

# GOVT. MEDICAL COLLEGE



Name of the Group:

**Sanitation services at  
Govt. Medical College & Hospital Jammu  
(For the Year: 2011-12)**

Tender Documents Issued to M/S

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## IMPORTANT DATES.

GR No: \_\_\_\_\_

Dated: \_\_\_\_\_

**Last Date for Sale of Tenders** :07-10-2011 upto 4:00 p.m.  
**Last Date for receipt of Tenders** :08-10-2011 upto 4:00 p.m.  
**Date of opening of tenders** :10-10-2011 at 12:30 p.m.  
or any other date convenient to the committee.

Contains:-

A. Financial Bid.	01 Pages
B. Check List	01 Pages
B. Terms & Conditions	05 Pages
C. Letter of Acceptance	01 Pages
<b>Total 08</b>	<b>pages</b>

**GOVERNMENT MEDICAL COLLEGE JAMMU.**

**TENDER NOTICE NO; XVII OF 2011.**

Sealed tenders affixed with Rs.5/- Revenue Stamp are invited for and on behalf of Governor of Jammu & Kashmir State for the Groups Mentioned below for the year 2011-12 from those firm(s) who are registered with Health & Medical Education Department either at Jammu or Kashmir which should reach to the "Office of the Purchase Committee No-II, Govt. Medical College Jammu", on the dates shown below for the Jobs included in the below mentioned groups required in the Govt. Medical College & Associated Hospitals Jammu for a period of 12 months extendable for a further period of 90 days from the date of issue of Rate Contract or till such time the new Rate Contract is finalized and issued, whichever may be earlier:-

S. No	Name of the Group	Amount of CDR
01	Sanitation Services at Govt. Medical College Hospital Jammu for the year 2011-12	Rs. 1,00,000/-

The tender should be submitted in the prescribed form(s) which can be had alongwith Terms & Conditions, from the office of the Purchase Committee No-II. Govt. Medical College Jammu on written request @Rs. 500/- .

***The intending firms, not registered with Health & Medical Education Department can get themselves registered on production of requisite documents upto 04:00 p.m of 05-10-2011.***

The GR of the receipt should be attached with the tender. The tender not fulfilling the laid down terms & conditions will be rejected.

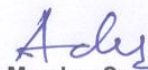
The Principal, Govt. Medical College Jammu reserves the right to reject any or all offers received without assigning any reason and approve any other firm for the supply of these items at any stage.

NO BANK DRAFT/INDIAN POSTAL ORDER WILL BE ACCEPTED.

**Scheduled Dates:-**

- |   |   |
|---|---|
| 1. Last date for sale of Tender Documents | 07-10-2011 upto 04.00 PM  |
| 2. Last date for submission of Tenders    | 08-10-2011 upto 04:00 PM  |
| 3. Opening of tenders                     | 10-10-2011 at 12.30 pm<br>or any other date convenient to the committee |

The Tender committee will not be held responsible for any postal delay.

  
**Member Secretary  
Institutional Tender Committee  
Govt. Medical College, Jammu**

No: GMC/NIT/Tend/2011-12/

Copy to the :-

1. Secretary to Govt. Health & Medical Education Department ,Civil Secretariat Srinagar for information.
2. Principal, Government Medical College, Jammu for information
3. Medical Superintendent SMGS Hospital/Medical College Hospital/ CD/ Psy. Hospital Jammu for information
4. Joint Director Information Department Jammu for publication of Tender Notice in at least two leading local papers with largest circulation, preferably Daily Excelsior & Greater Kashmir. The cuttings may be sent to this office for confirmation.
5. Accounts Officer, Associated Hospitals, Jammu for information.
6. File.

Dated:- 23-09-2011

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**Terms & Conditions of the contract :**

1. The tenderer should be registered to the Health and Medical Education Department, Jammu & Kashmir.
2. **All the documents shall be self attested with an understanding that any thing found false/forged in later stages shall be the responsibility of the tenderer.**
3. 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.
4. The tender on the prescribed proforma shall be submitted in a single big size envelop containing three envelopes one for the technical bid, 2<sup>nd</sup> for the original Price bid and 3<sup>rd</sup> for duplicate price bid with proper seal. Tender Committee will not be held responsible for any postal delay. Tenders not accompanied with the following latest documents alongwith other requisite documents at the time of submission of tenders are liable to be rejected at the appropriate level of the competent authority :-
  - a) Earnest money deposits in the shape of FDR/CDR for Rs.100,000/-.(One lacs only) from Nationalized Bank or J&K Bank pledged in the Name of Principal Govt. Medical College Jammu. Please note that the tender Number, its due date and complete address of the firms should also be written **on the back side of the CDR so as to ensure its safe** return to the unsuccessful or successful tenderers as the case may be. No earnest money shall be acceptable after the closing date of receipt of tender. Failure to furnish the prescribed amount of earnest money against each groups shall result in straight way rejection of tender.
  - b) Latest VAT/ Sales tax clearance certificate valid at the time of opening of the tender issued by the sales tax authority under relevant sales tax act and the amendments made thereafter from time to time.
5. **Non- Blacklisting Declaration:** The tenderer shall furnish a non-black listing undertaking on affidavit that the firm has not been blacklisted in the past by any Govt./ Private institution. The tenderer has to give an affidavit on non-judicial stamp paper duly attested of Rs. 10/- that there is no vigilance/CBI case pending against the firm and has not been blacklisted in the past.
6. The tender documents should be page marked and bearing signature with seal on each and every page.
7. 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.

8. 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 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.
9. The contractor shall engage required manpower for accomplishing the job round the clock. 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.
10. 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.
11. Contractor shall provide uniform and identity to all the personnel engaged by him and ensure that they clad in uniforms with proper identification during duty hours.
12. 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.
13. 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.
14. Contractor shall be responsible for removal of wastes from the given areas and dump it at an earmarked place for its final disposal.
15. 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 upto the site of incinerator/container provided by the Municipal Corporation.
16. 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.
17. The contractor shall be responsible for thefts of bathroom accessories / fittings, if any in the area manned by them.
18. Payment shall be made to the contractor at the end of the month after deduction of the applicable taxes like income tax, service tax etc. at source during the currency of the contract on the basis of the work done certificates duly furnished by the concerned designated authorities.

19. The Hospital Authorities are at liberty to terminate the contract on observation of poor performance at any given time.
20. **The tenderer shall have to quote rates for sanitation in total as per details given hereinafter.**
21. **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.**
22. **Any blockage 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.**
23. The tenderer will also have to furnish particulars relating to ESI, EPF, Registration under Contract Act, turnover, infrastructure etc.
24. **Rates Quoted should be typed/ printed and free from over writing /cutting and application of white fluid. No hand written quotation will be accepted. All pages of the documents submitted should be numbered & total number of pages indicated in the index. Transparent tape/ lamination should be applied on the quoted rates.**
25. **Details of documents enclosed with the tender forms should be mentioned in Proper Index serial wise duly flagged on the front page of your quotation/ reference letter.**
26. The document submitted by the firm with the tender form will be opened in the presence of tenderers/ firms representatives who wish to remain present during tender opening by the committee.
27. The tenderer/ authorized representatives should point out to the Chairman/Member Secretary, Tender Committee on date of opening of tenders embitterment if any at the time of opening tenders. Thereafter the tenderer/ authorized representative will have no legal right to confer or to represent on one ground or the other.
28. All the documents attached with the tender should be self attested by the authorized signatory (same individual) of the firm with seal.
29. 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.
30. 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.

31. 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 the shall be imposed for any deviation from contractual obligation on merits of each case. If the contractor fails to render the services upto the satisfaction of hospital authorities in spite of repeated warnings/ imposition of fine etc, in can lead to forfeiture 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.
32. 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.
33. The Principal, Govt. Medical College / Medical Superintendent Govt. Medical College Hospital Jammu or his authorized representatives shall have assess at all the time to make full inspection etc. so as to ensure the satisfactory functioning of the contractor.
34. **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.**
35. The approved contractor shall maintain a complaint register which will be made available to authorized officer /s as and when asked for.
36. Daily roaster of the staff detailed on duty shall be submitted to the authorities for '**On the spot**' inspection.
37. The intending tenderers are advised to visit concerned Medical Superintendent for type of work order, before submitting the offer.
38. In case of any dispute/ difference or doubts, the orders of the Chairman, Tender Committee shall be final.
39. **All the terms and conditions of the tenders should be carefully studied for the sake of submitting complete and comprehensive tender, failing to comply with any of the terms and conditions may lead to rejection of tender, even if it is competitive offer.**
40. Legal proceedings that may arise at any time shall be subject to the jurisdiction of J&K Courts at Jammu only.

41. **Any other condition that is not indicated here can be incorporated by the concerned Medical Superintendent before execution of a contract, if need be.**
42. **No separate conditions will be accepted and the conditional tenders will be out-rightly rejected.**

**We do hereby agree abide by all the conditions mentioned (Sr. No. 1 to Sr. 42) in the tender document ( All the documents have been signed by us in token of acceptance of the “Condition of the Contract” and are without any cutting/overwriting.)**

**In Acceptance**

Signature & Seal of the tenderer  
With Address

**ELIGIBILITY CONDITIONS: -**

- a) 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.
- b) The firms should have at least 100 sanitary workers, Supervisor registered under ESI. & EPF. The documentary proof in this regard shall be provided with the tender.
- c) The firms should also fulfill the statutory and welfare requirements in respect of its employees.
- d) The firm should have valid Labour Contract licensee for current year.
- e) The firm must have Service Tax Registration.

**AREA TO BE COVERED:**

1 <sup>st</sup> Phase	Complete Emergency Block of Govt. Medical College Hospital Jammu including old and new emergency with drainage system upto STP and Rain water pipes.	<i>Rates to be quoted in lumpsum only for 1<sup>st</sup> phase and 2<sup>nd</sup> phase separately</i>
2 <sup>nd</sup> Phase (if desired by the Authorities)	Whole of the Govt. Medical College & Hospital including OPD Blocks, open area within the boundary wall	

**SCOPE OF WORK**

- 1. Sweeping and mopping of floor area.
- 2. Cleaning of all toilets in the given area all the times.
- 3. Collection, transportation and disposal of all wastes twice in each shift or as per the requirement.
- 4. Cleaning of glass panes, removal of cobwebs and washing of floor area where required, cleaning of rain water pipes.
- 5) Cleaning of the open area of the premises and surroundings of the buildings including cutting of grass and wild growth, weeds etc.
- 6) Disposal of the waste from the Hospital to designated deposit areas.
- 7) Cleaning of Ceiling fans, wall fans etc.
- 8) The scope of work covers all the indoor/outdoor areas of the premises including wards, corridors, bathrooms, rooms etc.

## CHECKLIST

S.No.	Documents	Annexed at Page No.
1	CDR/FDR Worth Rs. 1,00,000/-	
2.	Technical Bid	
3.	Financial Bid (in duplicate) sealed properly	
4.	Registration certificate with concerned Department	
5	Experience Certificate	
6.	Non- Black listing Declaration	
7.	Certificate of Acceptance	
8.	Registration Certificate with Labour Department	
9.	Registration with EPF Department	
10.	Experience with other Departments	
11.	List of 100 sanitary workers, Supervisor registered under ESI. & EPF alongwith documentary proof.	
12	Any other (Specify)	

**It is certified that**

- 1. All the documents have been annexed strictly as per the check list with the understanding that the tender document is subject to rejection in view of non-availability of any of the above mentioned documents.**
- 2. All the documents are self attested with an understanding that any thing found false/forged in later stages shall be ours responsibility.**

**Date :**

**Place :-**

( Signature & Seal of the tenderer)

## UNDERTAKING/ LETTER OF ACCEPTANCE

Sir,

1. I / we do agree for all clauses, terms and conditions of the tender documents.
2. I / we agree to abide the contract to provide the services from the date of award of the contract which may be extended by the committee till new rate contract is finalized.
3. I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
4. I / we declare that our financial position is sound and we are competent to execute the contract.
5. I/ we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.
6. I / we declare that all the documents attached with the tender documents are true and are attested by us only after certifying their genuineness.

In acceptance  
(Signature & Seal of the tenderer)