

**Notice Inviting Tender No. Engg/CW-\_\_\_\_\_/CD-  
II/2014-15**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI-110029.**

*NAME OF WORK:* "Providing Sanitation Services at various offices/  
locations at AIIMS"

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Certified that this N.I.T. contains page 1 to 13 ( pages only)

Checked By

**ASSISTANT ENGINEER (P)  
Division-I, New Delhi**

This N.I.T. is approved for **Rs. 1,09,20,078.00.00** (Rupees One Crore Nine Lac  
Twenty Thousand and Seventy Eight only) vide **N.I.T No. Engg/CW-\_\_\_\_\_/CD-  
II/2014-2015.**

**EXECUTIVE ENGINEER  
Civil Division -II, AIIMS**

## PRESS NOTICE

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ENGINEERING SERVICES DEPARTMENT  
ANSARI NAGAR, NEW DELHI-110029.

No. Engg/EE(C)-II/Sanitation/2014-15

### **NOTICE INVITING TENDERS**

The Executive Engineer (P), AIIMS, New Delhi on behalf of Director, AIIMS invites sealed Open Tender in "TWO BIDS (TECHNICAL & FINANCIAL) SYSTEM" in prescribed tender forms from Specialized Firms/Reputed contractors with adequate experience and financial capability who fulfill the prescribed eligibility & experience criteria for the under mentioned work.

1	Name of Work	Providing Sanitation Services at various offices/ locations at AIIMS
2	Estimate cost put to tender	Rs.1,09,20,078.00
3	Earnest Money	Rs. 2,18,500.00
4	Period of completion	12 Months
5	Bid validity	60 days from the date of Opening of Tender
6	<b>PERFORMANCE GUARANTEE</b>	10% of Tendered amount
7	Cost of Tender Form (Non-Refundable)	Rs.1000.00
8	Last date and time for receipt of application for issue of tender form	28.12.2015 (upto 3.00 PM)
9	Date and time for issue of tender forms to the applicants.	30.12.2015 (4.00 PM onwards)
10	Last date for submission of Tender	10.01.2016 (upto 3.00 PM)
11	Date of Opening of Technical bid	10.01.2016 (3.30 PM)
12.	Date of opening of price bid will be communicated to all the qualified tenderer.	

**Note:**

1. The details of tender terms & conditions are mentioned in Tender Form.
2. The Engineer in-charge, AIIMS reserves the right to reject any or all tenders without assigning any reasons whatsoever.

**EXECUTIVE ENGINEER (C)-II  
ENGINEERING SERVICES DEPARTMENT  
AIIMS**

## CPWD-6 For Tendering

1. Item rate tenders are invited on behalf of the Director AIIMS from specialized firms/reputed contractors with adequate experience and financial capability who fulfill the eligibility & experience criteria for the work of “Providing Sanitation Services at various offices/ locations at AIIMS”. The eligibility of the contractors should be valid on the last date of sale of tenders. In case only the last date of submission of tender is extended, the eligibility of contractor should be valid on the original date of submission of tenders.
  - 1.1 The work is estimated to cost **Rs 1,09,20,078.00**. This estimate, however, is given merely as a rough guide.
  2. Agreement shall be drawn with the successful tender as per the NIT and any other documents such as letter of intent award letter etc. Tenderer shall quote his rates as per various terms and conditions of the said form which will form part of the agreement
  3. The time allowed for carrying out the work will be **12 Months** from the date of start as defined in schedule ‘F’ or from the first date of handing over of the site, which ever is later, in accordance with the phasing, if any, indicated in the tender documents.
  4. The site for the work is available.
  5. Tender documents consisting detail of specifications, the schedule of quantities to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen from website [www.tenderwizard.com/AIIMS](http://www.tenderwizard.com/AIIMS) or [www.aiims.ac.in](http://www.aiims.ac.in) free of cost.
  - 9 **Tender Earnest money of Rs.2,18,500.00** in the form of Demand Draft/Pay Order/Banker’s cheque or FDR (having validity of 6 months) drawn in favour of “Director AIIMS”, New Delhi of a Schedule Bank shall be submitted with the tender in **original in the office of Executive Engineer, Civil Division-II, Room No.205, II<sup>nd</sup> floor, Administration Block, AIIMS Ansari Nagar New Delhi**. The EMD will be refunded to the all unsuccessful bidders and the same also be refunded to the first lowest bidder on submission of Performance Guarantee.

### **10. MANNER OF SUBMISSION OF TENDER**

The tender should be submitted in **TWO SEPARATE ENVELOPES**. The envelopes shall contain the following:

#### **Envelope No.1 (super-scribed as “Technical documents and EMD”)**

This envelope should contain the following: of documents related to eligibility criteria and EMD.

1. EMD
2. certified copies of all the documents required as per Eligibility Criteria (to be submitted in the same chronological order as asked in the Criteria )

(Tenderer is advised to submit specifically only the required documents in the technical bid envelope as per the mentioned order, to enable a faster scrutiny)

#### **Envelope No.2 - (super-scribed as “Price bid and tender documents”)**

This envelope shall contain duly filled **tender document in original including Price Bid**.

**Both the Envelopes-1 & 2 should be placed in another enveloped marked as “Tender for \_\_\_\_\_ (name of work)”. Estimated cost of tender and date of opening should also be mentioned on this envelope.**

11. The contractor whose tender is accepted will be required to furnish performance guarantee of 10% (Ten Percent) of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of Deposit at call receipt of any scheduled bank/Banker’s cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs.

1,00,000/-) or Government Securities of Fixed Deposit Receipts or Guarantee Bonds of any scheduled Bank or the State Bank of India in accordance with the prescribed form.

In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.

12. Intending tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders to the nature of the site. The nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plants etc., will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
13. The competent authority on behalf of Director AIIMS does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
14. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractor who resort to canvassing will be liable to rejection.
15. The competent authority on behalf of Director AIIMS reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
16. The contractor shall not be permitted to tender for works in the AIIMS (Division in case of contractors of Horticulture/Nursery category) responsible for award and execution of contracts in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Non Gazette officer in the AIIMS . Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.
17. No. Engineer of Gazette rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
18. The tender for the works shall remain open for acceptance for a period of **60 days** from the date of opening of financial bid in case tenders are invited on 2 bid system. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to **forfeit 50%** of the said earnest money as aforesaid. Further the tenders shall not be allowed to participate in the re-tendering process of the work.
19. This Notice inviting tender shall form a part of the contract document. The successful Tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of:-

The notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender as uploaded at the time of invitation of tender and rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

**EXECUTIVE ENGINEER(C)**  
**Civil Division-II**  
**AIIMS, NEW DELHI.**

## INFORMATION AND INSTRUCTION FOR CONTRACTORS FOR TENDERING

### (Applicable for inviting open tenders)

The Executive Engineer (P), AIIMS, New Delhi on behalf of Director, AIIMS invites sealed Open Tender in "TWO BIDS (TECHNICAL & FINANCIAL) SYSTEM" in prescribed tender forms from Specialized Firms/Reputed contractors with adequate experience and financial capability who fulfill the prescribed eligibility & experience criteria for the under mentioned work.

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9	Date and time for issue of tender forms to the applicants.	30.12.2015 (4.00 PM onwards)
10	Last date for submission of Tender	10.01.2016 (upto 3.00 PM)
11	Date of Opening of Technical Bid.	10.01.2016 (3.30 PM)
12	Date of opening of price bid will be communicated to all the qualified tenderer.	

The tender document consisting of plans, specification, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website [www.aiims.ac.in](http://www.aiims.ac.in) or [www.aiims.edu.in](http://www.aiims.edu.in) free of cost

The eligibility of the contractors should be valid on the last date of submission of tenders.

In case only the last date of submission of tender is extended, the eligibility of contractor should be valid on the original date of submission of tenders.

#### **List of Certified Documents to be submitted:**

- i. Certificates of work experience in form of Completion Certificates.
- ii. Certificate of registration for Service Tax.
- iii. Certificate of registration under Employees State Insurance Act.
- iv. Certificate of registration under Employee Provident Fund Act.
- v. PAN Card of the tenderer/ Agency/ Organization.
- vi. Tenderer should submit a copy of TDS Certificate along with the Completion Certificate for the work done in reputed Private Organization.

**Eligibility and Experience Criteria:** Pre-qualification shall be done in the present bid. However, only those bidders who meet the eligibility/experience criterion shall be considered for the bid. The eligibility/experience criteria shall be as below. Tenderer shall submit documentary proof of eligibility criteria, failing which the tender will be summarily rejected.

- (I) The tenderer should have satisfactorily completed either **three similar works** each costing not less than Rs.43.68 Lacs in last 7 years ending **28<sup>th</sup> February, 2015**.

**OR**

**Two similar works** in each costing not less than Rs.65.52 lacs **in last 7 years** ending **28<sup>th</sup> February, 2015**

**OR**

**One similar work** each costing not less than Rs.87.36 lacs **in last 7 years** ending **28<sup>th</sup> February, 2015**

*Tenderes have to produce supporting documents/certificates in the form of Completion certificates from the clients and work orders for the subject work.*

**Similar work shall mean “Sanitation & House Keeping Services in 50 or more bedded Hospitals under central government / autonomous body/ state government /any reputed private organization which shall include Sanitation and House keeping of buildings.**

- (II) Bid should be complete and covering the entire scope of job and should confirm to the General and Special Conditions indicated in the bid documents. Incomplete and non- confirming bids will be rejected outright.
- (III) Tenderer should enclose Certified Copy of registration certificate under Employees State Insurance Act, and under Employee Provident Fund Act.
- (IV) Certified Copy of Income Tax, PAN Card No. of the Party/ Agency/ Organization to be enclosed.
- (V) Tenderer should submit Certified Copy of Service Tax Registration which should be in the Name of the Tenderer.
- (VI) Tenderer should submit a copy of TDS Certificate along with the Completion Certificate for the work done in reputed Private Organization.
- (VII) The tenderer should fulfill the above criteria and shall have to furnish an affidavit on non-judicial stamp paper of Rs.100/- value as under-
- i) I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis.
  - ii) I/We are not associated presently or was/were associated in the past with any of the office bearers of AIIMS either directly or indirectly.
  - iii) No joint venture / consortium is involved in our bid.
  - iv) I/We have never been blacklisted or debarred by any Central/State/Govt. Agency /Private Institution and there is no vigilance/CBI case pending against us.
  - v) Further that, if such a violation comes to the notice of department, or any information or document furnished shall be found to be untrue or false on any stage then I/we shall be liable to be disqualified and the Earnest Money accompanying the tender shall be forfeited to the AIIMS. Then I/we shall be debarred for tendering in AIIMS contracts in future. Also, if such a violation comes to the notice of Institute after award of work to us, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit and Performance Guarantee.

**T E N D E R**

I/We have read and examined the notice inviting tender, schedule, specifications applicable, General Rules and Directions, Conditions of Contract, clause of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender documents for the work.

I/We hereby tender for the execution of the work specified for the Director AIIMS within the time specified in Schedule 'F', viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for **60 days** from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of **Rs.2,18,500.00 is here by forwarded in** form of DD/Banker's cheque/fixed deposit receipt of schedule bank, as earnest money. If I/we, fail to furnish the prescribed performance guarantee within prescribed period. I/we agree that the said Director, AIIMS or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that Director, AIIMS or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto maximum of the percentage mentioned in schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in clause 12.2 and 12.3 of the tender form. Further I/we agree that in case of forfeiture of Earnest money or both earnest money & Performance Guarantee as aforesaid, I/we shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any person other than a person to whom I/We am/are authorised to communicate the same or use the information in any manner prejudicial to the safety of the State. I also agree to accept the English Version of the tender document in case of difference between the English and Hindi Version.

Dated .....

Signature of Contractor  
Postal Address #

Witness : #  
Address: #  
Occupation : #

**ACCEPTANCE**

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the President of India for a sum of Rs. \* \_\_\_\_\_ (Rupees\* \_\_\_\_\_)

The letters referred to below shall form part of this contract Agreement:-

- i) \*
- ii) \*
- iii) \*

For & on behalf of the Director AIIMS.  
Signature .....  
Designation .....

rkjh[k Dated \*.....

**\* To be filled in by EE # To be filled by the contractor**

### SCHEDULE 'C'

Tools and plants to be hired to the contractor

Sl. No.	Description	Hire charges per day	Place of issue
1	2	3	4

NIL (shall be arranged by the Department )

### SCHEDULE 'D'

Extra schedule for specific requirements/documents for the work, if any.

NIL

### SCHEDULE 'E'

1. Refrence to General Conditions of contract.

Name of work : "Sanitation & House Keeping Services at various offices / locations at AIIMS".

Estimated cost of work:	Rs 1,09,20,078.00
Earnest money	Rs. 2,18,500.00
Performance guarantee	10% of tendered amount

Officer inviting tender - EXECUTIVE ENGINEER, Civil Division-II, AIIMS, N.Delhi

## Definitions:

1. **Employer:** Means the DIRECTOR, AIIMS, acting through the Executive Engineer, CD-II/ESD.
2. **Engineer-in-Charge:** shall mean Executive Engineer, Civil Division-II, AIIMS, New Delhi
3. **Accepting Authority:** shall mean Executive Engineer, Civil Division-II, AIIMS, New Delhi (on behalf of the Director, AIIMS).
4. **“Contractor”** shall mean the individuals of firm or company whether incorporated or not, undertaking the contract and shall include legal representatives of such individual or persons composing such firm or unincorporated company or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company. This shall be synonymous with term “Tenderer” used in the Detailed Tender Notice and shall mean the successful “Tenderer”.
5. **“Services”** shall mean the services to be supplied to AIIMS by the Contractor as stated in the Contract and shall include installation and other services that are prescribed in the Tender document.
6. **“Contract”** shall mean and include the terms and conditions of contract. Letter of acceptance, the offer, the Agreement and mutually accepted conditions in the authorized correspondence exchanged with the offer by the AIIMS and any other document forming part of the contract.
7. **“Contract Amount”** shall mean the sum quoted by the Contractor in his offer and accepted by AIIMS.
8. **“Competent Officer”** shall mean any officer authorized by the AIIMS to act on behalf of the AIIMS.
9. **“AIIMS”** shall mean All India Institute of Medical Sciences, New Delhi.
10. **“Director”** shall mean the Director of AIIMS, for the time being holding that office and also his successor and shall include any officer authorized by him.
11. **“Approved”** shall mean approved in writing including subsequent confirmation of previous verbal approval. “Approval” shall mean approval in writing including as aforesaid.
12. **“Specification”** means the specification referred to in the Tender and any modification thereof or addition or deduction thereto as may from time to time be furnished or approved in writing by the Competent Authority. In case where no particular specification is given, the relevant specification, where one exists, of the Bureau of Indian Standards shall apply.
13. **“Tender”** means the Contractor’s priced offer to the AIIMS for the Supply of the Services and remedying of any defects therein in accordance with the provisions of the Contract, the installation and services as accepted by the Letter of Acceptance.
14. **“Letter of Acceptance”** means the formal acceptance by the AIIMS.
15. **“Commencement Date”** means the date upon which the Contractor receives the notice to commence the supply of Services.
16. **“Time for completion”** means the time for completing the supply of services or any part thereof as any part thereof as stated in the Contract calculated from the commencement Date.
17. **“Department”** means Engineering Services Department, AIIMS.

### Clause 1

- i) Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance, in days **10 Days**
- ii) Maximum allowable extension beyond the period as provided in i) above in **5 Days**

Authority for fixing compensation under clause 2 of GCC

**Superintending Engineer,  
Circle office, AIIMS, New Delhi.**

Number of days from the date of issue of letter of acceptance for reckoning date of start.

**20 Days**

**Table of Milestones : -- As per Table given below**

S. No.	Description of Milestone (Physical)	Time Allowed in days (from date of start )	Amount to be withheld in case of non achievement of milestone
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-----Not Applicable-----

Time allowed for execution of work

**One Year**

Authority to give fair and reasonable extension of time for completion of work

**SUPERINTENDING ENGINEER  
AIIMS, NEW DELHI.**

## GENERAL CONDITIONS

1. The contractor must get himself acquainted with the proposed site for the works and study specifications and conditions carefully before tendering, no claim whatsoever on this account shall be entertained later on.
2. The work in general shall be carried out in accordance with the AIIMS specifications and as per directions of Sr. Sanitation officer /Engineer-in-charge.
3. The successful tenderer has to follow certain hospital rules in his day-to-day work.
4. However, the cleaning shall have to be done as frequently as required for proper housekeeping upon the instructions of the Hospital's Housekeeping-in-Charge, for which nothing extra shall be paid.
5. The tenderer whose tender is accepted shall help the AIIMS officers to monitor and check that the sanitation/ housekeeping work being done according to the schedule of frequencies mentioned.
6. The contractor shall work in close coordination with officials working in various rooms/halls, including staff of Hospital etc. and modify working schedule if required as per users convenience. No claim whatsoever on this account shall be entreated.
7. The work shall be carried out in the manner complying in all respects with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed or as directed by the Hospital In-charge & nothing extra shall be paid on this account.
8. The contractor shall comply with proper & legal orders & direction of the local or public authority or municipality and abide by their rules & regulations & pay all fees & charges which may be liable.
9. The contractor shall give due notice to municipality, police and/or other authorities that may be required under the law/rules under force & obtain all requisites licenses for temporary obstructions/enclosures and pay all charges which may be leviable on account of his execution of the work under the agreement. Nothing extra shall be paid on this account.
10. The contractor shall execute his work in such a manner that no damage is made to the existing structure, if any damage occurred it shall be made good by the contractor.
11. The contractor shall conduct his work so as not to interfere with or hinder the progress or completion of the work being performed by other contractor(s) or by the Hospital In-charge & shall as far as possible arrange his work and shall place & dispose of the material being used or removed so as not to interfere with the operations of other contractors, or he shall arrange his work with that of the others in an acceptable & co-ordinate manner & shall perform it in proper sequence to the complete satisfaction of Hospital In- charge.
12. Contractor shall be responsible for the watch and ward of the material provided to him against pilferage and breakage during the period of execution and thereafter till the work is physically handed over to the department.
13. Speed & Quality of work is very important at AIIMS Hospitals.
14. The contractor shall ensure quality work in planned and time bound manner. Any sub-standard work beyond set out tolerance limits shall be summarily rejected by the Hospital-in-charge.
15. The work shall be carried out complying in all respects with the requirement of relevant by laws local agency.
16. The contractor shall have to carry out the work according to the programme mutually decided between him and the Engineer-in-charge of the work. No claim for idle-labour on any account shall be entertained.
17. **Recoveries: 2% Income Tax** shall be recovered from gross amount of contractor's each bill.
18. **Service Tax:** Sales Tax/VAT (except Service Tax), Building and other Construction Workers Welfare Cess or any other tax or cess in respect of this contract shall be payable by the contractor and the AIIMS shall not entertain any claim whatsoever in this respect. However, in respect of service tax, same shall be paid by the contractor to the concerned department on demand and it will be reimbursed to him by the Engineer-in-Charge after satisfying that it has been actually and genuinely paid by the contractor.
19. The contractor should study the Conditions of Contract before tendering.
20. Any damages done to the electric fittings, installations, while using them shall be made good by him at his own cost.
21. No residential accommodation shall be provided to any of the staff engaged by the contractor.

## **SPECIAL CONDITIONS**

- 1. INSPECTION OF SERVICES:** The Competent Authority will carry out inspection of the Services supplied to confirm their conformity to the Contract specifications. The Competent Authority shall be entitled at any time to inspect the services.
- 2. AREA OF OPERATION: Different locations of the AIIMS.**
- 3. Material/chemicals/Tools & Plants:** The materials, chemicals, machines/equipments/tools and Plants required for sanitation services shall be provided by the AIIMS.
- 4. SHIFT & SHIFT TIMINGS :** The contractor has to provide Sanitary / Hospital attendants on Day to day basis i.e for 365 days a year(24x7) as per schedule of deployment of manpower is provided to him by the AIIMS.
- 5. HYGIENE & OTHER STANDARDS FOR THE STAFF PROVIDED BY THE CONTRACTOR:**
  - a) The Contractor shall employ skilled, semi-skilled and unskilled labour to carry out its Services at the required rate of progress and of quality to ensure workmanship, of the degree specified in the Contract for timely fulfilling of the Contractor's obligations under the Contract and to the satisfaction of the Competent Authority. The Supervisors/Sanitary Attendants / Hospital Attendants deployed by the firm/contractor should be experienced person with minimum educational qualifications as tenth pass for Sanitary Hospital Attendant and graduation for Supervisors & should be able to read and write in English.
  - b) The contractor shall be responsible for behavior and conduct of his workers. No workman with doubtful integrity of having bad record shall be engaged by the contractor.
  - c) The employees should be in proper uniform at the time of work. The uniform provided to the workers by the contractor should be different and distinguish from other categories of the Institute staff with name plate & badges.
  - d) The employees should be presentable in appearance i.e well cut and groomed hair, properly combed, neat shaved etc.
  - e) Contractor/service provider shall get medical examination of the staff deployed to ensure that they are free from any contagious diseases and/or are fit for discharge of duties as are assigned to him/her. Medical certificate every six months shall be provided starting from the date of start of work.
  - f) The Contractor shall provide its staff, a minimum of two sets of uniforms. The employees shall also display a photo identity card on their person clipped to the shirt at all times.

## **6. PAYMENTS :**

The rates quoted shall be inclusive of work contract tax, Sales Tax, Cess, ESI, EPF, Octroi or any other duty or taxes levied by the Central or State Govt. or Local Body, except the Service Tax (if applicable) which will be paid at actual, as applicable, based on the bill amount. The rates shall be firm and fixed and shall not be subject to any change on any condition of whatsoever nature, except the Price Variation clause, and shall hold well till completion of supply of the Services. Bill for Services supplied under this contract shall be prepared in duplicate by the Contractor at the end of every month. The payment of bills and other claims arising out of the Contract will be made by Account Payee Cheque drawn in the name of the Contractor or through E.C.S. It may be noted that under the provision of the Indian Income Tax Act, the AIIMS is required to deduct Tax with surcharge at source at prevailing rates from the gross amount of each bill submitted.

## **7. PRICE VARIATIONS:**

The Sanitary staff/Hospital attendants and Supervisors will be considered under the Un-skilled and skilled category respectively. Rates quoted by the firm will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R & A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service, services charges etc. of the agency. Minimum wages for all purposes of tendering and execution thereof shall be rates as notified by Labour Commissioner (NCT of Delhi)). Revision of rates will be acceptable against submission of order/notification from time to time with authentic proof of having paid the same. Only basic rates difference applicable rates shall be payable as escalation, based upon the rates of at Sl. No.1 of the schedule of quantities and amount of service charge shall be calculated accordingly (Sl.No.8). This clause shall be operational for decrease in quoted/awarded amount on same analogy as above in case there is decrease in labour rates.

## **8. Licenses**

Wherever relevant, before commencing the Work/Service the successful Tenderer shall be required to produce to the satisfaction, of the AIIMS a valid Contract Labour License (if employing labour) issued in its favour under the provision of the Contract Labour (Regulation and Abolition), Act 1970. On failure to do so, the acceptance of the Tender is liable to be withdrawn and also the Earnest Money is liable to be forfeited.

## **9. Right of the AIIMS**

The AIIMS reserves the right to suitably increase/reduce the scope of work put to this Tender. In case item rate contract, the AIIMS does not in any way guarantee the quantity for which an order may be placed and the Tender quantity may only be treated as indicative. In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the contract Document, interpretation of the Clauses by the AIIMS shall be final and bindings on all Parties.

## **10. Contract Period**

The Contract period shall commence on the date of Commencement and shall remain for one year. The period is further extendable for a maximum period of 2 years on the same terms and conditions.

## **11. Review & Termination**

It may be noted that quality of Sanitation and Housekeeping service are the essence of the Contract. If at any time it is seen that, a result of the poor quality of housekeeping continues for a period of 15 days, the contract may be terminated.

- a. The standard of sanitation & housekeeping services shall always be to the satisfaction of the authorized representative of the Hospital-in-Charge. In case of default Hospital-in-Charge may get the improvement done at the cost of agency without any notice.
- b. The contractor shall provide mobile phones to the Supervisors employed by him who shall coordinate with the Concerned authorities as & when needed.
- c. The uniform provided to the workers should be different and distinguish from other categories of the Institute staff with name plate & badges.
- d. The contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services to be rendered to AIIMS and shall comply with all relevant labour laws as applicable to the area as existing or as may be mentioned during the contract period and shall indemnify AIIMS against all acts of omissions, fault, breaches and of any claim or demand, loss injury and expenses to which AIIMS may be party or involved as a result of the contractors failure to comply and of the obligation under the relevant act law which the contractor is to follow.
- e. Every Supervisor deputed by the firm should maintain a register for keeping the daily record for sanitation & house keeping services & should take signature from the concerned department for their comments.
- f. For any stolen, missing or defective items related to Civil, Electrical or A/C, persons in charge of outsourced facility of respective area shall lodge complaint with the concerned Engineering staff/section for getting the item replaced or repaired. Otherwise the responsibility lies with the outsourcing agency.

**SCHEDULE OF QUANTITIES**

**NAME OF WORK: "Providing Sanitation Services at various offices/  
locations at AIIMS"**

Sl. No.	Area of deployment	Deployment of Sanitary Attendant	Deployment of Supervisor
1	Masjid Moth Campus, Doctor Hostel and Nurses Hostel (Masjid Moth)	20	2
2	Newly Constructed Hostel No. 3 at Masjid Moth (Ground + 5 Floors)	16	0
2	Outer Road of CDER to South Extn., Mortuary to Masjid Moth Road, Director Bungalow, Guest House and Faculty Club, Service Centre (Eastern Campus)	19	1
3	Faculty Transit Hostel, A.V. Nagar	6	1
4	Ladies Hostel No. 9, 10, RPC-I	11	1
5	Deptt. Forensic Medicine	2	0
6	Transport Department (Motor Garage)	4	0
7	Animal House	5	0
	Total	83	5

**SAMPLE COPY**

**PRICE BID**

NAME OF WORK: "Providing Sanitation Services at various offices/  
locations at AIIMS"

SI.No	Description of wages	Type of Manpower	
		Skilled (Supervisor) in Rupees	Un-Skilled (Sanitary attendant) in Rupees
1	Monthly Wages ( Basic plus VDA)	10478.00	8632.00
2	EPF 12% + EDLI 0.5% +Admn Charges 1.11% = Total 13.61% of basic plus VDA	1426.06	1174.82
3	ESI 4.75% of basic plus VDA	497.71	410.02
4	Total of 1 - 3	12401.77	10216.84
5	Weekly off / Replacement / relieving charges 1/6 of total sum of SI.No. 4	(General Shift only)	(General shift only)
6	Total add S.No. 4 & 5	12401.77	10216.84
7	<b>Services charges</b> on Total sum SI.No 6 @ ( )%		
8	Total SI.No.6 &7		
9	<b>Service Tax (if applicable)</b> @12.36% on total sum S.No.8)		
10	TOTAL ( Add SI.No. 8 &9)		

**Note: The bidder shall quote service charges in percentage at S.No. 7 and further financial component will be calculated accordingly for both the categories of manpower in Indian Rupees in words and figures in Financial /Price Bid**

Note: The minimum educational qualification for Supervisors and Sanitary/Hospital Attendants deployed by the firm/contractor graduation and 10<sup>th</sup> pass respectively and they should be able to read & write in English. Quoting "NIL" Service charges will tantamount to outright rejection of the bid.

**PENALTIES**

- If the quality of work is found un- satisfactory or any such complaint in this regards is registered either by patients or the hospital staff, a penalty of Rs.500.00 day will be charged to the contractor per instance per day.
- It is mandatory that the Supervisors / Sanitary Attendants / Hospital Attendants should be present on daily basis. If the same is found to be absent, an alternative arrangement needs to be done within 2 hours, failing which a penalty of Rs. 500/- per instance will be charged.
- If during inspection, the workers are not found in uniform, a penalty of Rs.500/- per employee will be charged per instance per day.

(SIGNATURE OF THE FIRM/CONTRACTOR)

EXECUTIVE ENGINEER (C)-II  
ESD, AIIMS

SUPERINTENDING ENGINEER