequent or on as and when required basis training classes to RIMS staffs regarding awareness for on spot segregation, transportation, disposal management of biomedical waste without any extra charges.
59. With the bill of every month the contractor has to give an undertaking on non-judicial stamp paper that we (the contractor) have submitted / deposited the ESI / EPF / Service Tax & other taxes for last months and we shall submit the ESI / EPF / Service Tax & other taxes for this month by our self. RIMS has no liability regarding ESI / EPF / Service Tax & other taxes of our workers.
60. In case of government holidays on any of the last dates related with this tender, the tender process will continue on the next working day.

Full signature of the
tenderer with seal

Designation :

Dated :

Sd/-
Director
Rajendra Institute of Medical Sciences
Ranchi

27. Price Bid Performa (for manpower services)

Sl. No	Description / Category of man power	Approx. required no. of man-power	Wages / rates on per eight hourly shift / per day basis				
			Labour wages inclusive of EPF/ ESIC charges	Govt. service tax	Any other taxes or charges laid under contract	Contractor benefit or service charge	Total per day / per 8 hourly / per labour shift rate
1	Cleaning, sweeping workers with cleaning tools						
2	Workers with grass cutter machine (to be provided by the bidder)						
3	Supervisor						
4	Incinerator & bio-medical waste equipment operators						
5	Manual covered trolley operator with trolley to be provided by the bidder						

Price Bid Performa (for miscellaneous works / items under contract)

Sl. No	Item / Work description	Unit price
6	Providing tractor with trolley & with driver & fuel	@Rs. per tractor per 08 hourly shift per day
7	Pattua (Jute)	@Rs. per kg
8	Disinfectant / Sealed phenyl packs (medically permitted) with clear name or brand of the offered item	@Rs. per ltr.
9	Broom sticks	@Rs. per kg
10	Toilet pans, basins, cleaning detergent / liquid with name or brand of the offered item)	@Rs. per ltr.
11	Colored & covered plastic buckets of 10 Ltr & 20 Ltrs capacity for keeping bio-medical waste in wards.	@Rs. per pc.
12	Plastic carry bags (coloured) for safe collection and carriage of Biomedical wastes (thickness of plastic & materials must be as per norms of CPCB)	@Rs. per kg
13	Bleaching powder	@Rs. per kg
14	General floor cleaning chemicals (suitable for cemented floor, Marble floor, Vitrified tiles etc.)	@Rs..... per Kg or per Ltr.
15	Glass cleaning chemicals	@Rs. per ltr
16	Anti mosquito pesticide liquid chemicals for use in fogging machine	@Rs. per ltr

Signature of the Bidder
With date, Seal & Address

Sd/-
Director
Rajendra Institute of Medical Sciences
Ranchi



Tender Notice No. RIMS/Miscellaneous Stores (Cleaning & Security Services/ 4097 Dated 11.04.2016

NOTICE INVITING TENDER

FOR OUT SOURCING OF (1) CLEANING & HANDLING BIOMEDICAL WASTE SERVICES AND (2) SECURITY SERVICES, AT RIMS, RANCHI

Sealed offers are invited in two bid system (Technical bid & Price Bid) by Speed post / Registered post only from competent & eligible agencies for providing services on outsourced basis at RIMS for (1) Cleaning, Sweeping, Washing of floor, Walls, Doors, Windows, under bed pans, basins, bowls, Courtyard, Open drains, residential area including making of patient's bed etc. and operation, handling & disposal of Biomedical waste system at RIMS, Ranchi & (2) To provide Security personnel including manpower with security instruments as applicable for a minimum period of one year or extendable upto three years if mutually agreed by both the parties.

Important information regarding tender are :	
Pre bid meeting for discussion on various issues	On 26.04.2016 at 12:30 P.M at RIMS. At RIMS administrative conference hall. All the intending bidders must attend the meeting for clarification of their queries and requirements of RIMS. No claim will be considered after finalization of agendas in pre bid meeting
Date of uploading of sample tender paper on RIMS website : www.rimsranchi.org	From 16.04.2016 The bidders must go through the sample tender paper before participation in pre-bid meeting.;
Date of uploading or sale of final tender paper	From : 02.05.2016 to 23.05.2016 ((The bidders may purchase tender document from RIMS Cashier in working hours on any working day or those who want to bid by downloading the tender document, they have to submit separate demand drafts for each tender paper with their technical bid. Tender paper cost will be non-refundable. (1) For Cleaning & Biomedical waste disposal – Rs. 5000.00 (2) For Security Services – Rs. 5000.00
Last date of submission of sealed tender documents (By Speed post / Registered post) at RIMS	On 24.05.2016 till 04.30 P.M
Opening of technical bid & discussion on technical issues.	On 25.05.2016 at 12:30 P.M in RIMS administrative conference hall, in front of purchase committee. All the bidders or their duly authorized representative must represent the tender opening for discussion & queries of purchase committee.

Note :1. Before participating the pre-bid the bidders may physically visit RIMS premises for assessment of the scope and area of work and they may discuss with RIMS authority regarding their queries.
2. For rest terms & conditions of the tender please visit RIMS website www.rimsranchi.org from 16.04.2016

Sd/-
Director
Rajendra Institute of Medical Sciences
Ranchi