

OFFICE OF THE DIRECTOR
ACHARYA HARIHAR REGIONAL CANCER CENTRE, CUTTACK

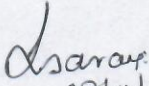
Tender Notice No. 5195 /dated the 8-11-19
E-68/2016-19

Sealed tenders are invited in two-bid system by the Director, Acharya Harihar Regional Cancer Center, Cuttack-753007 for cleaning and sanitation work (24x7) of wards and outhouse cleaning of Acharya Harihar Regional Cancer Centre, Cuttack for the period of two years. The bid document and all details can be downloaded from the website of AHRCC, www.ahrcc.in.

The tender schedule dates are as mentioned below:

Sl. No.	Particulars	Date & Time
1	Last date & time of tender submission (by speed post/registered post) only	06.12.2019 by 5:00 PM
2	Date and time of pre-bid meeting	23.11.2019 at 3:00 PM
3	Date & time of opening of technical bid (in presence of bidders/their authorized agents)	07.12.2019 at 3:00 PM
4	Date of opening of price bid	To be informed to qualified bidders only

The authority reserves the right to accept/reject any/all bids without assigning any reasons thereof.


08/11/19
Director

**OFFICE OF THE DIRECTOR
ACHARYA HARIHAR REGIONAL CANCER CENTRE, CUTTACK**

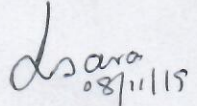
PART-I

TECHNICAL BID DOCUMENT
(To be enveloped in separate sealed cover)

Name of Work : Cleaning and sanitation work (24x7) of wards and outhouse
cleaning of Acharya Harihar Regional Cancer Centre, Cuttack

Vide DD no. _____/dt. _____

Signature of bidder


Director
A.H. Regional Cancer Centre, Cuttack

PART-I (TECHNICAL BID)

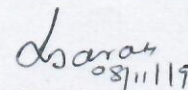
Eligibility criteria

The Technical Bid and Price Bid shall be accompanied with self-attested photocopy of the following documents failing which the bid shall be rejected outright:

1. Credibility & experience certificate issued from the concerned authority like Govt. hospital/private hospital/reputed registered organization having at least for 2 (two) years in similar nature of work, i.e., cleaning of floors, toilets, passages, staircases, and outside area out of which minimum 1 (one) year experience in cleaning & sanitation work of any Medical College and Hospital/Govt. Hospital in a mechanized way.
2. The bidder should enclose copy of paper clipping with the technical bid.
3. Annual turnover for similar nature of work to the tune of Rs. 25 lakhs each year during last three financial years, i.e., 2016-17, 2017-18, and 2018-19.
4. Organization/cleaning agency should have the expertise of modern professional way of hospital cleaning.
5. Self attested copy of PAN card in the name of the agency/proprietor.
6. Self attested copy of GST registration certificate.
7. Valid contract labour license issued from the District Labour Officer under Contract Labour Registration & Abolition Act, 1970 for minimum 100 nos. of labourers.
8. Self attested copy of EPF Registration Certificate.
9. Self attested copy of ESIC Registration Certificate.
10. Month-wise EPF deposited challan for minimum 100 nos. of workers as proof of EPF deposit for last three months.
11. EMD of Rs. 50,000.00 in the shape of DD issued by any nationalized bank in favour of the **Director, Acharya Harihar Regional Cancer Centre, Cuttack**, which will be returned after completion of the tender process to the bidders.
12. Any record of poor performance/unsatisfactory performance such as abandoning of work, improper completion of the work will be a cause of rejection of the bid.
13. The bidder should submit **No Criminal Record Certificate** from the Commissionerate of Police/Police Authority.
14. The bidder should have the Trade License issued by concerned Municipal Authority.
15. DD of Rs. 1000.00 in favour of the **Director, Acharya Harihar Regional Cancer Centre, Cuttack** for purchase of tender paper.
16. The bidder must have his own assets for mechanized cleaning like:

(i) Heavy duty scrubber drier	:	03 nos.
(ii) Mini scrubber drier	:	02 nos.
(iii) Water pressure jet	:	02 nos.
(iv) Wet and dry vacuum cleaner	:	02 nos.
(v) Road sweeper (flipper)	:	02 nos.
(vi) Grass cutter	:	02 nos.

The bidder should submit his ownership proof of the above machine during submission of tender.

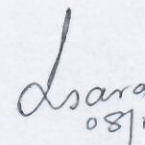

Director

A.H. Regional Cancer Centre, Cuttack

CHECK LIST

Sl. No.	List of documents	Details of documents	For office use only
1	Self attested copy of PAN Card (in the name of the agency/proprietor)		
2	Self attested copy of GST registration certificate		
3	Valid labour contract license for minimum 100 nos. of labourers issued from District Labour Office		
4	Self attested copy of EPF registration certificate		
5	Month-wise EPF deposited challans for minimum 100 nos. of workers for last three months		
6	Self attested copy of ESIC registration certificate		
7	Credibility & experience certificate for at least one year of Govt. Medical College & Hospital/Govt. Hospital and two years in similar nature of work as per tender call notice		
8	Annual turnover to the tune of Rs. 25 lakhs each year during last three financial years, i.e., 2016-17, 2017-18, and 2018-19		
9	Trade license issued by concerned Municipal Authority		
10	EMD of Rs. 50,000.00 only vide DD no. and date		
11	Xerox copy of paper clipping		
12	Invoice for proof of ownership of the mechanized cleaning equipments/machines		
13	No conviction certificate from the Commissionerate of Police/Police Authority		
14	Analysis report showing details of expenditure towards labour, cleaning materials, & machines		
15	DD of Rs. 1000.00 for purchase of tender paper		

Signature of bidder


08/11/19

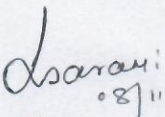
Director

A.H. Regional Cancer Centre, Cuttack

TERMS AND CONDITIONS

1. The tenders shall be of "Two-Bid" type. All documents in two separate envelopes superscribed as "Technical Bid," i.e. marked as "A" and "Price Bid" marked as "B" shall be furnished in a sealed cover. Both the closed envelopes shall be kept in another envelope, which will be superscribed as "Tender for Cleaning & Sanitation Work (24x7) of Wards and Outhouse cleaning of Acharya Harihar Regional Cancer Centre, Cuttack."
2. The bidder shall provide cleaning and sanitation work in all the wards and in the premises in respect of floor area along with common bath, common urinal, common latrine, corridor, wash basin, walls and mirrors of different departments five times in 24 hours of A.H. Regional Cancer Centre, Cuttack using detergents and floor moping. All the furniture, tube lights, bulbs, fans, air conditioners shall be thoroughly cleaned and kept clean all the times. The roofs, walls and corridors shall also be cleaned along with this. Details regarding cleaning requirement is annexed at Annexure-I.
3. The selected party will clean the outer area of the building including roads, drains, desilting of drain and garden.
4. The bidder should have a branch office in Cuttack and detailed address shall be indicated in the tender with mobile numbers and e-mail address.
5. Quality of the materials used for cleaning and sanitation work shall be of highest standard. The brand of materials used for cleaning shall be mentioned.
6. The payment shall be made after receipt of performance certificate from concerned HoDs of the departments/Ward in-charge/Unit in-charge/SMO.
7. The selected party shall intimate the names/nos. of workers deployed in the different departments.
8. The selected party shall issue identity card, uniform to every worker deployed for the same.
9. The organization/agency should depute a qualified and dedicated staff to manage the hospital who will coordinate in work execution activities and interact with the hospital administration of the hospital 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 the hospital authority for proper redressal.
11. During the contract period, if any damage/pilferage to the hospital property occurs due to the mishandling/carelessness, the selected party shall be held responsible.
12. The authority is not responsible for any personal accident/health hazard occurrence of any person during the working period deployed by selected party.
13. The detailed measurement of area to be cleaned is enclosed as Annexure-II.
14. If any information or documents furnished by the bidder are found to be incorrect or misleading at any stage, the bid shall be rejected.
15. Authority/committee reserves the absolute right to accept or reject the bidder without assigning any reason thereof.
16. In case of any dispute arising between the parties, the decision of the Director, AHRCC, Cuttack will be binding on both the parties.
17. In case of any legal complicacies, the matter will be settled in jurisdiction of Court at Cuttack.
18. The period of tender is valid for two years from the date of execution of the work. The hospital authority reserves the right to cancel the agreement with the organization at any time without assigning any reason with prior notice of one month.
19. The hospital authority may ask the contractor to withdraw any of his workers from the hospital with 24 hours prior information.
20. The bidder should quote the price per square metre, which includes materials and manpower, mechanized machine & equipment, and service charges.
21. The party using latest cleaning equipment shall be given preference.

22. The bidder if asked by the hospital authority shall give demonstration of the above machines after scrutiny of the technical bid so that his/her case can be considered for opening of financial bid.
23. The bidder should justify the rate quoted by him/her with proper justification analysis, i.e., nos. of persons to be deployed along with their wages for 100 persons minimum (as per Minimum Wages Act) required cleaning materials of standard make and mechanized cleaning expenses.
24. For outhouse campus cleaning, the bidder has to quote a lump sum amount.
25. The successful bidder shall have to enter into a MOU with the hospital authority before commencement of work.
26. Performance security in shape of Bank Guarantee amounting to Rs. 8,00,000/- (Rupees Eight Lakhs) should be submitted by the successful bidder before signing of MOU. The bank guarantee should be valid for the period of contract and will be returned upon completion of contract period.
27. The bidder should submit detailed analysis of the quoted rate in percentage (%) towards expenses of labour, cleaning materials, mechanized cleaning and service charges.
28. The interested parties may visit the hospital premises before submitting the tender for better assessment of the outhouse area, wards and the campus.
29. The Authority/Committee can incorporate, change and modify any other clause if felt necessary in the agreement for the interest of the institution.


08/11/19
Director

A.H. Regional Cancer Centre, Cuttack

Annexure-I

Sl. No.	Name of Ward	No. of cleaning staff required round the clock	Frequency (daily)
A	B	C	D
1	OPD		Five times & as and when required
2	MCW		Five times & as and when required
3	FCW		Five times & as and when required
4	Cabin		Three times & as and when required
5	New Annex Building		Three times & as and when required
6	OT		Frequently
7	ICU		Frequently
8	Pathology		Three times & as and when required
9	Technical & non-technical store		Three times
10	Kitchen		Three times
11	All toilets		Five times & as and when required
12	Other wards		Five times & as and when required
13	Drain		Two times
14	Corner, roofs, doors, windows, fans, bulbs		As required
15	Administrative block		Two times
16	Pain & Palliative Care Unit		Five times & as and when required
17	Outhouse area		Three times
18	LINAC Block		Five times & as and when required

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

**DETAILS OF AREA MEASUREMENT TO BE CLEANED IN ACHARYA HARIHAR REGIONAL
CANCER CENTRE, CUTTACK**

<u>Description</u>	<u>Measurement</u>	<u>Rate per Sq. mtr.</u>
1. Ward block area (ground & 1 st floor)	= 76,077.44 Sq. ft.	
2. Pain & Palliative Care unit	= 7,108.10 Sq. ft.	
3. Outdoor & Administrative block and ground and 1 st floor	= <u>29,820.08 Sq. ft.</u>	
	Total = 1,13,005.62 Sq. ft.	
	OR = 10,500.00 Sq. mtr.	
4. New Annex Building (Ground floor same as 1 st floor, 2 nd floor & 3 rd floor)	= 1,14,746.84 Sq. ft.	
	OR = 10,663.00 Sq. mtr.	
5. LINAC block (ground floor)	= 1,104.20 Sq. mtr.	

Total area = 10,500.00 Sq. mtr. + 10,663.00 Sq. mtr. + 1,104.20 Sq. mtr.
= **22,267.20 Sq. mtr.**

6. Outhouse campus cleaning including drains, road, garden, cycle stand, garage, etc., thrice a day.

Besides the above, the successful bidder can also be entrusted additional cleaning & sanitation of any ward & area in the rate quoted in the tender as & when necessary in future.

**OFFICE OF THE DIRECTOR
ACHARYA HARIHAR REGIONAL CANCER CENTRE, CUTTACK**

PART-II

FINANCIAL BID DOCUMENT

**Cleaning and sanitation work (24x7) of wards and outhouse cleaning of Acharya
Harihar Regional Cancer Centre, Cuttack**

FINANCIAL BID FORM

(To be typed in the letterhead of the bidder only)

Sl. No.	Description	Measurement	Quantity (rate per Sq. mtr. Per month)	Unit (Monthly quoted amount)
A	Providing cleaning and sanitation work of Old Building area (Ground floor and 1 st floor), Pain & Palliative Care, Administrative block (ground floor, OPD, and 1 st floor)	10,500.00 Sq.mtr.		
B	New Annex Building (ground floor, 1 st , 2 nd , and 3 rd floor)	10,663.00 Sq. mtr.		
C	LINAC block (ground floor)	1,104.20 Sq. mtr.		
D	Outhouse campus, drains, roads, garden, cycle stand, garage, etc. (to be quoted a lump sum amount)			
E	Total	22,267.20 Sq. mtr		
F		GST %		
G	Grand total			

N.B.: Besides the above, the successful bidder can also be entrusted for additional cleaning & sanitation work of any ward & area in the rate quoted in the tender as & when necessary in future.

No Correction
No Interpolation
No Overwriting

Signature of bidder with seal