

**TERMS & CONDITIONS FOR
THE CLEANING AND SANITATION
FOR THE YEAR 2011-12**

Name of the Health Institution: DISTRICT HEAD QUARTER HOSPITAL
,NAYAGARH.

Tel: 06753-252189 : Fax: 06753-252189

**TENDER DOCUMENT
FOR
THE CLEANING AND SANITATION**

DATE OF COMMENCEMENT OF SALE OF THE BID DOCUMENT:

PRE BID CONFERENCE : 29th Nov 2011 at 11:30AM
LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : 7th Dec 2011 upto 5 P.M
DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 8th Dec 2011 at 10.15 A.M
DATE OF OPENING OF COVER-B (Price Bid) : 8th Dec 2011 at 3.15 P.M

PLACE OF OPENING OF BID DOCUMENTS : Conference hall
AND CDMO Office
ADDRESS FOR COMMUNICATION : Dist Headquarter Hospital Campus
AND Main Road, Nayagarh PIN-752 069
RECEIPT OF BID DOCUMENTS

Tel: 06753-252189 Fax: 06753-252189
Email: dpmunayagarh@gmail.com
Website: www.nayagarh.nic.in

OFFICE OF THE CDMO - NAYAGARH

Note: For any kind of postal delay, authority is not responsible.

SALE OF TENDER / BID DOCUMENT

A complete set of bidding documents may be purchased by prospective bidders on payment of a non-refundable fee as indicated below in the form of a Demand Draft in favour of RKS, District Head Quarter, Nayagarh payable at Nayagarh from any Nationalised /Scheduled Bank at the office of the C.M.O, Nayagarh, during office hours i.e. from 11 A.M. to 4 P.M. on all working days as mentioned in the tender document either in person or by post.

The Bidders may download the Tender Documents directly from the WEBSITE available at www.nayagarh.nic.in (all tenders). The Tender cost fee of Rs.6,000/- Plus VAT @ 4% (Nonrefundable by way of separate Demand Draft drawn in favour RKS, District Head Quarter, Nayagarh should be enclosed along-with the Technical Bid. The Bidders should specifically superscribe, "**DOWNLOADED FROM THE WEBSITE**" on the top left corner of the outer envelope containing Technical Bid and Price Bid separately. The Tender cost fee and the EMD amount should be submitted separately in separate Demand Drafts. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website or the office notice board before last date of purchase of tender document and the RKS, District Head Quarter, Nayagarh shall have no responsibility for any delay / omission on part of the bidder.

- | | |
|----------------------------|--|
| a) Price of bid document | Rs.6,000.00 plus VAT @ 4%
(Non-refundable & non-refundable) |
| b) Postal charges, inland: | Rs. 300.00 – (Extra) |

The tender paper will be rejected if the bidder changes or omit any clause or Annexure of the bid document downloaded from the website.

ASB
22/11/11

TERMS AND CONDITIONS FOR ACCEPTANCE OF "TENDER FOR CLEANING AND SANITATION OF DISTRICT HEAD QUARTER HOSPITAL, NAYAGARH,"

Sealed tenders should reach in the office of the Chief District Medical Officer, Nayagarh, Orissa, by 7th Dec 2011 upto 5 P.M. Tender received beyond the aforesaid time & date will be returned to the sender unopened. All the tender papers must be submitted by Regd. Post/ Courier/ Speed Post only.

1.1 The sealed tenders submitted by the Tenderer will be opened by the Chief District Medical Officer, District Head Quarter Hospital, Nayagarh, Orissa in his office on 8th Dec 2011 at 10.15 A.M. The Tenderer or his duly authorized representatives are allowed to be present during opening of the tenders if they so like. If the tenderer or his authorized representative fails to be present at the time of opening of the tender that will not bar the authority from opening the tender or carrying on the subsequent tendering process.

2.1 Reputed Firms / Agencies having appropriate & proper valid registration are eligible to participate in the tender and quote for all the items.

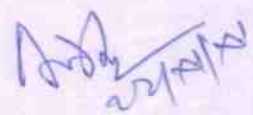
Cover containing the tender & documents should be super-scribed as "TENDER FOR CLEANING AND SANITATION OF DISTRICT HEAD QUARTER HOSPITAL, NAYAGARH, ORISSA FOR THE YEAR 2011-2012."

Sealed covers containing the tender in the prescribed form should be submitted in two separate sealed covers i.e. Cover-A (Technical Bid) & Cover-B (Price bid) as indicated below. Both the covers should be put into a third cover, which should be superscribed as "TENDER FOR CLEANING AND SANITATION OF DISTRICT HEAD QUARTER HOSPITAL, NAYAGARH, ORISSA."

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Terms of Reference (TOR) for outsourcing of Cleaning Activities.

1. The Agency should be approved / recognized / registered by competent authority should have provided such services to Govt. / Private Hospitals / Medical college Hospitals at least for one year and should have its headquarters / Branch office in Nayagarh failing which the tender will be rejected outright.
2. All the workers engaged by the organization in the District Head Quarter Hospital, Nayagarh shall have the uniform.
3. All staffs of the organization shall bear photo identity card provided by the Organization during the period of work, which shall be duly signed by the Member Secretary, RKS/CDMO, Nayagarh & Representative of organization.
4. All workmen/manpower to be engaged by the contractor should be covered under the statutory government regulation framed from time to time.
5. RKS of District Head Quarter Hospital, Nayagarh, may request the contractor to withdraw any of his workers from the hospital without assigning any reason, with 24 hours prior intimation.
6. The Organization shall abide by all the rules and regulations relating to labor laws, accident, workmen compensation Act, workmen insurance, ESI, PF etc. This will be the sole responsibility of the contractor. RKS of District Head Quarter Hospital, Nayagarh will not be a party at any stage to any kind of dispute relating to the above. In case any liability arises due to non-compliance for legal provision by the Organization, under no circumstances RKS, District Head Quarter Hospital, Nayagarh will be liable for the same.
7. Any damage/pilferage to District Head Quarter Hospital, Nayagarh property due to mishandling, carelessness of the contractor or his workmen will be recoverable from the contractor's bill and all materials issued to contractors shall be the sole responsibility of the contractor during the period of the contract.
8. Organization should depute a qualified and dedicated Supervisor to manage the cleaning work of the hospital, who will co-ordinate the work execution and interact with the Authorities of the Hospital and will be responsible for the Cleaning of the hospital.
9. The Organization will provide all necessary materials, tools, equipments and consumables etc. needed for execution of the work. Safe custody of all such materials waste bin and trolley supplied by the hospital for transportation shall be Organization's sole responsibility. No extra charge will be paid for the same.
10. All the employees will have to be covered under insurance against any personal accident by the contractor and Hospital Authority will not be liable for payment of any compensation on that account.
11. During execution of work, the contractor should follow all standard norms of safety



measures/precautions to avoid accidents/damages to man, machines and buildings etc. on non-adherence to this clause, suitable fines, as decided by the Governing Body of RKS District Head Quarter Hospital, Nayagarh will be imposed.

12. The floor area of the hospital shall be cleaned as per Annexure – 1, detail of which are enclosed to this agreement.

13. The cleaning will comprise of all areas mentioned as per Annexure - 1 followed by wet mopping using disinfectant, dusting of office furniture, hospital furniture, electrical & medical equipment, cleaning of window panes, shutters, doors and as and when required in the wards and other areas, removal of cobwebs and washing bath rooms, wash basins, W.C., mirrors in all the toilets and in room main gates and lobbies.

14. This will include regular cleaning of all toilets bowls, pans, urinals & wash basins and any other porcelain components using soap/detergent solution & water.

15. All toilets/urinals floors are to be cleaned using soap/detergent & mopping. The floors are to be wiped dry. All other areas in the toilets & urinals i.e. walls, roofs, pipes, mirrors, if any are to be cleaned & maintained dust free.

16. The toilets should be maintained so clean & dry so that there shall not be any fowl smell coming from this. Moreover Odonil, Naphthalene cakes should be used in toilets on daily basis.

17. **Cleaning of Drains:-** All drains shall be cleaned daily & as required so as to ensure smooth discharge of wastewater. There shall not be any stagnation & over flowing of water.

18. **Cleaning of Floors:-** Sweeping & moping of all common passage & platforms within DHH, Nayagarh premises. The floors should be wiped & dry. All other structures in the offices, wards, OPD etc. i.e. walls, roofs, doors & windows are to be kept cleaned & dust free. There shall not be any cobwebs in the building of the DHH, Nayagarh.

19. **Sanitation of the entire area:-** Sweeping & cleaning of the entire campus of DHH, Nayagarh including cutting of bushes & pruning of trees if any are to be done, as & when required.

20. There should be a periodical spraying of insecticide / rodenticide / pesticide for removal of flies, rodents and pests.

21. Cleaning of overhead tanks, sumps, drains, gully trap inside the building drains leading and connected with the main sewage line. These areas are to be cleaned once in every two months and as and when situation demands or as advised by the hospital Administration time to time.

22. Daily dusting and cleaning of furniture provided in outdoor, wards & offices of DHH, Nayagarh.

23. Proper upkeep and maintenance of mosaic floor, wall, ceiling & ceiling fans exterior wall etc.

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24. Quality of materials to be used for cleaning & maintenance shall be of high standard and need to be approved by Hospital Authority before use. The Chemical/detergent/disinfectants etc. are to be used for cleaning and sanitation work should be mentioned in brand names having ISI mark. The materials used for cleaning to be shown to the Nursing sister and required certificate regarding the quality, quantity of deodorants are used in every ward to be obtained. The amount of detergents and other cleaning materials to be used daily according to floor space to be categorically mentioned.

25. Suitable space to store the cleaning materials shall be provided by the Chief District Medical Officer, Nayagarh.

26. Workers have to sign attendance register which will be kept in the office of the matron on the arrival & departure.

28. Tenders should be typed neatly without any over writing. In case of any correction/over writing in the tender, the same should invariable be attested by full signature with date before submission.

29. The quantum of plinth area is subject to change.

- ❖ The Organisation / Agents should have the expertise of modern professional way of hospital clearing.
- ❖ At least 50% of the workers should have the training in professional cleaning methods and they will be engaged as semi skilled personnel.
- ❖

30. The earnest money deposit shall be equal to Rs.25,000/- on the tender which will be paid in form of D.D. drawn in favor of RKS, DHH, Nayagarh which will be sent with tender paper. EMD in other form in Cheque / Cash etc. will not be accepted.

- ❖ The EMD of the unsuccessful bidders will be returned back without interest after approval /Finalization of the tender.
- ❖ The EMD of the successful bidders will be retained as security deposit for the purpose.

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TECHNICAL BID (COVER A)

Supporting Documents to be Attached:-

1. Earnest Money Deposit.
2. Supporting documents with regards to Status of Agency.
3. Annual report of last year.
4. Audit Report of last 3 years.
5. Service Tax Registration No. if any and service tax deposit challan/return duly attested by a Gazetted Officer/ Notary Public.
6. Valid EPF registration Certificate.
7. Valid ESI registration certificate.
8. EPF return/ challan.
9. VAT clearance certificate.
10. PAN no. and Income tax clearance certificate.
11. Document in support of Experience.
12. Rs. 6000/- (Rupees Six thousand) for Price of bid document in favour of Rogi Kalyana Samiti, Nayagarh. & Rs.300/- (Rupees three hundred)extra for postal charges)
13. Valid labour license.
14. Specific Official license for providing physical security.
15. Court Affidavit with regard to self declaration (i.e. the agency has not been de-recognised / black listed by any State Govt. / Union Territory / Govt. of India / Govt. organisation / Govt. Health Institutions for outsourcing of security services and no criminal proceeding is pending against them.)
16. The original Tender book with his terms, conditions the schedules signed by the tenderer at the bottom of each page with his official seal duly affixed.
17. Separate Technical bid - "Cover-A"
18. Separate Financial bid- "Cover-B"

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Format of Technical Bid for out sourcing of Cleaning & sanitation Services

At DHH Nayagarh

Name & Address of the Organisation/ Agency/NGO:-		
Sl.no	Criteria	Particulars
1	Organizational Constitution Registered Company/Firm NGO Others	*Note-3
2	Years of Experience	
3	Staffs (i) Semi-skilled staffs (ii) Unskilled Staff	*Note-1
4	No. of Assignments (i) Finished (ii) Current Assignments in hand (Proof of which should be attached)	
5	Amount of investment in Equipment & tools(modern technology)	*Note-2

*Note: 1. The update EPF return copy should be attached for the purpose of verification of no. of staff.

2. The audited financial statement should be attached for the purpose of amount of investment in equipment & tools .

3. Registration Certificate/Partnership deed authorization should be attached.


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PRICE BID (COVER B)

Format of Financial Bid for out sourcing of Cleaning & sanitation Services At

DHH Nayagarh

N.B : COVER B (PRICE BID) WILL BE OPENED ONLY OF THE TENDERER WHO QUALIFYING TECHNICAL BID (COVER -A)

3.14 The tender format (Price scheduled) duly filled in for each item as per Annexure II (in duplicate) indicating the rates for various work

3.14 The price of the item should be quoted inclusive of all taxes, if any. The rate should be quoted for each item both in figure & words. In case of difference in words & figure, words will be taken in to consideration for evaluation.

3.15 The Cover-B will be opened at the office chamber of the Chief District Medical Officer, DHH, Nayagarh on dt.8th Dec 2011 at 3.15 P.M. in presence at the tenderer or their authorized representation.

Sl.No.	Particulars	Per unit Cost	Requirement in Nos. /KG/Ltrs.	Total Cost (A+B+C)
1	Manpower cost			
	Semi -skilled labour			
	Unskilled labour			
	Supervisor			
2	Material Cost(as per list of material)			
3	Uniform & identity Card Cost			
4	Service Charges			
5	Service tax			
6	Any other Cost			
	Sub Total Cost			
	Total Cost per month			
	Total Cost per annum			

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LIST OF CLEANING ITEMS TO BE SUPPLIED BY THE CONTRACTOR

1. Coconut Broom
2. Soft Broom
3. Cobweb Brush
4. Harpic Brush
5. WC Round Brush
6. Glass Duster
7. Floor Duster
8. Mop Stick
9. Wet Mopping machine
10. Dry Mopping machine
11. Rubber Wiper
12. Plastic Bucket
13. Plastic Mugs
14. Cotton Swabs
15. Nylon Scrubber
16. Vacuum Cleaner
17. Scotch Brite
18. Steel Wool
19. Dust Pan

LIST OF CLEANING AGENTS & INSECTICIDE TO BE SUPPLIED BY THE CONTRACTOR

1. Vim
2. Bathroom acid
3. Naphthalene ball
4. Phenyl
5. Room Spray
6. Bleaching powder
7. Potassium Permanganate
8. Baygon Spray
9. Soap
10. Soap oil
11. Lentrek
12. Surf / Tide
13. Harpic
14. Colin Spray

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CHECK LIST

1. Find out the sqft. Areas which are not cleaned properly by permanent staff; because of shortage of permanent staffs. Ask from the agency the rate per sq.ft. for cleaning.
2. Identify the specific location in Annexure – I or any part of the agreement can be modified in the interest of the District Head Quarter Hospital ,Nayagarh to be cleaned. Each location must be described in the TOR/Agreement strictly, so that responsibility can be fixed.
3. Specify the frequency of cleaning of both rooms, toilets, urinal, OT & Labour room. Mention no. of cleaning workers required on routine basis at the point of necessity.
4. Calculate quality of consumables like phenyl, acid, bleaching powder, detergent powder, odonil, phoul jhadu, coir jhadu, PVC pipes, wiper, bucket etc. Dresses of cleaning staff to be provided by contractor once in 6 month (if bleaching powder can be supplied out of central store at some quantity then cost of that need not be consider).
5. Manpower requirement semi skilled, unskilled labour, senior supervisor and find out the total of manpower cost, material cost & service charge of agency, taking together, RKS Executive committee to decide with regard to awarding of contract.
6. Divide the work of cleaning between the permanent staff and cleaning agency so that works of both of them does not get overlapped also scope should not be left to them to shift their own responsibility. If possible permanent staffs may be posted to O.T. and Labour Room where experienced staffs are required.
7. The TOR of the cleaning agency should be translated in Oriya language and placed on walls of the wards for creating public demand and awareness. If possible the details of same must be painted on the hospital wall at an important location.(as per annexure – I)
8. ~~Give~~ Give the work to the contractor for first time for a period of 6 months on satisfactory performance, the contract may be renewed for the same period or for 1 year.
9. If in any District Head Quarter Hospital ,Nayagarh cleaning activity has already been outsourced and carried out satisfactorily then they may not go for fresh engagement.

ARTICLES OF AGREEMENT

Agreement Between Rogi Kalyan Samiti – represented by its Member Secretary,
District Head Quarter Hospital ,Nayagarh And _____
(Name & Address Of The Cleaning Agency) For Upkeep, Cleaning And
Maintenance Of The Toilets, Urinals, Baths,
Wash Basins, Floor Area & Campus Of District Head Quarter Hospital
,Nayagarh, _____, District – Nayagarh.

This agreement made on this day of _____ BETWEEN the Rogi Kalyan
Samiti represented by its Member Secretary, District Head Quarter Hospital ,Nayagarh.
District – Nayagarh (herein-after called the “The Authority” which expression shall unless
excluded by or repugnant to the context, be deemed to include their successors in office) of the
one part AND the Chairman, _____ (Name & address of
agency) (here-in-after called “The Organization” which expression shall unless excluded by or
repugnant to the context, be deemed to include his surviving or other persons entitled to share
including his heirs, executors, administrators, representatives, ‘Assignees’ or ‘Successors’ in
THE office) second party.

WHEREAS the organization is registered under the Societies Registration Act. And
recognized by various Governments and is dedicated to public welfare services, has designed
and undertaken the operation and maintenance of toilets, urinals, baths, wash basins and floor
areas.

AND WHEREAS the Authority desirous of executing the work of upkeep, cleaning and
maintenance of the toilets, urinals, baths, wash basins and floor areas in **District Head
Quarter Hospital ,Nayagarh including the premises.**

AND WHEREAS the Organisation has offered to execute the above work for the
period of one year from _____ to _____ AND WHEREAS the Authority
has accepted the offer for an amount of Rs. _____ (Rupees _____)
only per month which includes associate members & material cost.

AND WHEREAS both the Parties agree that the above payment will be made on
monthly basis i.e. on the first week of every month by crossed account payee cheque.

AND WHEREAS the Parties hereto are desirous and have found it necessary and expedient to
record the terms and conditions in respect of the aforesaid work into an agreement.

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22/1/14

NOW THESE PRESENTS WITNESS and it is hereby and in between the Parties hereto as follows:

- The Organisation shall continue the aforesaid work for a period of one year starting from _____ to _____ and continuation of the same will be based on satisfactory performance of assignment.
 - The Organisation i.e. the 2nd Party is required to give 50% of their monthly charges to RKS District Head Quarter Hospital ,Nayagarh as performance security which will be refunded on satisfactory completion of the work during the contract period.
 - Price escalation in future, if any will be paid in case of rise in prices to the service provider except any statutory increase.
 - The Organization should clean the District Head Quarter Hospital ,Nayagarh as per the following specification.
-
- All the workers engaged by the organization in the District Head Quarter Hospital ,Nayagarh shall have the uniform.
 - All staffs of the organization shall bear photo identity card during the period of work, which shall be duly signed by the Member Secretary, RKS/ ADMO(Medical), District Head Quarter Hospital ,Nayagarh & Representative of _____ (organization).
 - All workmen/manpower to be engaged by the contractor should be covered under the statutory government regulation framed from time to time.
 - RKS of District Head Quarter Hospital ,Nayagarh may request the Organization to withdraw any of his workers from the hospital without assigning any reason, with 24 hours prior intimation.
 - The Organization will abide by all the rules and regulations relating to labour laws, accident, workmen compensation act, workmen insurance, ESI, EPF etc. This will be the sole responsibility of the Organization. RKS of District Head Quarter Hospital ,Nayagarh will not be a party at any stage to any kind of dispute relating to the above. In case any liability arises due to non-performance by the Organization, under no circumstances RKS of District Head Quarter Hospital ,Nayagarh will be liable for the same.
 - Any damage/pilferage to District Head Quarter Hospital ,Nayagarh property due to mishandling, carelessness of the Organization or his workmen will be recoverable from the Organization's bill and all materials issued to Organization shall be the sole responsibility of the Organization during the period of the contract.
 - Organization should depute a qualified and dedicated staff to manage the hospital, who

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will co-ordinate in work execution activities and interact with the RKS of District Head Quarter Hospital, Nayagarh representatives, responsible for supervision of the work.

- The Organization will provide for all necessary materials, tools, equipments and working consumables etc. needed for execution of the work. Safe custody of all such materials will be contractor's whole responsibility. No extra charge will be paid for the same.
- All the employees will have to be covered under insurance against any personal accident and RKS of DHH, Nayagarh will not be liable for payment of any compensation on that account.
- During execution of work, the Organization should follow all standard norm of safety measures/precautions to avoid accidents/damages to man, machines and buildings etc. On non-adherence to this clause, suitable fines, as decided by the Governing Body of RKS, District Head Quarter Hospital, Nayagarh will be imposed.
- The floor area of District Head Quarter Hospital, Nayagarh shall be cleaned as per Annexure – I detailed of which are enclosed to this agreement.
- The cleaning will comprise of all areas mentioned as per Annexure - I followed by wet mopping using disinfectant, dusting of office furniture, hospital furniture, electrical & medical equipment, cleaning of window panes, shutters, doors and as and when required in the wards and other areas, removal of cobwebs and washing bath rooms, wash basins, W.C., mirrors in all the toilets and in room main gates and lobbies.

1) Cleaning of toilets & urinals:-

- This will include regular cleaning of all toilets bowls, pans, urinals & wash basins and any other porcelain components using soap/detergent solution & water.
- All toilets/urinals floors are to be cleaned using soap/detergent & mopping. The floors are to be wiped dry. All other areas in the toilets & urinals i.e. walls, roofs, pipes, mirrors, if any are to be cleaned & maintained dust free.
- The toilets should be maintained so clean & dry and there shall not be any fowl smell coming from this. Moreover Odonil, Naphthalene cakes should be used in toilets on daily basis.

2) Cleaning of Drains:- All drains shall be cleaned daily & as required so as to ensure smooth discharge of wastewater. There shall not be any stagnation & over flowing of water.

3) Cleaning of Floors:- Sweeping & moping of all common passage & platforms within District Head Quarter Hospital, Nayagarh premises. The floors should be wiped & dry. All

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other structures in the offices, wards, OPD etc. i.e. walls, roofs, doors & windows are to be kept cleaned & dust free. There shall not be any cobwebs in the building of the District Head Quarter Hospital ,Nayagarh.

- 4) Sanitation of the entire area:- Sweeping & cleaning of the entire campus of District Head Quarter Hospital ,Nayagarh including cutting of bushes & pruning of trees if any are to be done, as & when required.
 - 5) There should be a periodical spraying of insecticide / rodenticide / pesticide for removal of flies, rodents and pests.
 - 6) Cleaning of overhead tanks, sumps, drains, gully trap inside the building drains leading and connected with the main sewage line. These areas are to be cleaned once in every two months and as and when situation demands or as advised by the hospital Administration time to time.
 - 7) Daily dusting and cleaning of furniture provided in outdoor, wards & offices of District Head Quarter Hospital ,Nayagarh.
 - 8) Proper upkeep and maintenance of mosaic floor, wall, ceiling, exterior wall etc.
 - Quality of materials to be used for cleaning & maintenance shall be of high standard and after approval by the hospital authorities.
 - Safe space to store the cleaning materials shall be provided by the District Head Quarter Hospital ,Nayagarh.
- The Organisation shall regularly clean and maintain the aforesaid work to the best satisfaction of the Authority. The Organisation and its social workers shall have the right to access into the premises for due performance of the contract and for execution of the contract by its own man power, materials & apparatus as the case may be and social workers will be under the sole responsibility and control of the organization.
 - The Authority shall extend all necessary co-operation, assistance and facilities to the Organisation in performing the work.
 - The Authority shall have the right to inspect the said work during the cleaning period and the right to issue such order and direction to the Organisation as may be considered necessary in conformity with this agreement. The Organisation shall ensure that such orders are complied with.
 - The Organisation shall not entrust the work given as mentioned under this agreement by the Authority to any other Party or Parties in the contract period.
 - The hospital waste shall be collected and disposed off inside the hospital as per order of the competent authority.

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- Any matter not covered by this agreement will be mutually settled by the Parties to this agreement. In case of disputes between the Parties the decision of the Collector, _____ will be final and binding or the disputes may be settled by a remittal Arbitrator chosen by the Parties.
- In case of any dispute arising between the parties, copies have to be filed only within the jurisdiction of Nayagarh district.

In case of the work executed is not to the satisfaction of RKS, District Head Quarter Hospital ,Nayagarh then on advice of the Executive Committee of RKS, the RKS of District Head Quarter Hospital ,Nayagarh shall issue show cause notice to the 2nd party to comply the conditions as mentioned in the agreement. In case of non-compliance 1st party may terminate the agreement and also can forfeit any amount due to 2nd party.

IN WITNESS WHEREOF the Parties hereto have signed this agreement on the day _____ and year first above written.

Signature of Witness

Signature & seal of 1st Party

1.

2.

3.

4.

Signature & seal of 2nd Party

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Details Regarding Cleaning Requirement (Sample Format)

Sl No.	Name of Ward	Sweeping Floor area in sq.ft	Mopping / cleaning corridor in sq.ft.	Wall are Tile /Mosaic / Plain in Sq. Ft.	Sweeping of extra area in sq.ft/separate from C	Wash Basin (Nos.)	Bathroom, toilets, Urinal (Nos.)	Doors & Windows	No.of cleaning staff required round the clock	Frequen (daily)
A	B	C	D	E	F	G	H		I	J
1	O & G	4300					3			4 time
2	Pediatric	2828					3			4 time
3	Medicine	2828					4			4 time
4	Surgery	5657					4			4 time
5	Cabins	1100					5			4 time
6	Blood Bank	2110					2			4 time
7	Eye	3000					3			4 time
8	PPC	1640					1			4 time
9	Central store,DHH store, Janausadhi Store	2900					2			Twice
10	OT & Labour room	2900					3			4 time
11	Walls, corner, roofs, doors & windows, fans, bulbs.	All					All			Once
12	Outside open space	46000					All			Twice
13	All toilets	All								6 time
14	X-ray, Pathology, Kitchen,outdoor Admin. Block	6900					11			4 time
15	Free Complex toilet	400					8			6 time
16	TB	400					1			Twice

Note:-

Apart from this cleaning staff, 3 staffs are required to be in position round the clock, one at OT, one at Labour room & another staff need be available strategically located always to attend emergency calls. The frequency of cleaning may be ascertained according to requirement each district separately. The timing for different cleaning cycle should be prescribed in the agreement.

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Format SAMPLES:

- 4.1 Only (successful) qualified Tenderer will be asked for producing & the detergent i.e. patients friendly demonstrating the process of cleaning after evaluation of relevant documents. The dates for furnishing samples will be fixed by the Chief Medical Officer, Nayagarh and intimated to the concerned tenderer in due course.
- 4.2 The Samples submitted should be tagged individually with a label in the format given below. The particulars on the tag should be written in indelible ink and securely fastened.

*. Blue & Stain remover etc.

MODEL LABEL:

**CHIEF MEDICAL OFFICER, NAYAGARH TENDER 2011 – 2012
FOR CLEANING & SANITATION.**

Name of the Item	: Detergent
No. of pieces submitted	: One
Name of the Tenderer	:
Date	:

EARNEST MONEY DEPOSIT:

- 5.1 The Earnest Money Deposit referred to at Para 3.1 shall be of Rs. 25,000/- (Rupees Twenty five thousand) only. The Earnest Money Deposit must be paid in the shape of Demand Draft in favour of Chief Medical Officer, Nayagarh from any Nationalized Bank payable at Bhubaneswar. EMDs in any other form other than Demand Draft will not be accepted.
- 5.2 The EMD of the unsuccessful bidders will be returned back soon after publication of the approved list. The EMD of the successful tenderer will be returned back only after submission of the Bank Guarantee / Performance Security.
- 5.3 The EMD will be forfeited, if the tenderer withdraws the tender before publication of approved list or fails / refuses to execute the work order.



SECURITY DEPOSIT / PERFORMANCE SECURITY:

- 6.1 The successful tenderer shall be required to pay a Security Deposit amounting Rs.25,000/- (Rupees Twenty Five thousand) only within 15 days of warding contract/ Work order in shape of Bank guarantee from any Nationalized Bank in favour of Chief Medical Officer, District Head quarter hospital ,Nayagarh. The Bank guaranty should remain valid for the contract period.
- 6.2 The Security Money (Bank Guarantee) will be returned back to the tenderer after the expiry of agreement period / in cause of renewal agreed by both parties the bank guaranty needs to be valid dated for the renewal period.

AGREEMENT

- 7.1 The tenderer whose tender is accepted shall execute an agreement on non-judicial stamp paper (stamp duty to be paid by the tenderer) with the Chief Medical Officer, District Head quarter hospital ,Nayagarh within 15 days from the date of receipt of work order. The specimen form of agreement will be supplied by Chief Medical Officer, District Head quarter hospital ,Nayagarh.

TENDER CONDITIONS:

- 8.1 Tenders should be typewritten / computerized and every correction in the tender should invariably be attested by full signature of the tenderer with date before submission, failing which the tender will be ineligible for further consideration. Corrections done with correcting fluid should also be duly attested.
- 8.2 The rates should be quoted in Indian currency only both in words & figures against each work. However, the rates quoted in words shall prevail if there is difference between words and figure. The tenderer shall not quote his own rates for any item other than the item specified in this list. Price quoted in any other currency will be rejected.
- 8.3 The price quoted by the tenderer shall not in any case, exceed the controlled price, if any, fixed by Central/State Government and the Maximum Retail Price (MRP).
- 8.4 To ensure sustained work without any interruption the Chief Medical Officer, District head quarter hospital ,Nayagarh reserves the right to split orders for such work among more than one tenderer.

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- 8.5 The rates quoted and accepted will be binding on the tenderer for the stipulated period and on no account any increase in the price will be entertained till the completion of this agreement tender period.
- 8.6 No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by him due to clerical or typographical error, committed by the tenderer in the tender forms shall not be considered after opening the tenders. conditions such as "SUBJECT TO AVAILABILJTY" / "WORKS WILL BE MADE AS AND WHEN WORK ORDERS ARE RECEIVED" etc., will not be considered under any circumstance and the lenders those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.
- 8.7 If at any time during the period of contract the price of tendered work is reduced or brought down by any law or act of the Central or State Government or the tenderer, the tenderer shall be morally and statutorily bound to inform the Chief Medical Officer, Nayagarh, Orissa immediately about such reduction in the contracted prices. The Chief Medical Officer, Nayagarh, Orissa is empowered to unilaterally effect such reduction of rates.
- 8.8 The terms and conditions and the quoted price of the tenders shall remain valid for a period of 12 months from the date of agreement or the extended period if any whichever is later.
- 8.9 If any information or documents furnished by the tenderer along with the tender papers are found to be misleading or incorrect at any stage, steps will be taken to blacklist the said firm\ for three years & legal actions will be taken against the firm as per law.
- 8.10 In the event of the date being declared as a holiday for Govt. of Orissa the due date of submission of bids and opening of bids will be ,the following working day at the scheduled time & place.
- 8.11 The Tenderer must provide all the additional services, if required related to washing and cleaning of Linen of these institutions by the Hospital authority.
- 8.12 The tenderer should furnish an undertaking to the effect that he/they should take responsibility of quality and original coloration of the linen which should remain as such and any damage done to the linen during their work should be replaced (the whole linen) by the tenderer.

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GENERAL CONDITIONS:

- 9.1 The tenderer should submit / furnish a certificate along with the tender to the effect that price quoted by him / them is not more than the hospital price or open market price or also not more than rate contract rates of D.G.S & D.R.C where such rate exist.

GOVERNING LANGUAGE:

- 10.1 The contract shall be written in English language. English language version of the contract shall govern its interpretation. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in English.

ACCEPTANCE OF TENDER:

- 11.1 The Chief Medical Officer, Nayagarh, Orissa reserves the right to reject the tenders or to accept the tenders for the washing & cleaning work without assigning any reason thereof.
- 11.2 The Chief Medical Officer, Nayagarh, Orissa will be at liberty to terminate without assigning any reasons the contract, either wholly or in part. The tenderer will not be entitled to any compensation whatsoever in such termination.
- 11.3 If the approved tenderer fails to execute as delivered the stipulated time, the Chief Medical Officer, Nayagarh, Orissa is empowered to take any action as deemed proper.
- 11.4 Items to be used should be patients friendly and should have ISO Certification.

TERMS OF PAYMENT:

- 12.1 The payment will be made within first week of every month after receiving the performance report and bill duly signed by Matron and countersigned by the Spl. in Hospital Administrator, Nayagarh, Orissa.
- 12.2 No claims shall be made against the first party in respect of interest on earnest money deposit or security deposit.

PENALTIES:

- 13.1 If the successful tenderer fails to execute the agreement or deposit the required security amount within the specified time or withdraws his tender after acceptance of his tender owing to any other reasons/ he is unable to undertake the contract, his contract will be cancelled and the Earnest Money Deposit deposited by him with the tender will be forfeited and he will also be liable for all losses sustained by the Chief Medical Officer,

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Nayagarh , Orissa, by reasons of such breach, such as fail to execute the work delayed in execute the order & the liability to pay any difference between the prices accepted by him and those ultimately paid for the work done by other. Such damages shall be assessed by the Authority, whose decision is final & binding in the matter.

- 13.2 Non - performance of tender terms & conditions will disqualify a firm to participate in the tender for the next three years.
- 13.3 In the event of any dispute arising out of the tender, such disputes would be subject to the jurisdiction of the Civil Court, Bhubaneswar.
- 13.4 Unsatisfactory of performance if any detected a penalty of 5 % proportionately payment shall be deducted from the monthly payment. Repeated irregularity/ unsatisfactory performance shall entail in termination of agreement.

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