

Administration of Daman and Diu,
O/O Medical Superintendent,
Government Hospital,Daman

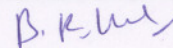
No.GHD/E-TENDER/2012-2013/ 572

Dated: 09 /07/2012

E-TENDER (ON LINE) NOTICE

The Medical Superintendent, Government Hospital,Daman on behalf of president of India, invites tenders for following items through on –line on [http: Daman.nprocure.com](http://Daman.nprocure.com) from Housekeeping Services (Outsourcing) The tender notice also available on www.nic daman.in

Sr.No.	Description Items	Estimated cost	EMD (in the form of FDR	Tender fees (Non refundable
1	Housekeeping (Outsourcing) New OPD Block	22.00 lakh	55,000/-	2000/-
Last date of downloading of on line tender documents: upto 01.08.2012 by 12.00 hours				
Last date of submission of online tender document: upto 01.08.2012 by 15.00 hours.				
On line opening of price Bid: If possible on 01.08.2012 at 16.00 hours				
Bidders have to submit price bid in Electronic format only on www.nprocure.com till the last date and time for submission. Price bid in physical formant shall not be accepted in any case.				
Submission of tender fees in the form of DD,EMD in the form of FDR and other supporting documents i.e. copy of valid license from Labour Department of the State/Union Territory, copy of VAT/ST Registration and copy of PAN/TAN of income Tax etc, and terms and condition duly signed in hard copy to the undersigned by RPAD/Speed post/by hand on or before 31.07.2012 upto 13.00 hours, however, Tender Inviting authority shall not be responsible for any postal delay.				
The tender inviting authority reserves the right to accept or reject any or all the tenders to be received without assigning any reasons thereof.				
Bidders shall have to post their queries on E-mail address: ddmssu.idsp@nic.in on or before dated 01.08.2012 upto 11.00 hours.				
In case bidder needs any clarification or if training required for participating in online tender, they can contact the following office. (n) Code Solution-A division,GNFC Ltd” 403,GNFC Info Tower,Bodakdev, Ahmedabad- 380054, Gujarat (India) E-Mail nprocure @ncode.in Fax +917926857321				
Website: www.nprocure.com				



(Dr.B.R. Chand)
Medical Superintendent,
Government Hospital,Daman

**U.T. ADMINISTRATION OF DAMAN & DIU
GOVERNMENT HOSPITAL, DAMAN
DAMAN**

**TERMS AND CONDITIONS FOR OUTSOURCING SERVICE OF GOVERNMENT
HOSPITAL,DAMAN**

Tender Notice No. GHD/DD/CLEAN/2012-2013/ 572 DATED : 09 /07/2012

1. The Medical Superintendent, Government Hospital,Daman invites sealed tenders from eligible parties to provide Housekeeping Service of 08 House Men & 06 Servant total 14 Staff of (As per Part-II Annexure) Government Hospital, Daman. On the terms and conditions, detailed hereunder.
2. The outsourcing service shall be required for the Government Hospital, Daman,(New OPD Block Ground & First Floor) Area shall including. The building and the area in front sides and back of the compound.
 - (i) The Timing are as follows:

Morning 7.30 a.m. to 6.00 P.M.
3. The tenderer should be reputed firm with a proven track record providing House keeping services in hospital, Preference will be given to those who have experience in providing service in this sector.
4. The tenderer should provide addresses of hospitals where they have provided house keeping service and certificate from previous customer need to be attached.
5. The tenderer should have been continuously in the business for a minimum for of five years preceding year.
6. Tender should be addressed to the Medical Superintendent, Government Hospital, Daman 396210 and on the top on the envelop should be subscribed in capital letter " TENDER FOR HOUSEKEEPING SERVICES TO GOVERNMENT HOSPITAL,DAMAN.
7. The rates quoted should be inclusive of all taxes.No extra charge for any item will be paid on the rates quoted.
8. Each bill in which any kind of tax is charged must contain the following certificate on the body of the bill.

"Certified that the goods/ services on which VAT / Sales Tax / Service Tax has been charged have not been exempted under the Central VAT / Sale Tax / Service Tax Act or the Rules made there under and the amount charged on account of VAT / Sales Tax on these goods is not more than what is payable under the provision of relevant Act or Rules made there under".
9. Additional Terms and Conditions will be incorporated if needed to safeguard the interest of the institute.

10. The institute shall not be responsible for any delay / loss or non receipt of tenders by post / courier service.
11. No unsolicited correspondence shall be entertained after the submission of the offer.
12. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for providing outsourcing services. Rates tendered / offered in response to concern tender notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
13. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of Daman.
14. The tenderer should attached copies of following documents:
 - a) Sales TAX/CST/ VAT/SERVICE TAX REGISTRATION
 - b) COPY OF PAN NUMBER
 - c) COPY OF EMPLOYESS PROVIDENT FUND OF ORGANTISATION ,PFCODE/ REGISTRATION NO.
 - d) COPY OF A VALID LICENCE FROM LABOUR DEPARTMENT OF THE STATE/UNION TERRITORY.
 - e) THETENDERERS SHOULD HAVE BEEN CONTINUOUSLY IN THE HOUSEKEEPING BUSINESS FOR MINIMUM OF FIVE PRECEEDING YEARS.
15. TERMS AND CONDITIONS:-
 - a) The outsourcing personnel shall be required housekeeping service before,during and after OPD time i.e.7.00 A.M. to 6.00 P.M. from manning various OPD Block
 - b) The Outsourcing period is one year from the date of commencement and further renewal for the period not extending 3 years subject to satisfaction of work performance, if agreed, by the Competent authority / rates accepting authority.
 - c) The Outsourcing agency shall maintain the registers and comply with the local administration rules and regulations which employing contract workers.
 - d) The Outsourcing agency shall pay all taxes to the Government.
 - e) The agency will not allow or permit the employees to participate in any trade union activities or agitation in premises.
 - f) The Government Hospital, Daman shall pay the amount of monthly bill by Cheque in the agency's name and not to his personnel. As such the agency shall own the full responsibility for regular payment of wages to the personnel and for compliance of statutory liabilities.
 - g) Tender application duly completed in all respects should accompanied by **demand draft /FDR for Rs. 55,000/-(Rupees Fifty five Thousand only) as Earnest Money Deposit in favour of Medical Superintendent, Govt. Hospital, Daman. The EMD submitted other than form mentioned above will not be accepted. Tender received without EMD will be summarily rejected. The Tender application without EMD as above will not be entertained at any cost.**
 - h) Out sourcing personnel should be in proper uniform and should have name plates.
 - i) The Outsourcing agency should provide 14 number of outsourcing personnel as required or advised by the Hospital Authorities.
 - j) The rates should be quoted along-with all kind of liquid, materials, equipments etc.for housekeeping
 - k) The main duties and responsibilities of outsourcing staff shall be as under:

House Men/Servant

- I) Daily cleaning, sweeping & mopping of the Departments like New OPD, Block, all room etc. sweeping / cleaning / dusting and moping of staircase, windows sills, projected, beams etc., and the surrounding area and removing / shifting of garbage for its disposal, cleaning and dusting of furniture should be done well before the commencement of working hours.
 - II) Washing of Rooms with soap solution wet moping and dusting of washable walls, windows, wall hung light, ventilators, glass panes exhaust fans, ceiling fans etc once in a week.
 - III) Maintenance of bathrooms and toilet, scrubbing of walls, washing of W.C. and wash basins with vim and acid daily in the morning.
 - IV) Removing of cobwebs from the whole area of OPD building and toilets on day to day basis.
 - V) Giving and removing of bedpans, urinals to patients as required and also preparing for operation and diagnostic procedure, cleaning and scrubbing of urinal and bedpans, buckets dustbins, emptying and chamber of pours etc., with vim / detergent daily.
 - VI) **Any outsourcing personnel found drunk while on duty will not be allowed to perform duty in the hospital that day and a fine of Rs. 150/- (Rupees One hundred fifty only) per person per incident will be imposed for the same and will be deducted from the bill of the agency. any repetition will render the termination contract.**
 - VII) **If any outsourcing personnel is found without uniform and name plate, then a penalty of Rs. 100/- per person will be imposed and will be deducted from the bill of the contractor.**
 - VIII) **In case of absence of required number of staff required cleaning staff penalty of Rs.150/- per day per person shall be deducted from the bill of the agency.**
 - IX) **Waste disposal up to the exit point will be responsibility of service provide**
- 16). The amount of Earnest Money paid by the Tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above Rs.1000/-) drawn on a branch of State of India or its subsidiary Schedule Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the Tenderer.
- 17) The Tenders will be opened by the Committee in presence of Tenderer or their representatives, if any present in the Office of the Tender Inviting Officer.
- 18) The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- 19) If the Tenderer whose tender is accepted, fails to execute the contract within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.

- 20) The last date of downloading of online tender documents is upto 01.08.2012 by 12.00 hrs. The last date of submission of online tender document is up to 01.08.2012 by 15:00 hrs. Online opening of price bid if possible is on 01.08.2012 at 16:00 hrs. The bidders have to submit price bid in Electronic.
- 21). (a) The successful Tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of contract amount, that may be order, as the amount of security deposit.
- (b) Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for work without any intimation.
- (c) However in case if the Security Deposit may not have been deposited, the full Security Deposit as may be due from the agency will be recovered from the bill(s).

B. P. U.
**Signature & Designation of MEDICAL
Tender Inviting Officer SUPERINDENDENT,
GOVERNMENT
HOSPITAL,
Daman**

The above terms and conditions are accepted and are binding to me/us.

Place: Signature of Tenderer
Dated: Name of Tenderer with seal of
the firm

NOTE: Please return one copy of these terms & conditions duly sign with seal of firm along with the tender.

TENDER DOCUMENTS FOR PROVIDING OUTSOURCING SERVICES TO, GOVERNMENT
HOSPITAL, DAMAN.

PART-I
ELIGIBILITY PARAMETERS.

1.	Name of the Organization / Firm applying for providing outsourcing services.	
2.	Postal Address	
3.	Telephone / Fax / Mobile No. of the Organization / Firm.	
4.	Status of the Organization/Firm (whether Private or Public Sector undertaking or Sole Proprietor or Partnership or co-operative society etc.) The tender should attach a resolution passed by the Executive Body authorizing the specific officer / partner for signing the documents.	
5.	Name of person to be contacted.	
6.	Whether the tenders possessed the requisite experience, if yes, give details separate sheet be attached, if needed.	
7.	Particulars of Licence obtained from Labour/Home Department of the State/UT (attested copy of the document to be attached).	
8.	Details of PAN/TAN No. obtained (attested copy of the documents to be attached).	
9.	The details of Service Tax No. allotted to organization/firm. (Copy of document to be attached).	
10.	Details of Registration with the authorities in ESI/EPF/PPF Departments.(attested copy of the document to be attached).	
11.	Financial resources, assets in terms of tender's property. (Moveable and Immovable) held on the date of submission of tender (Latest audited balance sheet is also be attached)	
12.	Details of earnest money.	
13.	Declaration in the form of Affidavit that the individual / firm / organization including its partners and share holders was not black listed / prosecuted by any Departments / Statutory Bodies or by any Court of Law, is to be attached.	

Place :

Date:

Signature of Tenderer
Name of Tender with
Seal of the firm

ELIGIBILITY OF HOUSE KEEPING PERSON

- 1 He should be at least Matriculation of equivalent from a recognized Board/ University.
- 2 He should not be less than 18 years.
- 3 He should be Multi – Skilled i.e. capable of performing the different type of works hitherto performed by Group 'D' employees.
- 4 He should be able to Gujarati, Hindi language.
- 5 He should having more than two years experienced.
- 6 He should be work from 07:30 am to 06:00 pm including Lunch break.

Place :

Date:

Signature of Tenderer
Name of Tender with
Seal of the firm

PART – II

LUMP SUM RATES TO BE QUOTED FOR VARIOUS ACTIVITIES AT VARIOUS LOCATIONS INCLUDING WAGES, EPF, BONUS, SERVICE TAX, ADMINISTRATIVE CHARGES ETC.

ANNEXURE

Sr.No.	Name of post	Minimum Number of persons to be deployed.	Period of outsource	Rates to be quoted with all charges including all materials /taxes etc. per month per person in (Rs.)
1	House Keeping staff	08	1 year	
2	Servant	06	1 year	

Place :

Date:

Signature of Tenderer
Name of Tender with
Seal of the firm