

Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna
(Autonomous Body under Department of Health, Government of Bihar)

**TENDER FOR ANNUAL CONTRACT FOR
SANITATION & HOUSEKEEPING
AT IGIMS, SHEIKHPURA PATNA**

Tender No. 01/ ADMIN/NIT/ House Keeping & Sanitation /2017

TENDER FOR HOUSE KEEPING AND SANITATION IN IGIMS, PATNA

1. Introduction

IGIMS Patna, an Autonomous Body under Department of Health, Government of Bihar invites sealed tender valid for 120 days from the date of opening from eligible Service Provider for deploying manpower for Sanitation and Housekeeping works in three separate area of Institute as specified in the Bid document.

2. Availability of Tender

Tender document can be downloaded from Institute website: www.igims.org. Prospective service providers desirous of participating in the bid may view and download the tender document free of cost from the mentioned site. However bidders have to submit tender fee of Rs.5000 (Rs. Five thousand) and earnest money deposit (EMD) of Rs.05.00 lac (Rs Five lac) only through Demand Draft / Pay Order from scheduled nationalised banks drawn in favour of IGIMS, Patna with the bid documents.

Bidders are cautioned to bid for only one of the three job areas specified in para 4 below.

Quotation received for more than one specified area shall be rejected at technical evaluation stage of all their bids.

Bidders are to bid for:

- (i) Quotation for number of deployment of trained /skilled/semi-skilled workers / supervisors and their wages /salary,
- (ii) Estimate on the requirement of chemicals and other materials (quantity and value) as specified in Annexure-E in bid documents. Institute may enter into a rate contract separately for supply of these materials, if deemed economical.
- (iii) Quotation for charge on providing equipments / gadgets for cleansing work
- (iv) Quotation for service charges
- (v) Bidders financial evaluation will be made on (i),(iii) and (iv)

Prospective bidders are advised to visit the IGIMS specified area for a first hand assessment of outsource work on any working day between 9:00 AM to 5:00 PM (Monday to Friday) by taking prior permission from the Medical Superintendent, IGIMS Patna. No Tenderer will be allowed to withdraw after submission of tenders within the bid validity period otherwise EMD of such withdrawing Tenderer will be forfeited.

A pre bid meeting for clarifications on any doubts shall be held in the conference hall of IGIMS Patna on ___06___/02 /2017 at 3:00 PM.

3. Important Dates

Date of publication & downloading of Bid documents	25.01.2017
Closing of Bid submission	24.02.2017 upto 15.00 Hrs.
Opening of tender bid (eligibility and technical)	24.02.2017 upto 16.00 Hrs.

4. Job Area:

Details of three distinct areas for separate bids are as follows.

Area for sanitation and housekeeping
1. Ward Block ,Diagnostic Block , O.Ts Auditorium , Adv. Cardiac Unit, Portico and surrounding areas , Medical College Building , CSSD, Animal House , Laundry, Kitchen and surroundings.
2. OPD, Emergency, Administrative Block, Engineering Building, ENT. RCC. RIO, URO, all areas of administrative block up to 5 th floor

3. All roads and connected flank within IGIMS premises and in open /uncovered Residentially areas of Institute, Boys and Girls Hostels, Guest House and Nursing College. All open to sky vacant spaces in and around drainage systems in residential and hospital area in such a way to checks chocking of drain ducts.

Specified job areas shall include the surrounding uncovered/open spaces. Approximate area of sanitation in respect of 1 and 2 is indicated in **Annexure-A**. Before bidding, the bidders must get well acquainted about the defined bid area from IGIMS Administration.

5. Scope of work:

- (a) Daily/weekly cleaning services;
- (b) Job-records documentation with reference to workers physical fitness, character and antecedents verifications by police, bank accounts details, attendance sheet;
- (c) Bio-waste disposal in scientific manner;
- (d) Housekeeping / sanitation Monitoring and Control.

Jobs details are given in **Annexure-'B'**. In this connection all instructions and orders issued /orally given from Institutes' authorities including Supervisor / Officer of any Departments / area like wards/ OPD/Stores/ other wings or sections shall also be in scope of work.

6. Eligibility criteria

The agency should be ISO 9001-2008 and OHSAS certified and must have adequate experience of providing Housekeeping services in a reputed Office/Lab/Hospital services in Government or Semi-Government sector/PSUs/Autonomous Bodies for at least following specified period.

Providing outsource service in similar job area of financial value equal to 80% or more of current bid quoted value in any Govt./Semi-Govt./PSUs/Govt. Undertakings/Large Corporate Super Speciality Hospital's in any year for the last five years. Performance certificate from concerned offices should be submitted.

OR

Providing outsource service in two similar job area of value equal to 60% or more of current bid quoted value in each of works in any Govt./ Semi-Govt. / PSUs / Govt. Undertakings / Large Corporate Super Speciality Hospital in any year for the in last five years. Performance certificate from concerned offices should be submitted.

OR

Providing outsource service in three similar job area of value equal to 40% or more of current bid quoted value in each of works in any Govt. /Semi-Govt./PSUs/Govt. Undertakings/Large Corporate Super Speciality Hospital in any year for the in last five years. Performance certificate from concerned offices should be submitted.

Necessary documents to this effect like work award, satisfactory work completion / payment certificate and Performance Certificate, etc. must be submitted with the technical bid.

7. The Agency shall submit the profit and loss accounts of last three financial years. A copy of the last Income Tax/Service Tax Returns and Registration numbers allotted to agency by the EPFO/ESIC organisations shall be submitted along with the bid documents. The Bidder shall obtain a valid licence from the competent Licensing Officer

- Under the provision of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971;
- From Commercial and appropriate Govt. Bodies / Nigam office for carrying out sanitation and housekeeping functions from appropriate Govt. Bodies / Nigam office;

Bidders shall be compliant of following Statutory Laws / Acts and Rules and Regulations made thereon.

- (I) The Payment of Wages Act 1936
- (II) The Employees Provident Fund Act, 1952
- (III) The Payment of Bonus Act, 1965
- (IV) The Payment of Gratuity Act, 1972
- (V) The Employees State Insurance Act, 1948
- (VI) The Employment of Children Act, 1938
- (VII) The Motor Vehicle Act, 1988
- (VIII). The Minimum Wages Act, 1948

8. General Terms and Conditions and Instructions to the Bidder

8.i The Tenders are to be submitted as per two bid system i.e. -Technical Bid and Financial Bid. The Technical Bid should contain all the relevant papers in support of eligibility criteria, experience, Licenses, satisfactory performance certificate from previous employers, etc. Financial Bid should specify the rates in terms of wages/salary and services charges. Both the bids should be submitted in two separate sealed envelopes super scribed as "Technical Bid for Housekeeping Services" and Financial Bid for "Housekeeping Services". Both sealed envelopes should be put in a third sealed envelope and should be super scribed " Tender for Housekeeping Services at IGIMS CAMPUS (for specified 'A', 'B' 'C') area. Sealed tenders be addressed to the Director, IGIMS Patna-800014 and send through Registered Post/Speed post/Courier service only. No tender submitted or received after the closing date and time will be considered. The bid shall be valid for 120 days from the date of opening of bid.

8.ii Lumsum quotation of amount in the bid shall not be accepted and such bid will be rejected. The agency shall quote separately the wages / salary + EPF + ESI contributions (Institutes' share) + Service charges (in per cent) component. Wages /EPF/ESI contribution shall not be less than the statutory charges. Wages/salary will be for calendar month and no other leave wages/bonus etc. shall be paid by the Institute. The institute shall decide L-1 on wages/salary component plus charges on gadget/equipment deployed plus uniform and I-card charges. Any proposition on gadget/equipment charges evaluated to be unreasonable shall be rejected. Housekeeping services, being in negative list for Hospital under Central Excise and Service Tax Board, no Service tax will be payable to agency. If claimed, the Agency shall have to furnish the current notification to this effect from Government of India for applicability of Service tax in Institutions of Medical Sciences / Hospital. Required chemicals and disinfections value for sanitation and cleaning, gadgets and equipments charges, and uniforms, I-card etc. should be indicated at appropriate places in the specified annexure in the bid.

8.iii The Institute reserves its right to fix a cap over bidders' service charges quotations: an upper ceiling of not more than 1 (one) per cent and a floor quotation of not less than 0.05 per cent of the wages / salary component only. EPF/ESI component will be deducted from preferred bills of agency for which separate BDs or cheques against deployed staffs will be issued for submission in EPF/ESI of deployed staff accounts. On the same analogy, Service Tax, if payable will be credited to Government account in favour of service tax registration account of service provider. Cleanliness being essence for hygienic environment, the Institute shall conduct surprise inspection fortnightly for existence of clean and hygienic environment and shall **reward** to service provider an amount equal to 10 (ten) *per cent* of

the service charge admissible in the month of surprise check . At the same time, tardy maintenance will attract a **penalty** of 10 (ten) *per cent* of the service charge payable to service provider. The agencies are therefore caution to maintain consistently a decent and hygienic environment especially in washroom and toilet cleaning, and in de-choking of duct /siphon outlets in residential premises / Institute campus area.

In addition to imposition of surprise penalties on fortnightly inspection, there shall be general penalties, as stated below, for violation / dereliction /irregularities in duty as per terms and conditions of bid/agreement

- (a) When cleanliness is not up to the mark and is brought to the notice of IGIMS Administration and to the supervisory staff of the contractor by sister I/C or officials of IGIMS, PATNA and no action is taken within ONE hour, penalty @ Rs.200/- per complaint shall be imposed.
- (b) If the number of workers deployed are less than required, penalty @ Rs.200/- per worker;
- (c) If the garbage is not lifted as per defined mode and schedule, penalty @ Rs.500/- on each failure;
- (d) Staff not in uniform /without I-Card, penalty @ Rs.100/- per worker per day;
- (e) Misbehaviour by Housekeeping staff to IGIMS, Patna, penalty @ Rs.500/- per incident;
- (f) Recurring of irregularities mentioned in sl. no. 1 to 5 above, penalty will be double the charges specified in sl. no 'a' to 'e' above
- (g) Penalty for recovery on account of poor service / liquidated damage due to theft, damage of material/surface;
- (h) Levy an amount equal to 10 per cent of the claim bill on account of Short payment to deployed workers.

The agency should note that penalties – surprise or otherwise from sl no 'a' to 'h' above shall be deducted from service charge of the service provider so that there should not be short payment possibility to deployed workers. As defective services are of irreparable, such penalties will be of irrefundable nature.

8.iv. Garbage disposal and segregation of Bio-medical waste should be in scientific manner. The successful bidder (Agency) will have to make available the essential housekeeping and sanitary gadgets / devices /equipments for use in sanitation works to Institute. The gadgets / devices /equipments will remain in the custody of IGIMS till the expiry/cancellation of contract. Tentative list is specified in **Annexure-'C'**. The agency shall have to demonstrate through Power Point (PP) presentation on the working of gadgets / devices /equipment. PP slides accordingly have to be submitted with the bid document which will be evaluated for competency of bidders by physical demonstration of working before finalisation of financial bid.

8.v. There should be no case pending with the police against the bidder. The bidder shall submit affidavit that the agency is/has not been defaulters in outsourcings work from EPF/ESIC organizations and that agency is/has not been blacklisted by Central or Government or any PSU.

8.vi. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.5.0 Lacs. (Rs. Five Lacs Fifty Thousand) only in the form of Demand Draft only from any scheduled Bank drawn in favour of The Director, IGIMS Patna payable at Patna. EMD exemption for NSIC would be operative as per rule in force from Government of India. In all other cases tender without EMD

money shall be summarily rejected. No bank guarantee towards EMD will be acceptable. EMD of unsuccessful bidders will be returned without any interest on finalisation of the tender.

8.vii The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Institute. The agency shall furnish bio data of available staff for housekeeping and sanitation works..

8.viii The Checklist of technical information along with declaration in the prescribed proforma (**Annexure-D**) should be submitted along with the Technical Bid **Annexure-E**.

8.ix. The successful Agency has to deposit 10 (ten) per cent of the contract value as Performance Security Deposit in shape of Demand Draft / Bank Guarantee from any nationalised Scheduled Bank in favour of "IGIMS, Patna" Security deposit shall remain valid for the period of sixty (60) days beyond the date of completion of all contractual and statutory obligations of the agency.

8.x. Period of the contract is for block of three years but will be renewed on completion of 12 months of service. Renewable will be subject to satisfactory performance by deployed employees and on actual requirement of manpower at the end of 12 months. Excellent track for Service certificate will be issued by IGIMS Administration. The Institute however, reserves right to terminate / renewed contract without assigning any reason thereof at any time after giving two months notice to the Service Provider. Preference to three years contract will be given to those firms who provide gadgets/equipments/ mechanical devices in custody of Institute.

8.xi. Bidders will be bound by the documents furnished with the bid. In case, any documents subsequently found to be false at any stage, it would be deemed to be a breach of terms of contract making the agency liable for legal action besides termination of contract as the Management think fit.

8.x. **Bio-metric attendance shall be operative for the deployed staff.** Payment to the agency shall be in Bank account which should be opened for the purpose in Allahabad Bank branch at IGIMS, Patna. Agency has to ensure transparency in monthly wages/salary payment to deployed employee through Bank accounts in Allahabad Bank branch at IGIMS, Patna which shall have to be opened for each deployed staffs.

8.xi. In case any information / document furnished by Service Provider found to be false at any stage, it would be deemed to be a breach of terms of Bid contract Agreement and Service Provider will be liable for legal action besides termination of the Agreement.

8.xii. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorised signatory.

8.xiii. There shall be no Master and Servant or Employer and employee relationship between the employees of the service provider and the Institute. Persons of service providers shall not claim any future employment / engagement / absorption in IGIMS on the basis of rendered outsource services.

8.xiv. The number and arrangement of deployment of the manpower is without prejudice to the right of Administration of IGIMS, Patna to deploy the personnel in any other number or manner considered necessary in the interest of the IGIMS, Patna which agency has to make available as and when demanded.

8.xv. The agency shall fulfil the resource requirements of trained manpower, cleaning materials and gadgets etc. as per Annexure-‘B’. Agency shall have to provide Supervisor with qualification of Degree or Diploma or equivalent in sanitation field.

8.xvi Proper uniforms with badge / I-Cards with Photos of housekeeping staff, covered trolleys, dustpans, mops, buckets, wipers, gloves, dusters, scrubbers, sponge, brooms, brushes, etc. shall be provided by the contractor as per requirement.

8.xvii. Notwithstanding anything contained herein, the Institute reserves the right to terminate the services of contracting agency/ outsource service providers at any time without giving any prior notice or assigning any reasons whatsoever.

8.xviii. The service provider shall not assign, transfer, pledge or sub-contract the operation of job-service without prior consent of the Institute.

8.xix. The service providers shall ensure payment of deployed workers as per the contract rate or the minimum wages notified by the Directorate of Labour Resource Department, Government of Bihar whichever is higher. Contract is liable to terminate in case of short-payment / non-payment on the contracted rate to deployed staff.

8.xx. Payment Mode: The Service provider will be wholly and exclusively responsible for payment of wages to the persons deployed including compliance to all the statutory obligations under any legislation / Acts as applicable from time to time including Minimum Wages Act, EPF Act, ESI Act etc. The Institute will not incur any liabilities for any expenditure whatsoever on this account. Pre-checks to bill payment shall include:

- **Proof of payment of wages / salary to deployed personnel and No dues certificate from EPF Organisation / ESI Offices for the month preceding the bill claim-month. Claim bill will not be processed in case of short-payment or any irregularities noticed in discharge of statutory payment against deployed staff in respect of previous month payment details.**
- **Proof of Bio-metric attendance for the month of claim, and corresponding duty statement / attendance sheet from Departments of IGIMS, Patna.**
- **Surprise inspection report from Med. Superintendant for rewards on cleanliness or penalty for tardy sanitation/cleanliness work. Reward will be added while non-refundable penalty will be deducted from the bill on service charge.**
- **Non-refundable general penalties on service charge from Institute (MS Office).**

8.xxi. Tender incomplete in any form will be rejected outright. Conditional Tenders like “subject to immediate acceptance or subject to prior confirmation’ or such others will be rejected outright.

8.xxii. An agreement with the successful bidder will be executed; Non-execution of agreement by the bidder within stipulated 15 days will cause forfeiture of EMD and work shall be allotted to second bidder (L-2).

8.xxiii. Any dispute shall have jurisdiction in the Courts of Patna.

**Director
IGIMS, Patna**

Area (approx) requiring Sanitation and Housekeeping functions.

Area of the Existing Hospital Building (in Sq.Mtr.) at IGIMS Campus , Sheikhpura Patna	
	(Area in sq. mtr.)
Administrative Block	6,038.00
Emergency & Trauma Centre	850
Ward Block (G+4)	11,058.00
Polyclinic (G+ 2.5)	4,915.00
Cobalt Room/ RCC	562
Diagnostic Block (G+1)	8,640.00
Core Block	1,856.00
Generator Area	315
Engineering Cell and Dental	464
Medical College	4,615.00
Guest House	395
All Hostel of Medical College (Boys and Girls)	2,800.00
Nursing College	2,800.00
A- Type Building (G+3)	984
B- Type Building (G+3)	1,316.00
D- Type Building (G+2)	998
E- Type Building (G+1)	880
Old MNH (G+2)	651
Old MDH (G+2)	888
New MNH (1 Block) (G+3)	2,772.00
New MDH (1 Block) (G+3)	2,772.00
OLD BOY'S HOSTEL (G+3)	736
NEW BOYS Hostel 01 (G)	133
NEW BOYS Hostel 02 (G+1)	570
NEW BOYS Hotel 03 (G+1)	238
Girls Hostel (G+2)	4,968.00
Guest House (G)	616
Rain Basera (G)	105

Scope of work

Scope of work in Housekeeping / cleaning services should be 24X7 hours on all working days including holidays. Working hour should be adjusted in such a way that allotted areas are cleaned well before schedule hospital work hour of 8.30 AM. Scope of work includes

- Segregation, collection and storage, transportation of collected waste materials both within and outside the Hospital until final disposal. All statutory rules and regulations and legal requirements are to be followed at each stage especially in respect of hospital waste as per provisions to the Bio-medical Waste (Management and Handling) Rules of India 1998 as amended. The waste shall be carefully secured or pre-treated for transportation to a common facility for disposal. Separate waste bags should be used for different wastes of hospital and covered trolley or containers should be used for transportation. Garbage disposal and segregation of Bio-medical waste should be in scientific manner.
- Job outline profiles indicating standard Operating Procedures, description of each category of housekeeping work with different IDs and different dress uniforms for attending the work. Organization of job-workers as per required training without compromising on the rendered hospital services.

Daily/ weekly services and special services are given below:

- 1. Daily service-**Cleaning, scrubbing, and disinfecting toilets, wash basin, sanitary fittings, floors, etc., and cleaning, sweeping, mopping with disinfectants stair cases, cabins, lobbies, reception, pantries, kitchen, canteen, CSSD, Laundry, corridors, ceiling, office rooms, training rooms. Vacuum cleaning of all carpets and upholsteries, cleaning and disinfecting blood spills and others such as human excrement, urine, vomitus, sterile body fluids, kidney trays, urinal beds pans, sputum mugs, humidifiers, suction bottle, emptying urine and drain bags as and when required. Daily service shall also include cleaning all sorts of electrical gadgets including switches and computer systems, door/windows, assist in transportation of dead bodies, spraying room fresheners, carbonization of ICU beds, washing of slippers in ICUs, OT, Dialysis, cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers. Brushing thoroughly below water level, and under rims area at hinges and cistern handling and de-choking the congested ducts/pipes for smooth flushing in cistern or in connecting drainage ducts. The contractor shall ensure that all the Bio Waste Bins are cleared daily.
- 2. Weekly services-** Deep cleaning of the entire allotted areas once a week which shall also include cleaning all windows, windowpanes, doors, ledges, window glass and grill with detergent / cleaning agents, washing of outside area with High Pressure Jet Machine. The contractor shall provide cleaning program with adequate checklists of cleaning activities well in advance so that concerned department staff shall arrange for proper watch during cleaning activities.
- 3. Special Additional Services-** This includes cleaning to area specific to Hospital like cleaning to patients' ward / rooms, operational theaters, office/consultant rooms, laboratory and other critical areas. Requirement of Special Services is of daily basis with details of cleaning needed are as per directions of concerned departments. Rotation of staff in critical area should be minimum. The special efforts required in sewerage pipes and ducts clearance within wards /hospital premises and in open to sky spaces should be completed in Patient OPD treatment hours (before 9.00 AM or after 3.30 PM)

Surprise check for general penalties shall be operative as per bid document.

Specific gadgets/mechanical devices/equipments required for sanitation work**1. In outer area /vacant area cleaning:**

Gadgets/Mechanical Devices	Assessed requirement
1. Manual Push Sweeper	4 sets(for specified area 1 & 2)
2. Cold Water High Pressure cleaners	3 sets(for specified area 1 & 2)
3. Professional cold water and presuure Cleaner	One sets for specified area 1 & 2
4. wet and dry vaccum cleaner	3 sets(one for specified area 1 & 2)

2. For corridor cleaning

Gadgets/Mechanical Devices	Assessed requirement
1. Combijet UNO	2 sets(for specified area 1 & 2)
2. Combijet 1660 L	2 sets(for specified area 1 & 2)
3. heavy Duty floor cleaning machine	2 sets(one for specified area 1 & 2)
4. wet and dry vaccum cleaner	2 sets(one for specified area 1 & 2)

3. For Ward Cleaning:

Gadgets/Mechanical Devices	Assessed requirement
1. Wet and Dry Vaccum Cleaner for all blocks	One sets for each floor
2. Velcro style Press & Go Mop frame	One sets for each floor
3. vertical covered dust Pan with broom	4 sets for each floor
4. Combo tool for window and glass washing and wiping	4 sets for specified area 1 & 2

4. Devices for High Risk Area:

Gadgets/Mechanical Devices	Assessed requirement
1. Wet and Dry Vaccum Cleaner for all blocks	3 sets for each floor
2. Press and Go Mop,	2 sets for each floor
3. Bucket less mopping system Flat style	2 sets for each floor
4. Hygiene Line 240 (HealthCare Housekeeping Trolley) Steam N Vat	2 sets for each floor
5. Alpha Plus (disinfection system).	2 sets for each floor
6. HEPA Filter to 3 micron	2 sets for each floor

5. Road brooming & sanitation: Ride-on Vacuum Sweeper (Ecoline 1350 D / 1550 D / 2400 D) (Three sets).

Note: The agency has to quote the cost price, and the lending charges of gadgets/mechanical devices/equipment in the bid which is mandatory for evaluation in terms of competency of firm in sanitation/cleaning works, In case the agency fails to provide any of equipments tools & tackles continuously for a period of 15 (fifteen) days, IGIMS, PATNA has the right to purchase the non available equipments/tools or tackles on the market rates and deduct the cost of same from the contractors bill in addition to the imposition of applicable penalties.

The equipment / gadgets / mechanical devices stated in sl. no 1 to 5 above are not absolute; the firm may quote their own devices charges and cost price but such equipments' working presentation shall have to be demonstrated before finalisation of financial bid. Institute decision on deployment of such devices shall be final.

Declaration Form

I/We, _____son(s) /daughter (s) of _____ and proprietor / partner / Director of _____(firm/agency name) am authorised to sign or competent to sign this tender.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

The information / documents furnished along with the above applicable 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 / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

I/we also declare that, I/we will abide by all the rules and regulation of IGIMS, PATNA, If awarded the Tender. I/we are also aware that the Director of the institute reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

**Date
Person**

Signature of Authorised

Place

Name of company/firm

TECHNICAL BID PERFORMA

(a) DETAILS OF TENDERER :

- 1 NAME OF TENDERING COMPANY/FIRM /Agency
2. NAME OF OWNER /DIRECTOR: FULL PARTICULARS OF OFFICE
 - (a) Address
 - (b) Telephone No. (c) Fax No. (d) E-Mail Address

(b) . FULL PARTICULAR OF THE BANKERS of Company / Firm / Agency.

- (a) Name of the Bank
- (b) Address of the Bank
- (c) Telephone No. (d) Fax No. (e) E-Mail Address

(c) REGISTRATION DETAILS

- (a) Self Attested copy of PAN No.
- (b) Services Tax Registration No.
- (c) E.P.F Registration No.
- (d) E.S.I Registration No.

(d) DETAILS OF EARNEST MONEY DEPOSIT

- (a) Amount (Rs.)
- (b) D.D. No & Date (c) Drawn on Bank
- (d) Valid up to
- (e) Exemption from EMD details, if claimed

(e) Details of staff proposed to be deployed

Sl. no	Name of proposed employee & post	Employee code	Qualification	EPF no.	ESI no.	Experience in House-keeping

(f) Details of Outsource Housekeeping and sanitation experience

S.No	Name & address of the Organisation	Design. of Authority	Duration of contract	Value of Contract	Telephone/fax number	Experience in Housekeeping(in month & year)

(g) Details of gadgets/devices/equipments as per proper performa in bid and furnish ownership receipt of purchase of the gadgets along with photograph in tender document.**(h) Details of quarterly estimation for consumables.**

Signature of bidder

FINANCIAL BID FOR HOUSEKEEPING SERVICES AT IGIMS, PATNA

Name of Tenderer:

Financial bid:

A Manpower charges**1. Name of post with the number proposed to be deployed in following format**

Post	Job Area (1/2/3 of NIT Para 4)	Number to be deployed	Wages per deployed personnel	EPF Payable on total wages	ESI Payable on total wages	Firms' Total Service charges (in per cent)
Supervisor						
Skilled staff						
Semi-skilled staff						
Unskilled staff						
1	2	3	4	5	6	7

2. Monthly charges on equipments/gadgets/mechanical devices vide annexure-

Devices name	Cost	Job Area (1/2/3 of NIT Para 4) where to be deployed	Deployment Services – weekly / daily / monthly	Firms' Service charges
1	2	3	4	5

3. Agency yearly charges on uniform and I-Cards etc.

Note: (i). the agency shall be solely responsible to maintain statutory requirement on wages, EPF, ESI as amended from time to time.

(ii). two sets of uniform, and one I-Card for each deployed employees shall be mandatorily provided. Safety goggles, gum boots, hand gloves, mask wherever applicable or required shall be provided on approval of competent authority. Dress includes full trousers and shirt with full sleeves.

(iii). Only payment by Cheque or NEFT/RTGS Transfer to deployed staffs' account will be accepted.

Signature of Firm/Agency

Proforma of Performance Bank Guarantee

In consideration of the Director Indira Gandhi Institute of Medical Sciences, Patna(hereinafter called "The Client") having offered to accept the terms and conditions of the proposed agreement between IGIMS, PATNA and (hereinafter called "the said contractor(s) for the work of Contract Housekeeping Services (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupees... .. only) as a security/ guarantee from the contractor(s) for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We... .. (hereinafter referred to as the "Bank") hereby undertake to (indicate the name of the Bank).

2. We do hereby undertake to pay amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from the IGIMS, PATNA stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee we shall be restricted to an amount not exceeding Rs. (Rupees.)

3. We, the said Bank, further undertake to pay to the IGIMS, PATNA any money so demanded not with standing any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment there under, and the contractor(s) shall have no claim against us for making such payment.

4. We... .. further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the IGIMS, PATNA under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Administrative Officer, IGIMS Patna on behalf of the IGIMS, PATNA, certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee.

5. We... .. further agree with the IGIMS, PATNA that the IGIMS, PATNA (indicate the name of the Bank) shall have the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IGIMS, PATNA against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the IGIMS, PATNA or any indulgence by the IGIMS, PATNA to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

7. We... .. lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the IGIMS, PATNA in writing.

8. This guarantee shall be valid up to unless extended on demand by the IGIMS, PATNA Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs..... (Rupees... .. Only), and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

Dated the day of for ... (indicate the name of the Bank)