

# 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. **AREAS** of Sweeping and Cleaning: Indoor, Outdoor, OT, Office and all other buildings of Hospital including open uncovered areas of Hospital premises and adjacent areas.

2. 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. Also as & when required.
- Bush cutting & cleaning of rooftop as and when required.
- Removal of garbage from Hospital Premises.
- Ambulance washing on regular basis.
- All linen cleaning and drying.
- 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.

3. Requisite number of sweepers (as mentioned below) is 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. **Additional male or female member** should have the ability to climb ladder or roof top or cornices for cleaning purpose.

4. 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 in the OT.

5. Proprietor of the agency should assign every details of their work to the sweeper and verify whether actually they are working properly or not to keep the hospital neat and clean always.

6. 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.
7. Working tools like Brooms, Mops, Sticks & Clothes, and Buckets etc. are to be provided by the Agency. However consumable like Acid, Disinfectant will be provided by the Hospital Authority.
8. All Firms/Organization must have their trade licence, PAN & 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 with good track records.
9. 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.
10. 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.
11. Payments will be made on monthly basis as per Visva-Bharati procedure only to the Agency/Contractor. Government rules for minimum wages will be followed including Leave, off days, National Holidays etc. The deciding factor for selection of bidder will be upon the quoted service charge only. Service charge will be quoted as percentage on total wage bill.
12. 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.
13. The Contractor or the engaged workers shall have no claim for the permanent or temporary job in Visva-Bharati.
14. 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.
15. Sealed envelope of quotation should be super scribed "**Outsourcing of sweeping & cleaning work of P.M.Hospital**" with full communication address along with phone number.
16. Two percent on total tender value (for one year) will be deposited with Accounts Officer, Visva-Bharati as Security Deposit by the selected person.

17. 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.

18. The application format of quotation published along with the tender must be submitted within 3 P.M. on 21/03/2014. The Quotations will be opened at 3.30 P.M. on same date. During opening of the Quotations, participants should be present with all original documents in this regard.

19. 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/932/2014-15  
Dated: 10/03/2015

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



## **P.M.HOSPITAL**

### **Visva-Bharati: Santiniketan**

Quotation Form for Outsourceing of Sanitary Service at P. M. hospital. (To be filled in Block letter)

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 No.  
(attach Photocopy of PAN card)
5. Trade licence No.
6. Experience in sweeping work:  
(submit copy of supporting documents)
7. Quote monthly service charge as percentage on total wage bill:
8. Details of Bank draft/ Cash coupon

#### Undertaking

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I/(we) have read the terms and conditions of the tender published in Visva Bharati website 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.

Signature of the applicant

Tender No: PMH/932/2014-15

Dated: 10/03/2015