

# **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**

Indira Gandhi Institute of Medical Sciences

Sheikhpura, Patna-800014, Bihar

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Website: [www.igims.org](http://www.igims.org)

## TENDER FOR JOB WORKS in IGIMS, PATNA

### 1. Introduction

IGIMS Patna, an Autonomous Body under Department of Health, Government of Bihar invites sealed tender for **rate contract for upgraded automation services in Housekeeping, Sanitation, Sludge / 'Malwa' clearance in ducts/pipes leading to main duct of drainage systems** in covered as well as open area of Institute Hospital and Engineering Building, Medical College, Nursing College, & Hostels and residential areas.

### 2. Availability of Tender

Tender document can be downloaded from Institute website: [www.igims.org](http://www.igims.org). Prospective service providers desirous of participating in the bid may view and download the tender document free of cost from the Institute website. However bidders have to submit tender fee of Rs.5000 (Rs. Five thousand) and earnest money deposit (EMD) of Rs.5.00 lac (Rs Five lac) only through Demand Draft / Pay Order from scheduled nationalised banks drawn in favour of IGIMS, Patna with the bid documents.

Bid should be valid for 180 days from date of opening. Bidders will not be allowed to withdraw their bid within the bid validity period otherwise EMDs of such withdrawing bidders will be forfeited.

A pre bid meeting for clarifications on any doubts shall be held in the conference hall of IGIMS Patna on 20.3.2017 at 3:00 PM.

### 3. Important Dates

<b>Date of publication &amp; downloading of Bid documents</b>	<b>18.03.2017</b>
<b>Closing of Bid submission</b>	<b>10.04.2017 up to 15.00 Hrs.</b>
<b>Opening of tender bid (eligibility and technical)</b>	<b>10.04.2017 at 16.00 Hrs.</b>

### 4. Eligibility criteria

A. The agency should be ISO 9001-2008 and OHSAS certified and must have experience of rendering Housekeeping Services in a reputed Government or Non-Government Office/Lab/PSUs/Autonomous Bodies / Multispecialty Hospitals for at least three years preceding five years i.e., 2011-12, 2012-13, 2013-14, 2015-16 period. Necessary documents to this effect like work award, satisfactory work completion / payment certificate and Performance Certificate, etc. must be submitted with the technical bid.

B. The Agency annual turnover must not be less than Rupee three crore during last three years period.

C. The bidder shall submit copies of Chartered Accountant certified copies of Annual Accounts with Balance Sheet of last three financial years as submitted to Income Tax authority. A copy of the last Income Tax/Service Tax Returns is to be submitted with the bid documents.

D. The agency must have registered with ESIC, EPF, Income Tax, Service Tax and registration certificate under contract Labour (R&A) Act or any other organisation which is mandatory for such agency stipulated by the concerned authority from time to time.

E. ESIC/EPF upto date payment of last three years.

F. The Tenderer should have a valid Labour license and applicable licence for providing Pest control and storing chemicals used for the same including Hospital Waste and Bio Medical Waste Management Services.

G. The Tenderer should have maximum of **90 nos. of captive manpower on his payroll** on the day of filing the tender. Captive manpower more than 90 nos. will be rejected.

### 5. Job-Area and Scope of work

The Institute intends to automate the job-work to the extent possible. Accordingly the bidder shall provide automated system solution in area of sanitation, clearance of chocked ducts / drainage, and housekeeping functions. List of gadgets/equipments/ machines considered necessary for job

automation is exhibited in **Annexure-‘C’**. Area of work includes all open and covered area within the boundary of Institute, Hospital, Residential and Hostels.

Approximate job area, excluding main road/approach roads in the institute complex is indicated in **Annexure- ‘A’**.

Job work includes *inter alia*, daily cleaning services, Bio-waste disposal, removing de-bridge and sludge inside ducts so as to have choke-free movements of ‘malwa’ into main sewerage canal of the Institute. Detail of job is indicated 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 be in ambit of the scope of work.

## **6. Instructions to Tenderers**

a. Prospective bidders are advised to visit the Institute for a first hand assessment of job details 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.

b. The Tenders are to be submitted as per two bids 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 Sanitation and Housekeeping jobs at IGIMS, Patna. 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.

c. The bid shall be valid for 180 days from the date of opening of bid.

d. In case the successful (L-1) bidder declines the offer of contract, for whatsoever reasons, his EMD shall be forfeited. L-2 bidder may be offered the contract jobs on L-1 quoted rate.

e. Tenderer’s Manager / Supervisor are to be equipped with mobile phones and are accessible round the clock.

f. The Checklist of technical information (Annexure-E) along with declaration in the prescribed pro forma (Annexure-D) should be submitted along with the bid.

g. Rotation of staff in critical area like ICU/O.T., Laboratory and wards may be kept at minimum.

h. The Institute may enter into agreement separately for consumables; quarterly estimation for consumables shall be produced by the contractor in the Technical bid pro-forma.

## **7. Terms and Conditions of contract**

(i) Period of the contract will be for a block of five years renewable on yearly basis. Extension of Contract will be subject to satisfactory performance of Housekeeping / Sanitation work which shall be review by the Reviewing Committee of the Institute. Initial three months of performance however, will be monitored for continuity of service in terms of good and excellence failing which allotted work will be cancelled and awarded to L-2 bidder on L-1 rate.

(ii) 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 or 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.

(iii) 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.

(iv) The service provider shall not assign, transfer, pledge or sub-contract/sub-let the operation of job-service without prior consent of the Institute.

(v) The agency shall submit Job outlines, profiles of each deployed staff, standard Operating Procedures and daily plan/program and duty list of each worker in different localities of Institute. Deployed job-workers should be adequately trained in providing services without any compromise on the quality Of Housekeeping functions in Institute campus.A checklist of daily works executed through agency's Mentor (Agency's Nodal Official) to the Institute administration.

(vi) In deployment of staffs in Institute for job through bid process, there shall not exit the relationship of "Master" and "Servant" between Institute and the Servicing agency. In case of termination of the contract on its expiry or otherwise, the persons deployed by the service providing Agency shall not be entitled to and will not have any claim for absorption or any relaxation for absorption in the regular or other capacity future jobs/posts in the Institute.

(vii) The Agency shall not claim nor shall be entitled to pay perks and other facilities as admissible to casual, ad-hoc, regular/ confirm employees of this institute during the currency or after expiry of the contract.

(viii) 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 contractor should indemnify the Institute on stamp paper at all times against all claims, damage, or compensation under the provisions of Payment of wages Act,1936, Minimum Wages Act,1948, Employers' Liability act 1938, Industrial Dispute act, 1947, Maternity Benefit act 1961, Payment of Bonus Act, 1966 or any other law relating thereto and rules made there under from time to timeThe Institute will not incur any liabilities for any expenditure whatsoever on this account.

(ix) 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 requirements. Steel buckets shall be placed at the span of 100 meters in wards and in hospital premises. Further, uses of different coloured polythin bags different bio-waste materials are compulsory.

(x) The agency's service charges shall be for manpower wages/remuneration only while quotation for lending machineries shall be for resource investments as well as cleaning and safety materials, hand gloves, chemicals, uniforms, I-card charges etc.; Service tax, if payable for the Health Services, will be made on production of necessary notification copy to this effect. Inordinate Service charges in bid quotes for manpower and other gadgets etc. will be rejected. The Institute reserves its right to fix a cap over quotations. Service charges below 01.40 *per cent* on wages shall be rejected. Any negotiation in this regard will be undertaken with L-1 within this bid documents stipulations

(xi) The contractor has to provide equipment, tools and tackles including modern gadgets. List of The equipment /gadgets/ machineries for which lending charges are stipulated, shall be pledge in favour of IGIMS, Patna and will be in Institute's inventory to be issued to deployed staff for daily sanitation/housekeeping function.

(xii) 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.

(xiii) 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) at the L-1 rate.

(xiv) The deployed staff should not be below 18 years and there should be no case pending with the police against the bidder. Proof of certificate to be attached.

(xv) The deployed nodal officer by the agency for monitoring / supervisory work shall report daily to Institute administration or to such officials as directed by Institute. Deployed Supervisor shall be Degree or Diploma or equivalent in sanitation field is mandatory.

(xvi) The bidder shall compensate any loss of Institute property due to negligence/carelessness in work by the deployed staff.

(xvii) **Penalty:** Cleanliness being essence for hygienic environment of Hospital complex, four types of penalty will be charged on admissible service charges and machine etc. lending charges.

a. Penalty @ Rs.200/- per complaint shall be imposed when cleanliness is not up to the mark and is brought to the notice of deployed staff or supervisory staff of the contractor by IGIMS Administration / by sister I/C or officials of Institute and no action is taken within one hour.

b. Surprise inspection Penalty for existence of clean and hygienic environment especially in washrooms, toilets, and in de-choking of duct /siphon outlets in residential premises / Institute campus area. Flat 10 (ten) per cent of the contractors' service charges only (excluding machineries lending charges) shall be deducted. On the contrary, reward of equal 10 *per cent* value of service charges will also be awarded in maintaining the cleanliness with excellent hygienic environment in hospital, college / residential area and all the approach roads in such surprise checks.

c. Penalty over non-functional equipments/gadgets/mechanical devices which will be triple the agreed charges of bidders for each equipment /gadgets/automated machinery etc. in agency's preferred bill.

d. Any compensatory loss to Institute property brought due to negligence of contractor's deployed staff.

(xviii) Bio-metric attendance shall be operative for the deployed staff.

(xix) The bidder shall at all times have standby arrangement of manpower and machines in meeting the contingency which will be part of contractual duty.

(xx) Bidders will be bound by the documents furnished with the bid. 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. In addition, the Institute reserves its right to terminate the services of contracting agency/ outsource service providers at any time without giving any prior notice or assigning any reasons whatsoever.

(xxi) 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. **Payment Mode:** Payment will be on monthly basis. Payment will only for the staff that were on duty and will be restricted to the salary admissible to deploy staff by the contractor as per agreement. For absentees, payment will not be made. Pre-checks to bill payment shall include.

- Proof of Bio-metric attendance for the month of claim, and corresponding duty statement / attendance sheet from Departments of IGIMS, Patna.
- Surprise inspection report for reward or penalty (Non-refundable )in sanitation/cleanliness work.
- Non-refundable general penalties on damage to institute property or failure in providing hygienic environment in all area of Hospital complex, if imposed from Institute (MS Office).
- Any loss of Institute property due to deployed workers' fault.

In order to obviate the scope of irregularities / delinquencies in compliance of statutory payment of EPF /ESIC contributions to the concerned organisation, the Institute, as a principle employer via service provider on outsource basis, reserved its right to issue separate DD/Cheques for deposit of such contributions of deployed staffin EPF/ESI Caccount and the evidence of deposit slip as shall be produced by the agency before release of full amount of preferred bill.

9. **Settlement of Dispute:** Any legal dispute will be subject to jurisdiction of Courts at Patna.

Sd/-  
Director  
IGIMS, Patna

**Approx. Area of Sanitation and Housekeeping functions.****(Area may increase/decrease as per actual)**

<b>Locations in existing IGIMS Campus</b>	<b>(Area in sq. mtr.)</b>
Administrative Block	6,038
Emergency & Trauma Centre	850X2=1700
Ward Block ( G+4)	12020
Polyclinic ( G+ 2.5)	7495
Cobalt Room/ RCC	562
Diagnostic Block ( G+2)Cath lab and auditorium	11235
Core Block	1,856
Generator Area	315
Engineering Cell and Dental	464
Medical College	4,615.00
Guest House	395
Nursing College	2,800
Dhanwantri Hostel	1226
New PG Hostel Block-1	1400
New PG Hostel Block-2	435
Ramp Trauma	180
Waiting area (Radiology)	80
Waiting area (ENT)	150
Waiting area (Trauma)	65
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
Guest House ( G)	616
Rain Basera (G)	105

Scope of work

Scope of work includes Housekeeping and deep cleaning services round the clock -24X7 hours services 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.

**Daily/ weekly services and special services are given below:**

**1. Daily service-**Cleaning, scrubbing, and disinfecting toilets, wash basin, sanitary fittings, floors, chhajja, etc., and cleaning, sweeping, mopping with disinfectants stair cases, cabins, lobbies, reception, pantries, CSSD, corridors, ceiling, office rooms, training rooms and all assigned area. Regular cleaning of all staircases and verandah of Hospital/wards area. Vacuum cleaning of all carpets and upholsteries, cleaning and disinfecting blood spills and others such as human excrement, urine, vomits, 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 includes 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 around the building. 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)

**4.** The contractor shall clean the underground and overhead tanks and sewage waste in such a way that all drainage pipes are free from muds/sludges in ducts network in area of administrative buildings and in hospital/hostels/residential area by use of standard chemicals and suction pumps. .

**5.** Regular drain pipes clearance in covered and uncovered, open area in hospital/residential leading to main drain canal.

**6.** Ensuring Pest/ animal and rodent free environment in the Institute including Hostels and residential.

List of devices/equipments for upgraded automation in Housekeeping & sanitation services  
The Institute considers Random Sweeper, Hard scrubber, Scrubber dryer, High pressure jet, and steamer essential automated devices. For different localities following equipment /devices are required.

### **1. Mandatory**

The agency shall ensure pledging these automated devices to the Institute. These are however, not absolute; in order to achieve deep cleaning, the agency may consider deployment of other automated Housekeeping and Sanitary Devices like:-

- (i) Ride on Sweeper -four in number,
- (ii) Ride on Scrubber & Drier - three in number ,
- (iii) Single Disk, High Pressure Jet, Hand Scrubber- ten in number,
- (iv) Telescopic Pole (with length of 16 feet) - four in number ,
- (v) Steamer -twenty four in number ,
- (vi) Wringer Trolley- forty in number etc.,

Power point presentation of which has to be made before the Technical evaluation Committee for its effective functional utility in IGIMS Campus

### **2. In outer area /vacant area cleaning:**

- (i) Manual Push Sweeper
- (ii) Cold Water High Pressure cleaners
- (iii) Wet and dry vacuum cleaner

### **3. For corridor cleaning**

- (i) Combijet UNO
- (ii) Heavy Duty floor cleaning machine
- (iii) Wet and dry vacuum cleaner

**4. For stairs cleaning :** Stairs of ward Block , Diagnostic Block, OPD Block, Emergency Block, and Administration Block to be cleaned with hard scrubber with natural eco friendly disinfectant round the clock.

### **5. For Ward Cleaning**

- (i) Wet and dry vacuum cleaner
- (ii) Velcro style Press & Go Mop frame
- (iii) Vertical covered dust Pan with broom
- (iv) Combo tool for window and glass washing and wiping

### **6. Devices for High Risk Area**

- (i) Wet and Dry Vacuum Cleaner for all blocks
- (i) Press and Go Mop
- (ii) Bucketless mopping system Flat style
- (iii) Hygiene Line 240 (HealthCare Housekeeping Trolley) Steam N Vat
- (iv) Alpha Plus (disinfection system)

Devices stated in sl. no 1 to 4 above are minimum requirements; the agency shall ensure pledging these automated devices to the Institute. These are however, not absolute; in order to achieve deep cleaning, the agency may consider deployment of other automated Housekeeping and Sanitary Devices like Ride on Sweeper, Ride on Scrubber & Drier, Single Disk, High Pressure Jet, Hand Scrubber, Telescopic Pole (with length of 16 feet), Steamer, Wringer Trolley etc., Powerpoint presentation of which has to be made before the Technical evaluation Committee for its effective functional utility in IGIMS Campus.

### **7. Other devices**

- (i) **For Road brooming 01& sanitation:** Ride-on Vacuum Sweeper (Ecoline 1350 D / 1550 D / 2400 D) (Three sets). /
- (ii) **Sewage pump or suction pumps** (two diesel set of 5 HP each) or any latest gadgets like high pressure jets, etc. for choked ducts network leading to main sewerage canal, and for overhead water tanks.



**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

Signature of Authorised Person

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**

Sl.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/equipmentsvide Annexure-C in bid.****(h) Quarterly estimation for consumables.**

Sl.No	Items Name	Approximate quarterly consumption	
		Quantity	Value (in Rupee)

Signature of bidder

**FINANCIAL BID FOR HOUSEKEEPING SERVICES AT IGIMS, PATNA**

Name of Tenderer:

**Financial bid:** Manpower and machines charges details in following format.

<b>A. Manpower details</b>						
Post or types of manpower deploy.	Number (IGIMS' assessment & Bidders' quotation)	Wages <u>per month</u> per deployed personnel with total for the specified post.*		Service charges on deployed staffs (In <i>per cent</i> and corresponding amount in Rupee)		
1	2	3	4	5		
	Assessment : Maximum	quotation	Wages	Total Column- 2 (quotation) X3	<i>Per cent</i>	Rupee
Trained Supervisor	<b>6</b>					
Plumber	<b>1</b>					
Electrician	<b>1</b>					
Sweeper or other Skilled / Semi-skilled / unskilled worker for whole area.	<b>80</b>					
Mentor (focal centre for communication with IGIMS Administration)						
<b>Total</b>						
<b>B. Lending equipments/ gadgets/ machineries descriptions/details.</b>						
Type or name of equipment/ gadgets or Other automated machineries (vide Annexure-C)	Cost		Lending charges (In Rupee)			
<b>C. Total charges (A+B)</b>						

\* The wages shall be all inclusive for calendar month; any other charges like bonus, privilege leave or allowances admissible to Institute staff shall not admissible in respect of deployed staff.

\*\* The bidders should quote the bid keeping in view the automation of job work i.e., there should be inverse proportion between manpower deploy (A) and the automated gadgets' uses (B).

Note: (i). Two sets of uniform, one I-Card and Safety goggles, gum boots, hand gloves, mask wherever required, shall be provided for each deployed employees by contractor. Dress includes full trousers and shirt with full sleeves.

(ii) Equipment/ gadgets/ machineries so provided by bidder shall be in Institute's inventory. The ownership documents of automated machineries shall be pledge to the Institute which shall be released on expiry of contract

(iii). Payment shall be by Cheque or NEFT/RTGS transfer only.

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)

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