

VISVA-BHARATI

SANTINIKETAN

Notice inviting E- Tender

Tender No. PMH/VB/ 56 /2019-2020

Date-20-05-2019

Notice inviting tender for SWEEPING AND CLEANING at P M Hospital, Visva-Bharati.

The Chairperson P M Hospital Tender committee, Visva-Bharati,Santiniketan invites on line tender Two Bids system (Technical & Financial) from the reputed Firms for sweeping and cleaning of PM Hospital. All relevant documents will be available on The University Web-site and Central Public Procurement Portal (CPPP).Before submitting tenders the interested bidder is requested to go through the terms & conditions of the tender documents carefully to avoid cancellation of the tender.

Last Date of Tender submission: 31-05-2019 at 5 pm.

Technical bid shall be opened on: 03-06-2019 at 11 am

Venue- P M Hospital Office.Visva-Bharati.

Date- ~~10~~ 05-2019


Dr S.S.Debnath (CMO)

Chairperson

P M Hospital, Tender Committee

Visva-Bharati, Santiniketan

Annexure-1

TERMS & CONDITIONS FOR SWEEPING & CLEANING SERVICE FOR UNIVERSITY P M HOSPITAL.

A. GENERAL CONDITION :

1. The firms/ Companies/Agencies having good profiles in dealing with such business are only eligible to take part in tender.

The Tendering parties are requested to upload the scanned copies of the following documents on the website of Central Public Procurement Portal along with the Technical bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:

- a. Copy of EMD document.
 - b. Partnership deed (in cash of Partnership Firm).Power of Attorney (if required).
 - c. PAN & GST Registration.
 - d. Credential: Should have minimum 2 years work experience certificate in any Govt hospital. Completion certificate indicating satisfactory service from at least one client should be enclosed.
 - e. Financial Solvency certificate from the banker in the proper format is to be submitted.
 - f. Should have minimum 2 year work experience certificate in any Government hospital.
 - g. Copy of ESI code number
 - h. Copy of EPF code number
 - i. Copy of Registration Number & Registration Certificate issued by Govt.Agency
 - j. Copy of Service Tax registration certificate.
 - k. Proof of annual turnover, which should not be less than 10 lakh in each year in the last 3 financial years.
2. Payment of workers will be based on Central Govt rule for daily minimum wage along with other benefit like ESI,EPF etc as applicable from time to time
 3. Agency/Firm will quote their service charge only as percentage on total wage bill for providing manpower and other items as specified below. Agency cannot claim any other financial benefit either from Visva-Bharati or workers.
 4. The contract will be for one year from the date of issuing of work order or the date of execution of agreement whichever the latter. This may be renewed for further subject to satisfactory performance and mutual consent.
 5. EMD of Rs 25,000 in the form of D/D drawn in favour of the Accounts Officer, Visva-Bharati, University payable at State Bank of India, Santiniketan Branch, must be enclosed with Technical bid. Tender will be considered CANCELLED without EMD.The EMD for the qualified vendors will be adjusted against Security Deposit (Performance Security) of Rs 50,000/-.The performance Security will be refunded after 60 days of completion of contract subject to adjustment of deductions, if any. No interest will be paid on Performance Security.

6. Financial bid of technically qualified bidders will be considered only. Evaluation of Lowest Bidder will be on the lowest service charge offered by the vendor in the financial bid.
7. Original tender documents should be neatly typed or printed and each page will be signed and duly stamped with official seal. In case of Authorized signatory, authorization from the competent authority should have to be submitted in the given format.
8. Any correction, deletion or Erasures, overwriting should have to be endorsed by the competent authority or signatory otherwise the tender will be liable to be cancelled.
9. Vague, incomplete, confusing or contradicting and conditional tender will be liable cancelled without any explanation.
10. The successful vender will execute an agreement with the University.
11. Efforts to personally influence of any nature to the Tender Committee's decision will result in cancellation of the bid.
12. The bidder should quote financial bid both in figure and words. Illegible bid will liable to be cancelled, the rate indicated in words will be considered for evaluation of lowest bidder.
13. The bidder should submit self declaration to the effect that he is free from any encumbrance and has no case of legal conviction in any form.
14. The bid shall be submitted online only at Central Public Procurement Portal Website-<http://eprocure.gov.in/eprocure/app> and no documents except original demand draft/Bank Guarantee/Banker's cheque/Fixed deposit receipt towards EMD will be accepted offline.
15. The competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority shall be final and binding.

(B) SCOPE OF WORK:

Cleaning of premises outdoor and indoor (including rooms, corridors, staircases, toilets (ladies & Gents), Facilitation counter, walls, doors, sheds, windows, glass frames, name plates, iron gate, Courtyard and rooftop etc) and other area in the premises.

1. Operation to be carried out daily:

- a. Sweeping of all areas as specified above mainly thrice a day Indoor campus
- b. Mopping all areas specified above, where required.
- c. Removal of garbage from hospital premises
- d. Collection of stool & urine sample for examination & help pathology Technician to prepare slide and cleaning them after the examination is over.
- e. Cleaning of toilet (Ladies & Gents) intermittently to the entire satisfaction of their Officer –in-Charge.
- f. Provide bed pan & urinal to the bed ridden patient.

(C) MAN POWER

a. Total seven sweepers per day are to be engaged to keep the Hospital neat & clean round the clock everyday and throughout the year. There should be 2 sweepers in each shift of 8 hours comprising 1 male & 1 female member. One additional male/female member should be deputed in MORNING hrs for cleaning who will also act as Sweeper in-charge for the entire manpower engaged by the Agency/Contractor. Female and Male sweepers should be engaged to clean Female & Male Ward respectively. Additional male or female member should have the ability to climb ladder or roof top or cornices for cleaning purpose.

b. Total number of man/woman engaged for above job should not exceed 10 (ten) to give service for 30x7 = 210 day wage per month (for 30 days month).

(D) Other Conditions:

A. The initial sweeping & mopping of all areas should be completed in the morning 7.30am. However emergency cleanings are to be done as and when felt necessary. For this purpose sweeper are to be always available at the Indoor complex.

B. The toilets should be cleaned at least thrice daily at regular intervals.

C. Working tools like Brooms, Mops, Sticks, cloth, baskets are to be provided by the Agency. However consumable like Acid, Disinfectant will be provided by the Hospital Authority.

D. It should be ensured that appropriate type of cleaning material suited for cleaning of floor tiles and stone surface are used. Any damage caused to the property due to substandard cleaning material or due to negligence on the part of contractor's staff will be liable to be compensated by the contractor.

E. The contractor shall be liable for fulfilling requirements as prescribed under labor laws and social legislation such as EPF/ESI, workman compensation ACT, Shop and establishment act, and minimum wages Act etc. in respect of staff engaged by him for carrying on his business.

F. The Contractor or the engaged workers shall have no claim for the permanent or temporary job in Visva-Bharati.

G. Whenever minimum wage is revised by the Government of India the wage of the workers shall get revised.

H. Payments will be made on monthly basis as per Visva-Bharati procedure.

I. The contract can be extended with mutual consent for a further period of one year, if the services are found satisfactory.

ANNEXURE 2

OUTSOURCING OF CLEANING AND SWEEPING JOB

TECHNICAL BIDDING CHECK LIST

SL NO	PARAMETER	YES/NO
1.	Whether the firm is having experience of at least two years of cleaning & sweeping work in Government Hospital	
2.	Whether EMD of required amount in the form of DD is attached?	
3.	Copy of Pan Card/GST, Income tax return (last three years)	
4.	Service tax Registration Certificate	
5.	Copy of ESI code No.	
6.	Copy of EPF code No.	
7.	Copy of Registration Number & Registration Certificate issued by Govt Agency.	
8.	Whether a copy of Tender notice duly signed on each page by the authorized person of the firm submitted along with Technical Bid.	
9.	Financial solvency certificate	
10	Credential certificate	
11.	Partnership deed (in case of partnership firm)	
12	Annual turnover	

Signature of the Contractor

Date-

Annexure-3

Visva-Bharati

Santiniketan

CERTIFICATE OF THE BIDDER

I Sriin the capacity of Proprietor/Partner of the
Firm.....
Address.....

.....certify that have
gone through the terms and condition of the tender document and with the clear knowledge of the
tender I am submitting the required documents :-

Date:

Place:

Signature of office seal

Annexure –4

VISVA-BHARATI

SANTINIKETAN

FINANCIAL PART

In reference to the Tender Notice No..... dt..... for outsourcing of Sweeping & cleaning service at PM Hospital, of the University I/We hereby offer the Financial Bid according to the scope of work .

Price quote- Service charge :.....% on total wage bill.

1. Name of the bidder:

2. Address with phone No & E-mail:

Signature of bidder & Official Seal

Date: