

Visva-Bharati: Santiniketan



P.M.HOSPITAL **TENDER NOTICE FOR** **OUTSOURCING SWEEPING AT P.M.HOSPITAL**

Sealed quotations are invited from registered firm or organization for sweeping work in P.M.Hospital, Visva-Bharati, Santiniketan. Work details and other terms and conditions are mentioned below:

1. Sweeping and cleaning areas: Indoor, Outdoor, OT, Office and all other buildings of Hospital including open uncovered areas of Hospital premises except new building.
2. Requisite number of sweepers (as mentioned below) are to be engaged to keep the Hospital neat and clean round the clock everyday and throughout the year. There should be **two sweepers in each shift of 8 hrs comprising one male and one 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 contractor / agency. Female and Male Sweepers should be engaged to clean Female & Male Ward respectively.
3. Sweeper in-charge must report the Hospital Authority daily at the Office and to be in constant touch with him as well as with 'On duty Sisters'. During Operation or delivery, Sweepers are to be present as asked by the medical officer on duty.
4. Daily routine cleaning should be completed every morning by 7.30 AM, However emergency cleanings are to be done as and when felt necessary. For this purpose sweepers are to be always available at Indoor Complex.
5. **DETAILS OF WORK TO BE CARRIED OUT:**
 - Sweeping & Mopping of Floor is required at least thrice in a day, especially Indoor.
 - Cleaning of Urinals & Toilets everyday.
 - Bush cutting & cleaning of rooftop as and when required.
 - Removal of garbage from Hospital Premises.
 - Ambulance washing on regular basis.
 - Soiled linen cleaning.
 - Providing bed pan & urinal to the bed ridden patient.
 - Collection of Stool & Urine sample for Examination & help Pathology Technician to prepare slide and cleaning them after the examination is over.
6. Working tools like Brooms, Mops, Sticks & Clothes, and Buckets etc. are to be provided by the Agency. However consumable like Acid, disinfectants are to be supplied by the Hospital Authority.
7. All Firms/Organization must have their IT, Service Tax & P.Tax registration and clearance. Contractor/Agency should have at least one year experience in similar job. Priority will be given to the experienced Agency or the contractor.

8.. For any lack of services or non-service, suitable penal action/deduction as deemed fit by appropriate authority will be made from the Monthly Bill /Service Charge/ Security Deposit.

9. Contract will be valid for one year initially, may be extended for another one year if the Hospital Authority is satisfied with the service. Contract may be terminated by giving 15 (Fifteen) days notice before one year by the Authority without assigning any reason. However, the contractor must give one month prior notice if they want to terminate the contract before one year.

10. Payments will be made on monthly basis as per Visva-Bharati procedure only to the Agency/Contractor. Leave, off days, National Holidays and other elements have to be considered by the Agency in the quoted service charge. The deciding factor for selection of bidder will be upon the quoted service charge only

11.. The contractor will be primarily responsible for all statutory bindings including minimum wages, EPF etc and also follow all the rules and regulation, Govt notifications in relation to Labour Law and welfare for the sweepers engaged for the above purpose. Visva-Bharati Authority may also supervise whether the contractor fulfill all the responsibilities/liabilities towards the sweepers employed under them.

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

13. An agreement is to be executed between Contractor/Agency and Visva-Bharati on receipt of work order before execution of the work and the cost of such agreement will be borne by the Contractor/Agency.

14.. Sealed envelop of quotation should be super scribed "**Outsourcing of sweeping & cleaning of P.M.Hospital**" with full communication address along with phone number.

15. Two percent on total tender value (for one year) will be deposited with Accounts Officer, Visva-Bharati as Security Deposit by the selected person.

16. A Draft of Rs.500/- (Non refundable) in favour of Accounts Officer, Visva-Bharati payable at SBI Santiniketan should be endorsed with the application alongwith the given format.

17. The Tender document along with application format can be obtained from the office of the Chief Medical Officer, P.M.Hospital, Visva-Bharati during office hours from 24/02/2014(11 A.M.) to 08/03/2014 (1 P.M.). The submission of the tender will be closed at 3 P.M. on 08/03/2014 and will be opened at 3.30 P.M. same date. During opening of the tenders, participations should be present with all original documents in this regard.

18. If any dispute arises, the decision of the Authority will be final and binding on the contractor and will be subjected to the jurisdiction of Bolpur Court.

Tender No. PMH/402/13-14
Dated: 22/02/2014

(Chief Medical Officer)
P.M.Hospital, Visva-Bharati



**VISVA BHARATI
P M HOSPITAL**

Memo no PMH/402/13-14 dated 22/02/2014

Tender form for out sourcing of sweeping work at P M HOSPITAL of Visva Bharati:

1. Name of the applicant (s)/Agency (in block letters) :

2. Proprietor's Name(s) :

3. Address & telephone no(s)
including mobile :
(attach photocopy of address proof) (*)

4. PAN/IT/ST/Trade licence etc details
(attach photocopies) :

5. Experience in Sweeping Work:
(submit copy of supporting documents)

6. Quote monthly service charge (in words) :

7. Details of Bank draft/ Cash coupon :

Undertaking

I/(we) have read the terms and conditions of the tender notice and I/(we) shall abide by them. I/(we) also understand that my/(our) security deposit may be forfeited in part or full, if I/(we) fail to abide by the terms and conditions.

Date:

Signature of the applicant

(*) (Voter ID / Ration card / Passport / Driving licence / Trade licence etc.)