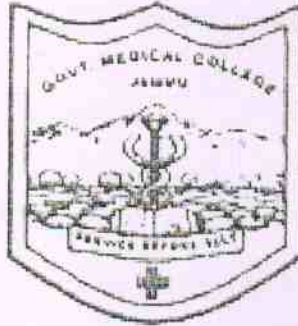


# GOVT. MEDICAL COLLEGE JAMMU



## Purchase Committee

GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU

Name of the Group:

Out Sourcing of Sanitation services (INCLUDING MATERIAL) in Govt. Medical College & its Associated Hospitals. (For the Year: 2016-17)

E-Tender Notice NO. 01 OF 2016

**PURCHASE COMMITTEE  
GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU**

For and on behalf of the Governor of Jammu & Kashmir State, Sealed Tenders affixed with Rs.5/- revenue stamps are invited from the Manufactures/Firms who are registered with Health & Medical Education Department of J&K State for **OUTSOURCING OF SANITATION SERVICES (INCLUDING MATERIAL)** in Govt. Medical College & Associated Hospitals, Jammu for the year 2016-17

S. No.	Particulars of the tenders	Cost of tender fee	Earnest Money	Last date for submission of Bid
01	OUTSOURCING OF SANITATION SERVICES (INCLUDING MATERIAL) in Govt. Medical College & Associated Hospitals, Jammu for the year 2016-17	Rs. 750/- only	Rs.50,000.00 only	07-05-2016 at 1400 hrs.

1. The tender document for the above job can be seen on the web site [www.jktenders.gov.in](http://www.jktenders.gov.in) from 19-04-2016 (16:00 hrs.)
2. The tender documents can be downloaded from the above website from 19-04-2016 (1700hrs) onwards.
3. Pre-bid meeting shall be held in the conference hall of the Principal, GMC Jammu on 26-04-2016 at 1100 hrs
4. The bids shall be deposited in electronic format on website [www.jktenders.gov.in](http://www.jktenders.gov.in) from 27-04-2016 (1200hrs) upto 07-05-2016(1400hrs) only.
5. The uploaded bids on the website will be opened on 09-05-2016 (1100hrs) in conference hall Principal Govt. Medical College Jammu in presence of bidders who wish to attend. In case of holiday on the date of opening of bid, bids will be opened on the next working day at the same time and venue.
6. Cost of tender document (in shape of DD) & earnest money (in shape of CDR/FDR) in original favouring **Member Secretary, Purchase Committee Govt. Medical College & Associated Hospitals Jammu** should reach in office of **Member Secretary Purchase Committee, Govt. Medical College Jammu** through speed post/Regd. Post/Courier before due time of submission of bid [07-05-2016 (1400 hrs)] alongwith other documents. Rate Contract Committee shall not be responsible for any delay due to any reason.
7. Original copy of affidavit on Rs.50/- stamp paper duly attested by 1<sup>st</sup> Class Magistrate with the effect that:-
  - a. The documents/catalogues etc enclosed with the Tender are original & genuine and have not been tampered or fabricated.
  - b. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
  - c. If any thing found wrong at any stage, I will be personally responsible for the same.
8. Complete bidding process will be on line (Price bid not to be submitted in physical form)

*Sd/-*  
**Chairman**  
Purchase Committee  
Govt. Medical College & Associated Hospitals,  
Jammu

Dated: 18 - 04-2016

No: GMC/PC/911-13

Copy to the-

1. Commissioner Secretary to Govt. Health & Medical Education Department, Civil Secretariat, Jammu for information
2. Principal, Government Medical College, Jammu for inf. and necessary action.
3. Joint Director Information Department Jammu for publication of Tender Notice in at least two leading local papers with largest circulation. The cuttings may be sent to this office for confirmation.

*M. S.*  
Member Secretary  
Purchase Committee Medical College  
& Associated Hospitals  
Jammu

**Instruction to bidders regarding e-tendering process:-**

1. The interested bidder can download the NIT/bidding document from the website <http://jktenders.gov.in>
2. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any NIC/Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the NIT.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
6. The department will not be responsible for delay in online submission of bids whatsoever reasons may be
7. All the required information for bid must be filled and submitted online
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents. The original instruments in respect of cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Registered post/courier as per time schedule specified.
9. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
11. Bidders are advised to use "My Documents" area in their user on <http://jktenders.gov.in>, e-tendering portal to store important documents like Balance sheet, VAT Certificate, Sales Tax Clearance Certificate, IT certificate, and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. To qualify for award of the contract, the prospective tenderers should have a turn over for similar job not less than Rs 50.00 Lacs per year for the last three years.
13. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
14. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
15. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>

## ADDITIONAL INSTRUCTIONS FOR BIDDERS

1. The tenderer should be registered with Health and Medical Education Department.
2. Tenders to be submitted under two cover system:

### A) COVER 1st (Technical Cover) should contain:

1. Scanned copy of tender fees
2. Scanned copy of EMD.

#### CDR/FDR Format:

Received from M/s...ABC...pledged to the Member Secretary, Rate Contract Committee, Govt. Medical College, Jammu

3. Under Taking /Letter of Acceptance.
4. Scanned Copy of an affidavit on Rs.50/- stamp paper duly attested by 1st Class Magistrate with the effect that:-

- i. The documents/catalogues etc enclosed with the Tender are genuine and have not been tampered or fabricated.
- ii. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.

5. Scanned copies of below mentioned documents shall be loaded in "My Document" area for bidders:

- a) Certificate of Registration for Service Tax.
- b) Certificate of Experience in form of completion certificates.
- c) Certificate of registration under Employees State Insurance Act.
- d) Certificate of registration under Employees Provident Fund Act.
- e) Pan Card of the Tenderer / Agency/ Organization.
- f) **Annual Turnover Certificate from Chartered Accountant.**
- g) Valid Labour Contract licensee for current year.

Original of below Mentioned Documents have to be submitted with the office of the Member Secretary Purchase Committee Medical College & Associated Hospitals, Jammu before due date of submission of Bids.

1. Tender Fee and EMD
2. Affidavit
3. Original Turnover Certificate from Chartered Accountant
4. Annexure "A", "B", "C"

Absence of any one mentioned above may lead to rejection of tender outrightly.

### B) COVER 2nd : (Financial Cover)

1. Rates submitted by the bidders in the BOQ.

Financial bids (Price bid) of only those tenderers shall be opened who qualifies in technical specification Compliance Statement on the basis of Technical Evaluation report submitted by the experts of respective discipline

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#### ELIGIBILITY CONDITIONS:-

1. The tenderer should be registered with the Health and Medical Education Department, Jammu & Kashmir.
2. The tenderer must have an annual turnover of Minimum Rs. 50.00 lacs and should be a profit making concern during the last three years
3. The tender should have a Registered Branch Office in Jammu
4. The firm should at least have three years of experience of performing job contract of Sanitation Services in reputed Govt/Semi Govt / Govt. Undertaking of repute.
5. The firms should have at least 20 sanitary workers, Supervisor registered under ESI. & EPF. The documentary proof in this regard shall be provided with the tender.
6. The firms should also fulfill the statutory and welfare requirements in respect of its employees.
7. The firm should have valid Labour Contract licensee for current year.
8. The firm must have Service Tax Registration

#### GENERAL TERMS & CONDITIONS OF THE CONTRACT:

1. The contractor shall carefully examine the terms & conditions. In case of any doubts, he shall before signing the contract refer to the officer-in-charge and get clarifications.
2. The Tenderer should ABIDE BY THE LABOUR LAWS, ESI Act, EPF Act, minimum wages Act and various other Act as applicable from time to time with regard to the personnel engaged by the contractor for Govt. Medical College & Associated Hospitals Jammu.
3. The work allotted to the successful tenderer shall be initially for a period of 03 (three) months from the date of issue of contract and in case of successful performance, the contract can be considered for extension for a period of one year extendable for 90 days or till such time new rate contract comes in force whichever is earlier.
4. The document submitted by the firm with the tender form will be opened in public in the presence of tenderers/ firms representatives
5. No Joint Venture/ Consortium is allowed to participate in the Tender Process. Tenderer should submit an undertaking on firm's letter head in this regard.
6. The tenderer/ authorized representatives should point out to the Chairman tender opening committee before or during the Pre-Bid Meeting embitterment if any. Thereafter the tenderer/ authorized representative will have no legal right to confer or to represent on one ground or the other.
7. The contractor shall engage required manpower (**minimum one sanitary attendant round the clock for a work area of 1200 sq. feet**) for accomplishing the job round the clock. If any time it is found that the physical attendance of the sanitation workers is lesser than the required ones, a suitable penalty of minimum Rs. 5000.00 per instance or as deem fit by the authorities shall be imposed upon the approve agency.
8. The contractor shall strictly comply with all laws, rules regulations as per the law in force. For any violation in this regard the contractor shall be solely responsible without any liability to the hospital authorities.
9. The approved agency shall have to deploy.
10. Material used for sanitation in the Hospital should be eco-friendly and if at any time it is found that the material used is not upto the mark, the authorities of the hospital reserves the right to get the material replaced immediately.
11. The bidder who qualifies in Technical Bid shall have to arrange for the Physical Demonstration of the equipments and other material, as & when asked by the authorities, which they will use during the contractual period. The Financial Bids of only those firms shall be opened who will be declared qualified in Physical Demonstration.
12. The contractor shall arrange the machines and equipment required for accomplishment of job and also keeping in view the breakdowns thereof, the required machines have to be in working order at all times, adequate space shall be provided by the hospital authorities for

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- storage of the machines at the risk and responsibility of the contractor. Power and water needed to run the machines shall be provided by the hospital authorities.
13. All registration and statutory fees, if any in respect of the contract work pursuant to intended contract shall be responsibility of the contractor and shall be payable by the contractor only.
  14. Contractor shall provide uniform and identity to all the personnel engaged by him and ensures that they clad in uniforms with proper identification during duty hours.
  15. Service Tax, as applicable under rules shall be deducted from the monthly bills of the contractor at source by the D.D.O.
  16. The same person should sign the entire correspondence, letter and documents who has signed the original tender. In case of change to this effect, an Affidavit shall have to be sent in support of the change.
  17. All Chemicals detergents and toiletries etc; required for cleaning and sanitation has to be provided by the contractor and the same should be of standard quality eco-friendly and non-hazardous for human being. The same should not cause any damage to flooring' walls and other surfaces/equipment cleaned/maintained under intended contract.
  18. **The consumables/other material to be used for sanitation by the contractor shall be inspected / approved by the Hospital Authorities before their use in the area.**
  19. Contractor shall be responsible for removal of wastes from the given areas and dump it at an earmarked place for its final disposal.
  20. Plastic dust bin of the different colours/codes and polythene bags as prescribed by the Medical waste Management for temporary storage of litter and Bio-waste shall be provided by the approved contractor for proper collection, transportation of waste up to the site of incinerator/container provided by the Municipal Corporation.
  21. The contractor shall be responsible for any loss occurring due to shortage of manpower, inadequate equipments use of chemical and detergents of substandard quality and also due to faulty workmanship in case of any damage to health, life of patients and hospital property etc. the contractor shall be liable for compensatory damages.
  22. The contractor shall be responsible for thefts of bathroom accessories / fittings, if any in the area manned by them.
  23. The Hospital Authorities are at liberty to terminate the contract on observation of poor performance at any given time/ notice of one month.
  24. **The entire open area and the built up areas will have to be cleaned/maintained strictly as per the charter of duties as indicated. The job of sanitation and dusting is to be carried out on each floor and surrounding areas.**
  25. **Any blockade in the drainage system should be removed immediately by using the modern scientific gadgets or otherwise so as to keep the drainage system from the source to STP free from obstacles.**
  26. No conditional tender shall be accepted. The committee reserves right to accept or reject any tender/ quotation without assigning any reasons thereof. The Successful tenderer are bound to stick on the rates once quoted by them and once approved by the committee.
  27. The successful tenderer shall have to abide by the standard terms and conditions as laid down in the J&K book of financial rules/ codes and the conditions as per the contract.
  28. The successful tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet approved contract or any part thereof to other party. Penalty to the tune of Rs. 5000/- on each occasion shall be imposed for any deviation from contractual obligation on merits of each case. If the contractor fails to render the services up to the satisfaction of hospital authorities in spite of repeated warnings/ imposition of fine
- to be paid to Institute of Earnest money/ FDR /Security deposits/ with holding of

other deposits in Health and Medical Education Department as a whole or even debarring/black listing of the suppliers/ firms/ dealers. The earnest money shall be forfeited if the contractor withdraw their tender or revise the prices of their offer within validity period/ not comply the work order placed on them within the validity period of the offer.

29. The earnest money shall be refunded in favour of unsuccessful tenderer after finalization of tender whereas it shall be retained in case of successful tenderers and treated as security deposit to be refunded after the successful completion of the contract on submission of NOC.
30. The Principal, Govt. Medical College / or his authorized representatives shall have access at all the time to make full inspection etc. so as to ensure the satisfactory functioning of the contractor.
31. The Successful tenderer shall have to abide by the terms and conditions of the NIT and the approval of the contract for which an agreement shall have to be executed on a NON - JUDICIAL Stamp Paper with the concerned authorities before the allotment of the contract. The cost of the stamp duty shall be borne by the tenderer.
32. The approved contractor shall maintain a complaint register which will be made available to authorized officer /s as and when asked for.
33. Daily roaster of the staff detailed on duty shall be submitted to the authorities for 'On the spot' inspection.
34. Legal proceedings that may arise at any time shall be subject to the jurisdiction of J&K Courts at Jammu only.
35. Any other condition that is not indicated here can be incorporated by the concerned Medical Superintendent.
36. Principal, Govt. Medical College & its Associated Hospitals reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenders at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this will be recovered by Govt. Medical College Jammu from his Security Deposit or pending bill or by raising a separate claim.
37. 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 over costs, risks and responsibilities immediately, with written information to Medical Superintendent concerned.
38. The personnel deployed by the Contractor shall work under overall supervision & direction of the administration..
39. The payment would be made on monthly basis. The contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.
  - a) Contractor shall pay their entitled wages on the last day of the month.
  - b) Payment to such workers must be made by the service providers through cheque. To ensure these service providers will get a bank account opened for every engaged worker.
  - c) In order to ensure that such workers get their entitled wages on the last working day of the month, the following schedule will be adhered to:
    - i) Monthly bill cycle will be from 24<sup>th</sup> day of the previous month to 23<sup>rd</sup> day of the current month.
    - ii) Monthly bill as per above cycle, will be submitted by the service providers on 26<sup>th</sup> of the current month.
  - d) The service provider must ensure that entitled wages of the workers are credited to their bank account on the last working day of the month. Service provider will not be given any relaxation in this matter.

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- e) While submitting the bill for the next month, the services provider must file a certificate certifying the following.
- Wages of workers were credited to their bank accounts on (date)
  - ESI contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on (date) (Copy of the challan enclosed)
  - EPF contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited P.M. date (copy of the challan enclosed)
  - He is complying with all statutory Labour Laws including Minimum wage Act.
- f) The service provider should submit the bill in accordance with the above time schedule. In case, he fails to submit the bill by 26<sup>th</sup> of the month, even then he has to make the payment to the workers on the last working day.

#### I. AREA TO BE COVERED:

Govt. Medical College & Its Associated Hospitals as per the requirement of the Department.

Rates should be quoted per sq. feet floor area as under

Open area	Rs. _____ per sft.
Indoor Area	Rs. _____ per sft.

#### Rates to be quoted in BOQ only

It will be the responsibility of the approved contractor to keep *drainage system up to STP and Rain water pipes choke free all the times.*

Intending tenderers are advised to inspect and examine the sites and its surroundings and satisfy themselves before submitting their tenders to the nature of the site. The nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

#### SCOPE OF WORK

- Sweeping and mopping of floor area thrice in Morning and night shifts and at 11:00 p.m. in night shift for wards. Whereas round the clock services are required for casualty block including Emergency OT, Recovery Ward. (emergency mopping /sweeping can be ordered any time)
- Cleaning of all toilets in the given area all the times.
- Collection, transportation and disposal of all wastes twice in each shift or as per the requirement.
- Cleaning of Walls, glass panes, removal of cobwebs, and washing of floor area where required, cleaning of rain water pipes.
- Cleaning of the open area of the premises and surroundings of the buildings including cutting of grass and wild growth, weeds etc.
- Disposal of the waste from the Hospital to designated deposit areas.
- Cleaning of Ceiling fans, wall fans etc.
- The scope of work covers all the indoor/outdoor areas of the premises including wards, corridors, bathrooms, rooms etc.

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