

Cost of Form -Rs1000/-



सत्यमेव जयते

TENDER DOCUMENT

Tender No. SMET/TMC/NIT/354/2014/

of 25/11/2016

**Tender for hiring of House Keeping Service
for
Tezpur Medical College & Hospital, Tumuki-784010, Bihaguri,
Tezpur, Assam.
(Under Society for Medical Education, Tezpur)**

Cost of Tender Document: 1000/- (Rupees One Thousand) only.
**Name/detail of the bidder in whose favour
this tender from has been issued :-**

Seal & Signature of the Officer



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GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT
Tezpur Medical College & Hospital, Tezpur, Bihaguri-784010, Assam.
(Under Society for Medical Education Tezpur)

TENDER NOTICE

Sealed quotations (two envelop system) are hereby invited affixing court fee stamp worth Rs. 8.25 (Rs. Eight and Twenty Five Paise) only/- from reputed Agencies for providing Housekeeping Service in Tezpur Medical College & Hospital, Bihaguri, Tezpur. The period of contract will be for 12 months and may be reduced or extended at the discretion of the Tezpur Medical College authority. The contract will be effective after signing of agreement with the Tezpur Medical College authority.

SCHEDULE OF INVITATION OF TENDER:

1	Period of issue of Bid Document	05/12/2016 to 14/12/2016
2	Time and last date of depositing tender/bid	Up to 2.00 P.M. 16/12/2016
3	Time & Date of Pre-Bid Meeting	2.00 P.M. 03/12/ 2016
4	Time and date of opening of Bid	3.00 P.M. 16/12 /2016
5	Place of opening Tender	Office of the Principal cum Chief Superintendent, Tezpur Medical College & Hospital, Bihaguri, Tezpur
6	EMD	Rs. 1,00,000/- (Rupees One Lakh) only
7	Name of Work	Providing House Keeping services including staff and Cleaning materials for Tezpur Medical College & Hospital and other establishment in the TMC Campus.

Note: The details tender documents may be collected on payment of **Rs. 1000/- (Non-Refundable)** only from the office of the Member Secretary , SMET & Principal cum Chief Superintendent Tezpur Medical College & Hospital during office hours , on all working days from **05/12/2016 to 14/12/2016** (excluding Sundays & holidays). It can also be downloaded from the official websites www.tmcassam.org which should be accompanied by the requisite Tender cost of Rs. 1000/- in the form of demand draft in favour of “**The Member Secretary, SMET, Tezpur Medical College & Hospital, Tezpur**” payable at Tezpur.

Sd/-

Member Secretary, SMET
&
Principal cum Chief Superintendent

SCOPE OF WORK:

1. Providing Housekeeping Service in Tezpur Medical College Hospital, Tezpur.

1.1. Hospital Building Area:

Sl. No.	Name of the building & location	Approximate Surface Area (in sq. ft.)
	Hospital Building	
i	Ground Floor	73,705.59
ii	First Floor	59,052.19
iii	Second Floor	59,190.08
iv	Third Floor	61,958.94
	Total Area (in sq. ft.)	2,53,906.80

1.2. The cleaning of Hospital Ward area shall include but not limited to:

Sl. No.	Description of Works	Periodicity
i	Washing of Toilets, Wash Basins, Removal of waste papers, Cleaning of waste baskets.	Thrice daily
ii	Dusting/Sweeping of Hospital wards including cleaning of patient beds, bed side tables, Saline stands, nurses' stations, doctors' rooms, nurses' room, entrance areas, Lift, Staircases, Railings, Floors, Notice boards, Tables, Chairs, Computers, Curtains, Furniture, Telephones, Dusting of racks, ceiling etc.	Once daily
iii	Providing room and bathroom freshener, naphthalene balls, washing soap, liquid soap, liquid detergent to clean floors & toilets, spraying of room freshener, etc.	Once daily

1.3. House Keeping Services covers the following areas also:

Sl. No.	Description of Works	Periodicity
i	Cleaning of Hospital Surrounding	Once daily
ii	Cleaning of all drains surrounding the hospital building and taking proper care to avoid blocking of sewage system	Twice a Week
iii	Cleaning of Window-glass panes and ventilators	Once in a week
iv	Cleaning of Cob Webs	Once in 15 days
v	Cleaning of Ceiling fans	Once in 3 months
vi	Segregation of biomedical and non biomedical waste materials.	Once daily
vii	Carriage of the various categories of waste (municipal garbage and biomedical waste materials) up to their respective final disposal points.	Once daily

2. Providing Housekeeping Service in Tezpur Medical College Building, Tezpur.

2.1. College Building Area:

Sl. No.	Name of the building & location	Approximate Surface Area (in Sq. M)
College Building of Tezpur Medical College, Bihaguri, Tezpur		
i	Ground Floor	4221.13
ii	First Floor	4100.21
iii	Second Floor	3526.84
iv	Third Floor	4100.79
	Total Area (in Sq. M)	15948.97

2.2. The cleaning of office area shall include but not limited to:

Sl. No.	Description of Works	Periodicity
i	Washing of Toilets, Wash Basins, Removal of waste papers, Cleaning of waste baskets.	Twice daily
ii	Dusting/Sweeping of Entrance areas, Lift, Staircases, Railings, Floors, Window glass panes, Notice boards, Tables, Chairs, Computers, Conference Halls, Curtains, Sofas, Furniture, Telephones, Dusting of racks, Book shelves, ceiling etc.	Once daily
iii	Providing room and bathroom freshener, naphthalene balls, washing soap, liquid soap, liquid detergent to clean floors & toilets, spraying of room freshener, etc.	Once daily
iv	Carriage of the various categories of waste (municipal garbage and biomedical waste materials) up to their respective final disposal points.	Once daily

The essential House Keeping works in the administrative office area shall start at 8.00 A.M. and will complete by 10.00 A.M. so that the office is clean by the time the office starts for the day which is to be maintained daily without any valid reason/excuses.

The house keeping works in the various departments situated in the College building including Central Library, various students' laboratories, research laboratories, Anatomy dissection hall, class rooms, lecture halls, museums, faculty rooms and all other rooms of the departments will be done between 8 A.M. and 4 P.M.

3. Hostels – (i) Boys' Hostel (ii) Girls' Hostel

Sl. No.	Description of Works	Periodicity
i	Toilet	Once daily
ii	Corridor	Once daily
iii	Stair Cases	Once daily
iv	Surrounding Drains	2 times a week
v	Carriage of the various categories of waste (municipal garbage and biomedical waste materials) up to their respective final disposal points.	Once daily

4. Staff Quarters-

Sl. No.	Description of Works	Periodicity
i	Stair Cases	Once daily
ii	Corridor	Once daily
iii	Surrounding Drains	2 times a week
iv	Carriage of the various categories of waste (municipal garbage and biomedical waste materials) up to their respective final disposal points.	Once daily

5. Other Premises-

Sl. No.	Place of Works	Periodicity
i	Incinerator	Daily
ii	Mortuary	Daily
iii	Diet Building	2 times daily
iv	Workshop	Daily
v	Laundry	Daily
vi	Animal House	2 times daily
vii	Campus cleaning including open areas & internal roads	Daily
viii	Internal drains	Once a week
ix	Carriage of the various categories of waste (municipal garbage and biomedical waste materials) up to their respective final disposal points.	Once daily

Duty Hours shall be from 8 A.M. to 4 P.M (with a break of half an hour for lunch) in the office and all areas other than the Hospital wards. Duty hours for hospital wards shall be 24 hours coverage. Duty hours may, however, be changed by the Tezpur Medical College authority.

The total number of persons engaged for the purpose of housekeeping services in the above areas as mentioned in Sl. No. 1 to 5 must be adequate to keep all these premises clean up to the satisfaction of the TMC Authority.

The interested bidder may quote the rates according to square feet area in case of Mechanized Hospital cleaning and as per requirement of man power in case of manual cleaning. Mechanized cleaning will be considered in case of the hospital building only. In all other areas as in 2 to 5 above manual cleaning will be considered.

The interested bidder will have the option to quote the rates for both Mechanized cleaning according to square feet area, and according to manpower requirement in financial bid formats A and B as enclosed, or any one of them. The Tezpur Medical College authority will reserve the right to choose any one of the above two formats of financial bids submitted.

Sd/-

**Member Secretary, SMET
&
Principal cum Chief Superintendent
Tezpur Medical College & Hospital, Tezpur.**

TERMS AND CONDITIONS:

1. Sealed tenders must be submitted in an envelope duly super scribing "Tender for House Keeping Service in Tezpur Medical College & Hospital, Bihaguri, Tezpur".
2. Unsealed/unsigned Tender Document shall not be considered for evaluation. Quotation without Earnest Money Deposit shall be summarily rejected.
3. Late/delayed tenders due to any reason, whatsoever will not be accepted or considered at all under any circumstances.
4. Intending bidders may visit the place of work for assuring the nature and volume of work before quoting the rates realistically.
5. The rate should be mentioned in figures as well as in words exclusive of taxes and levies in the financial bid document. The taxes and other levies, if any, should be indicated separately. In case of any discrepancy between the amounts mentioned in words and those in figures, the amount mentioned in words will be taken into consideration.
6. In normal circumstances, the period of contract shall be for a period of 12 months subject to satisfactory performance of the Bidder. The Tezpur Medical College authority reserves the right to terminate the contract by giving one month's notice and without assigning any reason thereof.
7. The Tezpur Medical College authority shall not provide any cleaning material/machine/equipment for the cleaning work. All cleaning material/machine/equipment shall be brought by the Bidder.
8. The price of items for cleaning used by the bidder should be inclusive of the price quoted.
9. The Bidder shall use standard cleaning materials of reputed brands only.
10. Tezpur Medical College authority shall inspect brand quality of cleaning materials being used by the Bidder.
11. Attendance report (time of arrival/departure) of the staff deployed by the Bidder shall be maintained by the authorized person of the office every day. It is also binding for the House Keeping staff to put regular attendance at the time of entry and exit from office.
12. All statutory requirements regarding employment including payment of minimum wages to the House Keeping staff shall be strictly complied with by the Bidder. Any default and consequences shall be the liability of the Bidder.
13. The staff engaged by the Bidder shall not cause any hindrance to functioning of officers while cleaning the premises.
14. The Bidder shall be responsible for checking the character and antecedents of the staff deployed to the Tezpur Medical College authority. Cost of any item, if proved to have been stolen by any of the House keeping staff shall be deducted from the monthly bill of the Bidder.
15. The name and complete addresses of the staff provided by the Bidder to the Tezpur Medical College authority shall be furnished by the Bidder.

16. All Cleaning Staff, Supervisors, etc. must have uniform with ID cards during duty hours.
17. The Bidder shall not replace House Keeping staff at random. This shall be done with prior knowledge of the Tezpur Medical College authority or of the authorized officer of the Tezpur Medical College authority. In the event of change of staff, full particulars of the new staff so deployed shall be given to the Tezpur Medical College authority or to the authorized officer of the Tezpur Medical College authority.
18. The staff shall be bound to observe all the directions issued by the Tezpur Medical College authority or the authorized officer concerning general discipline and behavior. In case any staff employed by the Bidder is inefficient, quarrelsome, or indulges in unlawful activity or the like, penalty shall be imposed by the Tezpur Medical College authority on the Bidder for Rs. 200/- per day subject to a maximum of 10% of the bill submitted. The Bidder shall replace such staff immediately. If such incidence occurs again, the Contract with the Bidder is liable for termination. The decision of the Tezpur Medical College authority in this regard shall be final and binding on the contractor.
19. The House Keeping staff deployed by the Bidder shall be the employees of the Bidder and all statutory liabilities will be paid by the Bidder such as ESI, PF, Workmen's Compensation Act, etc. The Bidder shall bear all expenses in connection with the employment of the staff as per Wage Act/Labor rules, etc., applicable for deployment of such staff. The Tezpur Medical College authority shall not be responsible financially or otherwise for any reason whatsoever. The persons deployed by the Bidder should be properly trained, have requisite experience and having the skills for carrying out a wide variety of cleaning work using appropriate materials and tools/ equipment/machines.
20. The Bidder should ensure the Health and Safety measures of the employees, deputed for the works at his end. The contracting authority may also conduct health checkup of the staff deployed at regular intervals at their own cost if required.
21. The Bidder shall ensure to provide female staff in Female Wards in each shift and at least one female staff in the OPD. In Emergency and wards and other wards of the Hospital, need based female staff is to be provided by the Bidder.
22. The Bidder shall engage only such workers, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The Bidder shall be fully responsible for the conduct of his staff.
23. The Bidder shall not be permitted to transfer/assign its rights and obligations under the Contract to any other agency/organization/contractor.
24. In case of failure of the successful bidder to commence work or in the event of breach of any of the terms of the Contract, the Performance Security of the Bidder may be forfeited. The Tezpur Medical College authority, after cancellation of the Contract, shall get the work done through any other Bidder for the remaining term of the Contract at the risk and costs of the Bidder.
25. The Technical and Financial Bids will be opened separately. The Bidder who qualifies in Technical Bid will be eligible for opening of Financial Bid.

26. Monthly bills shall be submitted in duplicate to the Tezpur Medical College authority for necessary payment. No advance shall be made to the Bidder on any account. Payment will be made on availability of fund as provided by the Govt. (as per budget provision for the financial year 2016-17). No interest is to be allowed for late payment (if any).

27. The Bidder will ensure collection, mechanized screening/segregation of the dry and wet garbage in the earmarked area. The Bidder will also ensure segregation of Bio-Medical and non-Bio-Medical garbage. Segregation of Bio-Medical waste must be done as per rule provided by the Pollution Control Board and disposed accordingly. Finally, the bidder will arrange for disposal of non-biomedical waste materials at such a place as may be permissible by Tezpur Municipal Board.

28. At any time prior to the deadline for submission of Proposal, the Tezpur Medical College authority may, for any reason, whether at its own initiative or in response to clarifications requested by an applicant, modify the Bid document by the issuance of Addendum/Amendment/Corrigendum and posting it on the official website. In order to afford the Bidder a reasonable time for taking an amendment into account, or for any other reason, the Tezpur Medical College authority may, in its sole discretion, extend the last date of submission.

29. The bidder shall quote as per price schedule given in financial bid for providing Housekeeping service. The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account.

30. Any Bid not accompanied by the Earnest Money Deposit shall be rejected by the Tezpur Medical College authority as non-responsive. The Tezpur Medical College authority shall not be liable to pay any interest on the Security Deposit and the same shall be interest free.

31. The successful bidder shall be required to sign an "Agreement for providing House Keeping Service".

32. Earnest Money shall be deposited in form of Demand Draft/Banker's Cheque in favour of **"The Member Secretary, Society for Medical Education, Tezpur"**, payable at Tezpur from any Nationalized Bank with validity for 3 months from the date of signing the contract.

33. The Earnest Money deposited by the successful bidder shall be turned in to Performance Security. Performance Security will be released after completion of bidder's performance obligations under the Contract. If the bidder fails or neglects any of his obligations under the contract it shall be lawful for the Tezpur Medical College authority to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure. The Security Deposit may be forfeited if bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form. If the successful bidder fails to sign contract within the timeframe as shall be notified or to furnish performance security then also the Security Deposit may be forfeited.

34. Validity period of the tender will be 180 days from the date of opening of the tender.

35. The bids should be submitted duly sealed and addressed to the Tezpur Medical College authority on or before 2 P.M. on 16/12/16. Any bid received after the last-date and time for

submission of bids shall be rejected. Bid for each tender should be submitted in envelopes placed inside a main cover.

The envelopes should contain the following:

ENVELOPE	MARKED ON THE COVER	CONTENTS OF ENVELOPE
1	(a) Earnest Money Deposit	Containing Earnest Money Deposit (Rs. 1,00,000/-).
	(b) Technical Bid	Containing documents establishing eligibility of the bidder to participate in the tender.
2	Financial Bid	Rates duly quoted by the Bidder in the prescribed format. Financial Bid (Option-A) is intended for those bidders who prefer to submit the proposal for mechanized cleaning of the hospital as per square feet area. Financial Bid (Option-B) is intended for those bidders who prefer to submit the proposal as per man power requirement.

On both the envelopes, the name of the bidder and document inside the envelope like 'Earnest Money Deposit' or 'Technical Bid' or 'Financial Bid' must be clearly mentioned and should be properly sealed (with sealing wax/packing PVC tape). These envelopes are to be placed inside an outer envelope and properly sealed (with sealing wax/Packing PVC tape). The Bids that are not submitted in above mentioned manner shall be summarily rejected. All envelopes (2 inner & one outer) must bear the following on the left hand top corner side:-

**TENDER FOR PROVIDING HOUSE KEEPING SERVICE
(NOT TO BE OPENED BEFORE DUE DATE OF TENDER)
(Tender no.....)**

All envelopes (2 inner & one outer) must bear the full address of the tendering authority at the centre of envelope. All envelopes (2 inner & one outer) must bear the full name and full address of the Bidder at the bottom left hand side corner of the envelope. The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected. No modification by the bidder in any of the conditions will be permitted after the Bid is opened.

Evaluation of Bids:

- (i) Bidders qualified after evaluation of the Technical Bid will be considered for opening of the Financial Bid.
- (ii) Only those bidders who fulfill the requirement mentioned in scope of work (number 1 to 5) will be considered for opening of the Financial Bid. While evaluating the bids the following will be taken into account (other eligibility conditions being fulfilled):
 1. Hospital Building- 40% (equal marks will be allotted to mechanized and manual cleaning)

2. College Building -20%
 3. Hostels- 20%
 4. Staff quarters - 10%
 5. Other areas – 10%
- iii) Option -A of the Financial Bid of all Technically qualified bidders will be evaluated first.
 - iv) Option -B of the Financial Bid of all Technically qualified bidders will then be evaluated.
 - v) Acceptance of the lowest bid of any one of the two categories will be at the discretion of the TMC&H authority.

35. In case the date fixed for opening of bids is subsequently declared as holiday by the Government, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day while the time and venue remaining unaltered.

36. Tezpur Medical College authority reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against any contract entered into with any other Government Department.

37. Tezpur Medical College authority reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.

38. The engagement and payment of wages to the staff is the sole responsibility of the bidder and any breach of such laws or regulations shall be deemed to be breach of this contract.

39. Complementary service by any service provider is not acceptable. If any service provider quotes the Administrative Service Charges as zero/nil, it shall not be treated as a valid quote and shall result in summary dismissal of the financial bid even though the service provider was otherwise technically qualified.

40. The financial proposal (in case of manual cleaning) shall consist of rate per person per month (taxes and duties, if, any, should be shown separately), which is inclusive of the cost of cleaning materials, consumables to be used by each person per month.

41. The Administrative Service Charges per worker per month quoted by the service provider in the financial bid shall be commensurate with the administrative and supervisory efforts required for executing the contract.

42. The bidder should adhere to the minimum wages prescribed by the Government and the statutory contributions on worker's wages.

43. The Tezpur Medical College authority shall correct (increase or decrease) the rates of statutory payments if there is a variation in the rates quoted by the bidder and those notified by the Govt.

44. In case the negotiation fails with the first ranked Bidder for whatever reason, the next Bidder shall be called for negotiation.

45. For any clarification of Tender Contract may be made with the Principal cum Chief Superintendent, TMC&H or with the Finance & Accounts Officer, TMC&H. the contact No. of (i) Principal cum Chief Superintendent, TMC&H- 03712-241300, (ii) Finance & Accounts Officer, TMC&H- 9706052339/03712-241303.

46. Payment should be made by the service provider to the bank accounts of the workers directly.

ELIGIBILITY CONDITIONS:

The interested Agency should meet the following criteria to be eligible for participating in the bid.

Sl. No.	ELIGIBILITY CONDITION	DOCUMENTS TO BE SUBMITTED
1	Submission of Earnest Money Deposit	The Applicant shall furnish as part of its Proposal, Earnest Money Deposit of Rs. 1,00,000/- (Rupees One lakh) only in the form of a Demand Draft/Banker's Cheque issued by any one of the Nationalized Banks in India in favour of " Member Secretary, Society for Medical Education, Tezpur " payable at Tezpur with validity for 3 months from the date of issue of Tender Document. The Earnest Money Deposit will be returned to unsuccessful Applicants after finalization of order. The Earnest Money Deposit of the selected Applicant shall be converted into Performance Security Deposit upon the Applicant signing the Agreement.
2	Date of establishment of the Bidder	Proof of incorporation/inception of the Bidder
3	Average annual turnover for the last two financial years should be not less than 1 (one) lakh per year.	Audited statement by Chartered Accountant for the Financial Years: 1) 2014-15 and 2) 2015-16.
4	Labor License	Copy of the Labor License to be enclosed.
5	Service Tax Registration	Copy of the Service Tax Registration to be enclosed.
7	Pan Card	Self attested copy of the Pan Card to be enclosed.
8	The Bidder should have at least 2 years experience in providing manpower to Government Departments/ PSUs/ Reputed Private Organization, etc. proof of which should be enclosed with the Technical Bid	Work Order issued by Govt. Department/PSU/Reputed Private Organization
9	The bidder should not have been blacklisted by any State/ Central Government Department/ PSU, etc., in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.	Declaration of same on the Letter Head of the bidder.
10	Bidder's bank, its address and current account number:	Photocopy of the bank details.
11	Other Documents (to be submitted by the bidder along with the proposal)	Affixing non refundable court fee stamp of Rs.8.25 (Rupees Eight & Paise twenty five) only. Bid document fee of Rs 1000/- in Demand Draft/Banker's Cheque. The bid document shall be signed by the proposer in all the pages with official seal. Any other information, which may be useful in the process of evaluation

PROFORMA FOR TECHNICAL BID:

Application for providing the "House Keeping Service" to the Tezpur Medical College & Hospital.

1	Name of Bidder	
2	Nature of the company (i.e. Sole Proprietor or Partnership service provider or a Company or a Government Department or a Public Sector Organization)	
3	Full Address of Reg. Office Tele No. Fax no. Email Address	
4	Full Address of Operating/ Branch office Tele No. Fax no. Email Address	
5	Bank with full address Tele. No. of Bank	
6	Registration No. of the Service provider	
7	PAN of the Service provider	
8	Statutory requirements:- (a) Whether the service provider/company is registered with Labour Department of State Government. (b) Whether the service provider Company is registered under the Employees' State Insurance Act, 1948.	

	(c) Whether the service provider/company is registered with under the Employees' Provident Fund & Miscellaneous Provision Act, 1952.	
9	ESI, PF, Service Tax, Labour Registration No. (Dully attested relevant documents should be furnished with technical bid document)	(i) (ii) (iii) (iv)
10	Service Tax paid during FY 2014-15 and 2015-16.	
11	Financial Turnover of the last two FY and IT returns of the agency for FY 2014-15 and 2015-16.	
12	Documents supporting the experience of the service provider (for at least last 2 years)	
13	Certificate of satisfactory performance from the organization to whom the service was provided	
14	Affidavit by the service providers to pay Minimum Rates of Wages to the workers engaged as per applicable rate of Govt. and to enhance the rates, as and when it is revised.	
15	Undertaking by the service provider to provide clearance from police authorities in respect of the workers.	
16	Affidavit by the service provider that it is not blacklisted etc.	

Date:

Place:

Signature of Authorized Signatory

Name:

Seal of service provider/company:

PROFORMA FOR FINANCIAL BID:**(Option -A)**

To

The Principal Cum Chief Superintendent,
Tezpur Medical College & Hospital, Tezpur

Sub: Quotation for award of contract for providing 'House Keeping Service''

Sir,

With reference to your Letter No. dated
on the subject cited above I/We quote the rates for above mentioned work as under :-

Sl. No.	Service Area	Rate	Total Man Power requirement in numbers	Total Monthly Cost
A	B	C	D	E
1	Hospital Building (Mechanized cleaning)	Rate per Sq. feet per month.	Not Applicable	C x Sq. feet area
2	College Building (Manual cleaning)	As per latest Govt. Notification of the Labour Commissioner, Assam	Semi Skilled= Unskilled= Any Other Categor=	C x D
3	Hostels (Manual cleaning)	As per latest Govt. Notification of the Labour Commissioner, Assam	Semi Skilled= Unskilled= Any Other Category=	C x D
4	Quarters (Manual cleaning)	As per latest Govt. Notification of the Labour Commissioner, Assam	Semi Skilled= Unskilled= Any Other Category=	C x D
5	Other premises (Manual cleaning)	As per latest Govt. Notification of the Labour Commissioner, Assam	Semi Skilled= Unskilled= Any Other Category=	C x D
6		Expenditure on cleaning materials etc. per month		
7		Service Providers' Administrative Charge per month		
Total Monthly Charges				

Note:

- 1) Contribution towards EPF and ESI will be as per existing Government rules and circulars.
- 2) To get the optimum output from the service provider total no. of man power to be engaged should be within the range of 80 to 120 persons.

I/we accept all the terms and conditions of your letter referred to above.

Yours' faithfully

(Name /Seal of service provider/company)

PROFORMA FOR FINANCIAL BID:

(Option - B)

To,
The Principal Cum Chief Superintendent,
Tezpur Medical College & Hospital, Tezpur

Sub: Quotation for award of contract for providing 'House Keeping Service'

Sir,
With reference to your Letter No. dated
..... on the subject cited above I/We quote the rates for above mentioned work as
under :-

Sl. No.	Rate Per Month	Total Man Power requirement in numbers	Total Monthly Cost
A	B	C	D
1	As per latest Govt. Notification of the Labour Commissioner, Assam	Semi Skilled=	
2	As per latest Govt. Notification of the Labour Commissioner	Unskilled=	
3	As per latest Govt. Notification of the Labour Commissioner	Any Other Category=	
4		Expenditure on cleaning materials, etc.	
5		Service provider's Administrative charge	
		(Total manpower requirement to be specified by the bidder)	
		Total Monthly cost	

Note:

- (i) Contribution towards EPF and ESI will be as per existing Government rules and circulars.
- (ii) To get the optimum output from the service provider total number of man power to be engaged should be within the range of 80 to 120 persons.

I/we accept all the terms and conditions of your letter referred to above.

Yours' faithfully

(Name /Seal of service provider/company)

Declaration

1. I, S/o

Proprietor/Director of the Service provider/company, mentioned above, is competent to sign this declaration and execute this tender.

2. I have carefully read and understood all the terms and conditions, as mentioned in the tender documents, and undertake to abide by them.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/document would lead to rejection of my/our tender besides liabilities for prosecution under appropriate law.

Full Name and Signature of Authorized Signatory

(Seal of Service provider/Company)

Place:

Date:

Format of Contract Agreement

(On Rs. 100/- Non-judicial Stamp Paper, see ITB Clause 15)

THIS AGREEMENT made the day of, 20 Between _____
_____ (hereinafter "the Client") of the one part and M/s _____
_____ (hereinafter called "the Contractor") of the other part:

WHEREAS the Client is desirous that certain services viz. Supply House-Keeping Services in the tender reference no. _____ Dated _____ and has accepted a bid by the Contractor for the performance services for the sum of Rs. _____ /- (*Rupees _____ only*) (hereinafter called "the Contract Price") and supply of consumables as per rates given in the financial bid of its tender.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) The Letter of Acceptance issued by the Client.
- b) The supplier's bid including enclosures, annexures, etc.
- c) The General Conditions of the Contract
- d) The Scope of Work
- e) The Financial Bid
- f) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Client to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Client hereby covenants to pay the Contractor in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Contractor are as under.

Sl. No	Brief Description of Services	Contract Duration	Total Price	Service tax in %	Total value inclusive of Service tax
1					

Cost of consumables used during performance of services shall be reimbursed on monthly basis as per rates quoted by the Contractor.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
Said _____ (For the Client)

In the presence of.....
Signature
Name
Address

Witness 1. 2.

Signed, Sealed and Delivered by the
Said _____ (For the Contractor)

In the presence of
Signature
Name
Address

Witness 1. 2.