

**OFFICE OF THE SUPERINTENDENT,
SCB MEDICAL COLLEGE, CUTTACK**

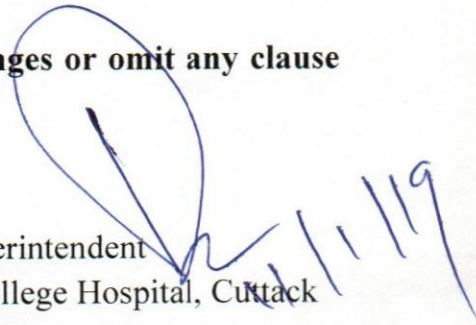
TENDER CALL NOTICE

Email ID- scbsuperintendent@yahoo.com

Sealed tenders on letter head are invited through Regd. Post/Speed Post by the undersigned for 24 hours up-keeping cleaning and maintenance of toilets, urinary, bathrooms, wash basin, mirror etc. Including all the floor area of the wards and its close proximity outline in the SCB Medical College Hospital, Cuttack for 3 (three) years on satisfactory performance from the date of execution of the tender from the reputed registered private organization/ agencies / NGOs / Societies / Organizations should have at least 3 years experience in hospital cleaning and sanitation. The said tenders should have branch office at Cuttack. The details terms and condition in the form of a "Tender Paper" will be available in the Office of the Superintendent, from 11.00 AM to 4.00 PM in all working days consecutively for 30 days from the date of publication in the newspaper or can be downloaded from the website www.scbmch.nic.in within the same period and same time schedule. Those who are downloaded the tender paper from the website can be submitted with a demand draft of Rs. 10,000/- (Rupees Ten thousand) only drawn in favour of Superintendent, SCB MCH, Cuttack, payable at Cuttack. The interested parties can purchase the tender paper by paying of Rs. 10,000/- (Rupees Ten thousand) only which is non-refundable. The last date of receipt of the tender paper will be 30th day by 3 PM from the date of publication of Newspaper. The tender will be opened on the same day at 4 PM in the presence of the bidder or their authorized representative in the office chamber of the Superintendent, Cuttack. If the opening date falls on the Govt. holidays then the bid will be opened on the next working days. Tender received after scheduled date and time will not be entertained. The Authority reserves the right to reject or cancel any / all tender without assigning any reason thereof.

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

Superintendent
SCB Medical College Hospital, Cuttack



**OFFICE OF THE SUPERINTENDENT,
SCB MEDICAL COLLEGE, CUTTACK**

TENDER DOCUMENT FOR THE WORK

**CLEANING AND SANITATION WORK (24HRSX7) OF WARDS AND OUT HOUSE
CLEANING OF SCB MEDICAL COLLEGE & HOSPITAL CUTTACK.**

Cost of Tender Document : Rs.10,000/-

Period of Sale of Tender Document :

Date of Submission of tender document :

Date of opening of tender :

Signature of Bidder

Superintendent
SCB Medical College Hospital, Cuttack

11/11/19 *Bm* *11/01/19* *LC* *11/11/2019*

**OFFICE OF THE SUPERINTENDENT,
SCB MEDICAL COLLEGE HOSPITAL, CUTTACK**

PART-I

TECHNICAL BID DOCUMENT

(To be enveloped in separate sealed cover)

Name of the work

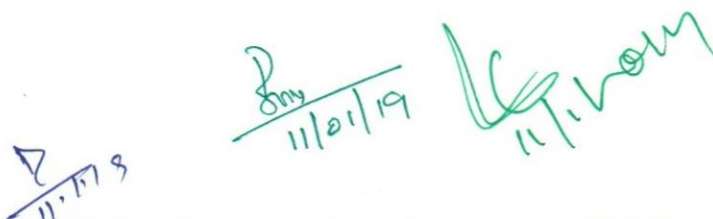
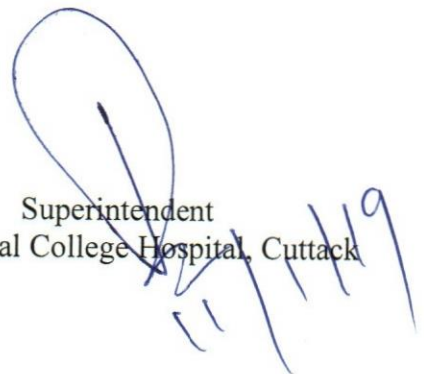
: Cleaning and sanitation work (24 hrsX7) of
wards Out House cleaning of SCB Medical
College Hospital, Cuttack

Issued against deposit of Cash

Vide Receipt No. Dated.....

Signature of Bidder

Superintendent
SCB Medical College Hospital, Cuttack



PART-I(TECHNICAL BID)

Eligibility Criteria

The Technical Bid shall be accompanied with self attested photo copy of following requisite documents properly paged and indexed failing which the Bid shall be rejected out rightly.

1. Credibility and Experience Certificate issued at least for 03 (three years) in cleaning and sanitation activities in manually and mechanized way for minimum 500 bedded Medical College and Hospital/Govt. Hospital. Tenderer having more than 3 years of experience with satisfactory performance in Medical college and hospital, preference will be given to them.
2. Average Annual financial turn over for similar nature of work to the tune of Rs.5 Crores during last three financial years.
3. Organization/ NGO/ Agency/ should have the expertise of modern professional way of Hospital cleaning.
4. Self attested copy of PAN Card in name of Agency/Organization/NGO/Company.
5. Self attested copy of GST Registration Certificate and up to date clearance.
6. Self attested copy of labour contract license for minimum 500 no's of workers (Sanitation & House keeping services)
7. Self attested copy of EPF Registration Certificate and month wise deposited challan for minimum 400 no's workers for last one year.
8. Self attested copy of ESI Registration Certificate and month wise deposited challan for minimum 400 no's workers for last one year.
9. Self attested copy of Solvency Certificate to the tune of Rs. 01(One) crore From Nationalized Bank and 50(Fifty) lakhs from Revenue Department.
10. Self attested copy of IT Return for last 3 (three) Financial years.
11. The Bidder should not have incurred any loss in last three financial years in the relevant field of House-keeping and sanitation and should submit self attested copy of Audit Report for the last 3 financial years and furnished by the Chartered Accountant (CA) in this regard.
12. Self attested copy of shop and commerce registration certificate in proof of local Establishment.
13. Self attested copy of ISO registration certificates 9001-2015 &14001-2015.
14. Self attested copy of Non-conviction certificate issued from commissionrate of Police/Police Authority.
15. Bidder having NSIC/MSME registration certificate is only get exempted benefit towards deposit of EMD when there will be mention about work name i.e cleaning and sanitation on the body of the certificates.

16. Paper cost of Rs 10000.00 in form of demand draft infavour of Superintendent, SCB Medical College, Cuttack payable at Cuttack (Non-refundable).
17. EMD of Rs 1000000.00 (Rupees Ten Lakh) only in form of demand draft infavour of Superintendent, SCB Medical College, Cuttack payable at Cuttack. EMD thus deposited shall be refunded to the unsuccessful bidder after finalization of the tender process without any interest/claim. EMD of successful bidder will be returned after receipt of the performance security guarantee. If the successful bidder fails to perform the cleaning and sanitation work the Bank Guarantee will be forfeited by the hospital Administration.
18. The agency after selection has to deposit security money in shape of Bank Guarantee amounting to Rs. 20,00,000/- (Rupees Twenty lakh) only at the time of agreement. The Bank Guarantee would remain valid initially till the end of the contract period and extendable if the contracts gets extended. No claims shall be made against the hospital Administration in respect of interest on security deposit. The security money (Bank guarantee) will be returned back to the bidder after expiry of the agreement period. In case of renewal of agreement by the both parties the Bank guarantee needs to be revalidated for the renewal period.
19. Any Criminal case/ proceeding is found against the Organization/ NGO/ Agency or in the name of the owner concerned may be a cause of rejection of Bid. He should submit an Affidavit from 1st class Executive Magistrate.
20. The NGO/Agency/Organization/Company should have not been Black listed from state/central govt. during last three year he should submit an Affidavit in this regard from 1st class Executive Magistrate.
21. Any report performance/ unsatisfactory performance such as abandoning of work, not properly completing/performing the work may be a cause of rejection of Bid.
22. The bidder should have the trade license issued by concerned Municipal Authority.
23. Experience Certificate in 50,000 Sq. mt. in cleaning and sanitation (indoor cleaning) in last three (03) years in manually and mechanized way.
24. The Bidder must have his own assets for mechanized cleaning. He should submit invoice copy of following cleaning equipment mentioned below or above that with the date of expiry.
 - I. Heavy duty scrubber drier : 06 No's
 - II. Mini scrubber drier : 04 No's
 - III. Water Pressure Jet : 02 No's
 - IV. Wet& dry vacuum cleaner : 02 No's
 - V. Road sweeper(Flipper) : 04 No's
 - VI. Grass cutter : 02 No's

Signature of Bidder

Superintendent
SCB Medical College Hospital, Cuttack

CHECK LIST

Sl. No	List of Document	Details of document Submitted / Not submitted	Paging Details
1	Credibility and Experience Certificate issued at least for 03 (three years) in cleaning and sanitation activities in manually and mechanized way for minimum 500 bedded Medical College and Hospital/Govt. Hospital. Tenderer having more than 3 years of experience with satisfactory performance in Medical college and hospital, preference will be given to them.		
2	Average Annual financial turn over for similar nature of work to the tune of Rs. 5 Crores during last three financial years.		
3	Self attested copy of PAN Card in the name of Agency/NGO/Organization/Company.		
4	Self attested copy of GST Registration Certificate and up to date clearance		
5	Self attested copy of labour contract license for minimum 500 no's of workers		
6	Self attested copy of EPF Registration Certificate and month wise deposited challan for minimum 400 no's workers for last one year.		
7	Self attested copy of ESI Registration Certificate and month wise deposited challan for minimum 400 no's workers for last one year		
8	Self attested copy of Solvency Certificate to the tune of Rs. 50(Fifty) Lakh from Revenue Department. Self attested copy of Solvency Certificate to the tune of Rs. 01(One) Crore from Nationalized Bank.		
9	Self attested copy of IT returns for last 3 financial year.		
10	Self attested copy of Audit Report for last 3 Financial years		
11	Self attested copy of shop and commerce registration certificate in proof of local Establishment.		
12	Self attested copy of ISO registration certificates 9001-2015 &14001-2015.		

13	Self attested copy of Non-conviction certificate issued from commissionrate of Police/Police Authority		
14	NSIC/MSME Regd. Certificate towards deposit of EMD		
15	Paper cost of Rs 10000.00 (Ten Thousand) vide DD No.....date.....		
16	EMD of Rs 1000000.00 (Ten Lakh) vide DD No.....date.....		
17	Any Criminal case/ proceeding is found against the Organization/ NGO/ Agency or in the name of the owner concerned may be a cause of rejection of Bid. He should submit Affidavit from 1 st Class Executive Magistrate.		
18	The firm/Agency/Organization should have not Blacklisted from state/central govt. during last three year. He should submit the Affidavit from 1 st Class Executive Magistrate in this regard.		
19	The bidder should have the trade license issued by concerned Municipal Authority		
20	Experience in 50,000 Sq.mt. in cleaning and sanitation(indoor cleaning) in last three(03) years in manually and mechanized way		
21	The Bidder must have his own assets for mechanized cleaning. He should submit invoice copy of following cleaning equipment as per eligibility criteria.		

Signature of Bidder

Superintendent
SCB Medical College Hospital, Cuttack

[Handwritten signature]
11/11/19

[Handwritten signature]
11/01/19

[Handwritten signature]
11/11/19

[Handwritten signature]
11/11/19

**OFFICE OF THE SUPERINTENDENT,
SCB MEDICAL COLLEGE HOSPITAL, CUTTACK**

Annexure-A

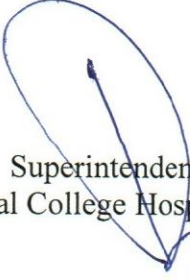
DETAILS REGARDING CLEANING REQUIREMENT

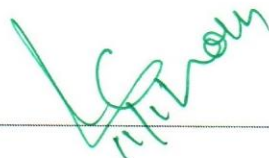
Sl No	Name of the Ward	No. Of cleaning staff required round the clock	Frequency(daily)
A	B	C	D
1	OPD		Five Times
2	Medicine Ward		Five Times
3	Surgery & Ortho. Wards		Five Times
4	Diarrhorea Ward		Five Times
5	Cabin		Twice Times
6	Admn. Block		Once
7	Open Space & Campus road		Once
8	Drain		Once
9	Corner,roofs,doors,windows,fans,bulbs		As required
10	O & G Ward		Five Times
11	Labour Room		Frequently
12	OT		Frequently
13	PPC/TB/Blood Bank/Eye		Twice times
14	All toilets		Six Times
13	Other wards		Five Times

Note: The bidder has to indicate the number of persons deployed in the required area.

Signature of Bidder

Superintendent
SCB Medical College Hospital, Cuttack


11/11/19


11/07/19


11/11/19

**OFFICE OF THE SUPERINTENDENT,
SCB MEDICAL COLLEGE HOSPITAL, CUTTACK**

TERMS AND CONDITION

1. The tenderer shall be of "Two Bid Type". All documents in two separate envelope super-scribed as "technical Bid" i.e marked as "A" and Price Bid marked as "B" shall be furnished in a closed cover. Both the closed envelopes shall be kept in another envelop, which will be super-scribed as "Tender for Cleaning & Sanitation work (24 hrs X7) of Wards & Out House cleaning of SCB Medical College Hospital, Cuttack".
2. The Tendere should provide cleaning and sanitation work in all the wards and in the premises 4 times in 24 hours and when required in respect of floor area along with common bath, common urinals, common latrine, corridor, wash basin and mirror of the different departments of SCBMCH, Cuttack in proper hygienic condition using detergent and floor moping thoroughly. Furniture, tube lights, bulbs, fans, air conditioners should be thoroughly cleaned and kept clean all times and the roof wall and corridor should be kept clean. Details regarding cleaning requirement is annexed at Annexure-1
3. The selected party will clean the outer area of the building including road and drains excluding drains of quarters and colony areas and desalting of drain by the Authority.
4. The tenderer should have a branch office in Cuttack and detail address should be mentioned in the tender with mobile number and Email address.
5. Quality of the materials should be used in cleaning and sanitation work shall be of highly hygienic standard. The brand of materials should be mentioned.
6. The payment should be made after receipt of performance certificate from concerned HODs of the department / Unit Head.
7. The selected party should issue identity card, uniform to every workers deployed.
8. The selected party should intimate the name/no's of the worker deployed in the different department.
9. The Organization/Agency should depute a qualified and dedicated staff to manage the hospital, who will co-ordinate in work execution activities and interact with the Hospital Administration and be responsible for supervision of the work.
10. Selected party just cannot stop the work at their sweet will. If any problem arises then this should be brought to the notice of Hospital Authority for proper redressal. Which shall generally be done on mutual basis.
11. During the contract period if any damage/pilferage to the hospital property occur due to mishandling, carelessness, the selected party shall be held responsible.
12. The Authority shall not be liable/ responsible for any personal accident or any health hazards / occurrence on towards of the persons deployed by selected party during their working hours.
13. If any information or documents furnished by the tenderer are found to be incorrect or misleading at any stage, the tender will be cancelled and the second party will be given the assignment.

14. Authority/Committee reserve the absolute right to accept or reject the tender without assigning any reason thereof.
15. In case of any Legal complicacies, the matter will be settled in the Jurisdiction of Court at Cuttack.
16. In case of any dispute arising between the parties, the decision of the Secretary Health & F.W Dept., Govt. of Odisha, Bhubaneswar will be binding on both the parties.
17. The period of tender is valid for 3 years from the date of execution of work but the renewal of agreement after one year depends upon the performance of the NGO/AGCM/Bidder for another two years. However, the Hospital Authority reserves the right for renewal of the Contract Period and cancel the agreement with the organization at any time without mentioning any reason for it giving 2 months prior notice.
18. The Hospital Authority direct the contractor to withdraw any of his worker from the hospital with 24 hours prior intimation.
19. The tenderer should quote the price per sqmt. Which included materials, manpower, Mechanized machine equipment & service charges.
20. The party using latest cleaning equipment will be given preference.
21. The bidder should give demonstration of the above machine after scrutinization of the technical bid so that his/her case can be considered for opening of financial bid.
22. The Tenderer should justify the rate quoted by him/her with proper justification analysis i.e. nos. Of persons to be deployed along with their wages (as per minimum wages act) and required cleaning materials of standard make and mechanized cleaning expenses separately. In the event of increase of minimum wages he can only claim the wages part only but not for the machined & materials cost.
23. The tenderer should submit detail analysis of the quoted rate in percentage(%) towards expenses of labour, cleaning materials, mechanized cleaning & service charges, so that the percentage quoted for labour component can be given by the first party in the event of increase of minimum wages by the govt. of Odisha. In case increase of floor areas the agency may claim bill for this as per the rate finalized in tender.
24. The interested parties should visit the hospital premises before submitting the tender for better assessment of the outhouse area, wards and the campus.
25. The Authority / Committee can incorporate, change and modify any other clause if felt necessary in the Agreement for the interest of the institution.

Signature of Bidder

Superintendent
SCB Medical College Hospital, Cuttack

**OFFICE OF THE SUPERINTENDENT,
SCB MEDICAL COLLEGE HOSPITAL, CUTTACK**

PART-II

FINANCIAL BID DOCUMENT

(To be enveloped in separate sealed cover)

**A FINANCIAL BID CONSIST COST ANALYSIS OF RATE DERIVES
COMPONENT WISE IN PERCENTAGE.**

Name of the work : Cleaning and sanitation work (24 hrsX7) of wards and out House
Cleaning of SCB Medical College & Hospital, Cuttack.

Signature of Bidder

Superintendent
SCB Medical College Hospital, Cuttack

**OFFICE OF THE SUPERINTENDENT,
SCB MEDICAL COLLEGE HOSPITAL, CUTTACK**

FINANCIAL BID FORM

Sl No	Job Description	Frequency(Daily)		Quantity	Unit
A	<p>Providing cleaning and sanitation work of different wards of SCB Medical College & Hospital, Cuttack</p> <p><u>Name of wards</u> <u>Area In Sq.m.</u></p> <p>1.Surgical Ward :12338.00 Sqm. 2.Gastro Surgery : 1077.00Sqm. 3.RDC Building : 1674.00Sqm. 4. Orthopedic Block : 2790.84 Sqm 5.Blood Bank Ground Floor (Old Casualty : 4273.90 Sqm. 6. Paediatric,Nephrology Neurology,Gastroenterology & Ext.Paediatric Ward :7275.32 7.ART Block :1343.89Sqm. 8.Hepatology Dept. :906.00 Sqm. 9.P.G Hostel :4330.12Sqm 10.Ladies Hostel :14820.19 Sqm 11.New Gents Hostel:10176.52 Sqm 12.O & G Block : 8755.00 Sqm 13.Medicine Ward :12165.00Sqm 14.Spl.OPD & ENT ward :4935.53 Sqm 15.Titanus & Cholera Ward :1414.74Sqm 16.TB & Chest :1321.19 Sqm 17.Radiology Dept. :760.00Sqm 18.Old Gents Hostel :15718.60Sqm 19.Pharmacist Hostel :2888.92 20.Nursing Hostel :8535.10Sqm 21. Under graduate hostel:3204.00Sqm. 22.Anatomy :2476.00 Sqm 23.FM&T :1041.00Sqm. 24.Mourtuary :1141.00Sqm. 25.Biochemistry & Physiology(G+3) :4746.00Sqm. 26.New Cardiology : 7428.40 Sqm. 27.Dental Wing :6870.36 Sqm. 28.New Ladies PG Hostel :4200.00 Sqm 29.New Paediatric Casualty:617.13 Sqm. 30.New Paediatric Ward :1093.63 Sqm. 31.Central ICU :1773.00Sqm. 32.Surgery Main OT :1786.00Sqm. 33.Lab.& Emg.OT :1291.00Sqm. 34.Neuro Surgery OT & ICU :1281.00 Sq 35.CTVS OT & ICU :1341.00Sqm. 36.G.U Surgery OT & ICU: 1553.00Sqm.</p>	24 hours minimum 5 times & as and when required	12 hours minimum 3 times & as and when required	Rate per sqm.per month	Monthly quoted amount

37. Plastic Surgery	:1446.00Sqm			
38. O &G OT & Lab Room:	2505.00 Sqm.			
39. P.P Centre	:1431.00 Sqm.			
40. Orthopaedic OT	:686.00 Sqm			
41. Eye OT	:725.00Sqm.			
42. Parthology & Microbiology	:7013.00 Sqm			
43. Skin & VD	:3340.00 Sqm.			
44. Pulmonary Medicine (Ground Floor)	:1593.85 Sqm.			
45. Mental Health Institute	: 6700.00 Sqm.			
46. Casualty & Trauma Care(G+1)	:2890.00 Sqm.			
47. New Ext. Orho(G+1)	:2839.00 Sqm.			
48. New Medicine(G+2)	:5071.00 Sqm.			
49. Tele Medicine Block (G+3)	:3538.06 Sqm.			
50. Trauma Care Casualty (G+5)				
51. New Medicine (G+4)				
52. Eye block (G+4)				
53. New X-ray Department				
54. New Cardio Thorasic.				
55. Blood Bank 2 nd floor				
56. New SR Hostel				
57. New UG Hostel 3				
58. Library and Examination Building				
59. Burn Centre				
60. Centre of Excellence Building.				
61. New Orthopaedics (G+4)				
<p>The tenderer can also be entrusted for cleaning & sanitation of any ward & area in the rate quoted in the tender as & when necessary.</p> <p><u>Out House Cleaning</u></p> <p>The cost of cleaning and sanitation work of Out house cleaning i.e cleaning of roads, drains excluding drains of quarters and colony areas and desalting of drain by the Authority.</p>				

No. Correction:

No Interpolation:

No Overwriting:

The wages quoted by the agency not be less than the minimum, daily wages approved by the labour department, Govt. of Odisha. Violating this at any stage will lead to rejection of tender or termination of service.

Signature of Bidder

Superintendent

SCB Medical College Hospital, Cuttack