

**TENDER DOCUMENT FOR OUTSOURCING OF CLEANING AND  
SANITATION OF SCB DENTAL COLLEGE AND HOSPITAL,CUTTACK.**

**OFFICE OF THE PRINCIPAL SCB DENTAL COLLEGE AND  
HOSPITAL,CUTTACK.**

**Tel: (0671)2414695,Fax-(0671)2340975  
E-mail:dentalscb@gmail.com**

**Price:Rs 500**

**(Those who download the tender document from Website  
[www.dmetorissa.gov.in](http://www.dmetorissa.gov.in) or [www.odisha.gov.in](http://www.odisha.gov.in) should enclose a DD of Rs 500/-  
towards cost of tender paper in favor of Principal S.C.B Dental College &  
Hospital,cuttack)**

**LAST DATE FOR SUBMISSION OF TENTER PAPER IS 04.06-2014 BY 12.00 PM.  
DATE OF OPENING OF TECHNICAL & FINANCIAL BID04.06-2014 AT 3 PM**

**TENDER PAPER FOR OUTSOURCING OF CLEANING AND SANITATION FOR SCB DENTAL COLLEGE AND HOSPITAL,CUTTACK.**

**TERMS & CONDITION**

**The Sealed Tender is invited in two bid system i.e. Technical Bid and Financial Bid. The interested Service Provider are advised to submit two separate sealed envelops super scribing**

**"Technical Bid for Providing "Services for Cleaning & sanitation of The SCB Dental College & Hospital,Cuttack. and "Financial Bid for Providing "Services for Cleaning & sanitation of SCB Dental College & Hospital,Cuttack." Both sealed envelopes should be kept in a separate third sealed envelope superscribing "Tender for Providing "Cleaning & sanitation of SCB Dental College & Hospital ,Cuttack.**

**All documents submitted shall be consecutively numbered having signature with official seal of the authorized signatory on each page and total number of pages shall be mentioned on the top sheet duly authenticated by the authorized signatory. In case the tender document is signed by the authorized signatory, a copy of the Power of Attorney/Authorization may be enclosed along with the tender for consideration. The period of the tender is valid for one year from the date of execution of the agreement**

**4. LIST OF CLEANING ITEMS TO BE SUPPLIED BY THE ORGANIZATION / CLEANING AGENCY**

1. Coconut Broom
2. Soft Broom
3. Cobweb Brush
4. Harpic Brush
5. WC Round Brush
6. Glass Duster
7. Floor Duster
8. Mop Stick
9. Wet Mopping machine
10. Dry Mopping machine
11. Rubber Wiper
12. Plastic Bucket
13. Plastic Mugs
14. Cotton Swabs
15. Nylon Scrubber
16. Vacuum Cleaner
17. Scotch Brite
18. Steel Wool
19. Dust Pan

**LIST OF CLEANING AGENTS & INSECTICIDE TO BE SUPPLIED BY THE ORGANIZATION /CLEANING AGENCY**

1. Vim
2. Bathroom acid
3. Naphthalene ball
4. Phenyl
5. Room Spray
6. Bleaching powder
7. Potassium Permanganate
8. Baygon Spray
9. Soap
10. Soap oil
11. Lentrek
12. Surf / Tide
13. Harpic
14. Colin Spray

**Terms and Conditions**

1. The streets, campus of Medical College and Hospital & inside the building and wards cleaned early in the morning everyday.
2. The solid waste generated from different sources must be collected at a primary transfer station and finally be deposited at a predetermined place in a trolley. The loaded trolley transportation must be covered with suitable cloth/polythene and properly tied so that no waste falls/splits from it on the way during transportation.
3. The agency must supply brooms and other required materials/equipment as per specification laid down in the manual on Municipal Solid Waste Management.
4. The Hospital Manager of SCB Dental College and Hospital,Cuttack will inspect all process of cleaning and disposal and they must be satisfied with the work of the agency/service provider.
5. The organization/agency shall not entrust the work/ or sublease to any other second party or parties at any stage, will leads to breach of Contract and liable for cancellation.
6. Any negligence or lapse on the part of organization / agency to perform the work regularly to the satisfaction of the authority shall entail termination of agreement. Necessary penalty will be imposed on receipt of report from the designated officer of the Authority/Institution.
7. There should be a memorandum of understanding for cleaning work without any interruption executed with the Institution.
8. Payment to the organization / agency/Service Provider shall be made after receipt of satisfactory performance report from the concerned designated officer of the Institution.
9. The successful tenderer/Service Provider shall deposit a Security Deposit Money (As Decided by the selection Committee) in shape of FDR pledged in favour of the Principal, SCB Dental College & Hospital,Cuttack. in any Nationalized Bank. The same will be forfeited in case of discontinuance of cleaning work for any reason during the contract period. "Discontinuance of work may lead to health hazard to patients as well as public".

10. The organization/service provider and its workers shall have the right to access into the campus for the above work.

11. The organization shall provide Aprons with their Agency logo to the workers so engaged for their identification as workers of the service provider.

12. The organization shall provide the list of workers to be deployed for cleaning work hospital campus to the Authority/Institution in advance. The organization must provide substitute workers, if any staff remains absent from duty for any reason, otherwise penalty will be imposed for short fall in engagement of labour as against the approved numbers at the rate of Rs. 170/- (Rupees One hundred seventy) only per labourer / day basing on the report received from the designated/authorized official of the Institution.

13. The said contract will be for a period of one year. During this period, if at any stage of time, the authority finds non compliance of the assigned work the said outsourcing agency will be served with one month notice and if still non-compliance exists, the contract will be cancelled and new party will be assigned with the work.

14. While quoting the rate, the organization/agency should keep in mind the Minimum Wage Act. Of Govt of Odisha

15. The outsourcing agency will abide by all the rules and regulations relating to Labour Laws, Accident, Workman Compensation Act, Workman Insurance, ESI, EPF etc. This will be the sole responsibility of the outsourcing agency. The authority will not be a party at any stage to any kind of dispute relating to the above. In case of any liabilities arises due to non performance by the agency, under no circumstances then authorities shall be liable for the same.

16. All the liabilities both statutory and non statutory of the workers will be borne by the outsourcing agency only. The agency must submit Xerox copies of challan in support of deposit of all statutory liabilities regularly.

17. All the workers to be engaged by the agency should be covered under the statutory Govt. regulations framed from time to time.

18. The tenderer shall furnish the attested copies of valid documents with the Tender Paper. Attested copies of a) EPF Registration b) ESI Registration c) License issued by Labour Department d) Registration certificate of the voluntary Agency/Organisation e) PAN Card f) Service Tax Registration Certificate.

The EMD of Rs. 1500/- (Rupees Fifteen hundred ) only refundable, shall be enclosed in the Technical Bid of the tender in shape of Bank Draft drawn in favour of the Principal, SCB Dental Colege & Hospital ,Cuttack. If the successful tenderer fails to execute the order, the EMD will be forfeited to Govt. accounts as per rules.

20. The bidder has to submit an affidavit sworn before the Executive Magistrate to the effect that earlier the owner/proprietor of service provider have been blacklisted earlier by any organization or are defaulters of any tax liability.

21. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.

22. The cleaning time is from 7.00AM to 4.00PM with one hour break in between.

23. The cleaning will comprise of all areas mentioned as per Annexure - I followed by wet mopping using disinfectant, dusting of office furniture, hospital furniture, electrical & medical equipment, cleaning of window panes, shutters, doors and when required in the

wards and other areas, removal of cobwebs and washing bath rooms, wash basins, W.C., mirrors in all the toilets and in room main gates and lobbies.

24. Cleaning of toilets & urinals:-

□ This will include regular cleaning of all toilets bowls, pans, urinals & wash basins and any other porcelain components using soap/detergent solution & water.

□ All toilets/urinals floors are to be cleaned using soap/detergent & mopping. The floors are to be wiped dry. All other areas in the toilets & urinals i.e. walls, roofs, pipes, mirrors, if any are to be cleaned & maintained dust free. The toilets should be maintained so clean & dry and there shall not be any foul smell coming from this. Moreover Odonil, Naphthalene cakes should be used in toilets on daily basis.

25. Cleaning of Drains:- All drains shall be cleaned daily & as required so as to ensure smooth discharge of wastewater. There shall not be any stagnation & over flowing of water.

26. Cleaning of Floors:- Sweeping & moping of all common passage & platforms within the SCB Dental hospital, premises.

27. Sanitation of the entire area:- Sweeping & cleaning of the entire campus of Hospital, including cutting of bushes, grass, weeds and pruning of trees if any are to be done, as and when required.

28 There should be a periodical spraying of insecticide / rodenticide / pesticide for removal of flies, rodents and pests.

29. Cleaning of overhead tanks, sumps, drains, gulley trap inside the building drains leading and connected with the main sewerage line. These areas are to be cleaned once in every two months and as and when situation demands or as advised by the hospital Administration from time to time.

30. Daily dusting and cleaning of furniture provided in outdoor, wards & offices of the hospital.

31. Proper upkeep and maintenance of floor, wall, ceiling, exterior wall etc.

32. Quality of materials to be used for cleaning & maintenance shall be of high standard and after

approval by the hospital authorities.

33. Safe space to store the cleaning materials shall be provided by the Hospital

34. The Organization / Cleaning Agency shall regularly clean and maintain the aforesaid work to the best satisfaction of the Authority. The Organization / Cleaning Agency and its social workers shall have the right to access into the premises for due performance of the contract and for execution of the contract by its own manpower, materials & apparatus as the case may be and social workers will be under the sole responsibility and control of the Organization / Cleaning Agency.

35. The Authority shall extend all necessary co-operation, assistance and facilities to the Organization / Cleaning Agency in performing the work.

36. The Authority shall have the right to inspect the said work during the cleaning period and the right to issue such order and direction to the Organization / Cleaning Agency as may be considered necessary in conformity with this agreement. The Organization / Cleaning Agency shall ensure that such orders are complied with.

37. All the workers to be engaged by the outsourcing agency should be put their attendance at Office of the Principal SCB Dental College and Hospital, Cuttack. before and after the work is to be done everyday in both the shifts.

38.All the employees will have to cover under the insurance against any personal accident and Hospital authority shall not be liable for payment of any compensation on that account.

39.During execution of work ,agency/Firm/Company should follow all standard norms of safety measures/precautions to avoid accident/damages to man ,machines and buildings etc. On non-adherence to this clause, suitable fines as decided by the committee of Hospital will be imposed.

40..Agency/ Firms /Company will provide all protective materials like Apron,Gum Boot, Mask Cap, Utility Gloves etc to its workers and also to immunize them at its own cost.

41.. In case of any dispute (means General dispute & Labour Dispute;

General Dispute :-Under the jurisdiction of Court of law,

Labour Dispute:- under the jurisdiction of Labour Courts) arises between the parties, cases are to be settled with-in the Jurisdiction of Cuttack Court in the District of Cuttack, Odisha

42.. Earnest Money deposit (EMD), refundable without interest, of Rs.15,00/- (Rupees Fifteen Hundred) only in the form of Demand Draft / Pay Order drawn in favour of Principal,SCB Dental College and Hospital,Cuttack.failing which the tender shall be rejected out right.

43. The successful tenderer will have to deposit a Security amount as decided by the selection committee) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency pledged to the Principal, SCB Dental College and Hospital,Cuttack covering the entire period of contract.

#### SELECTION PROCEDURE

Selection of Agency/Firm/Company is purely on L1 basis.Selection procedure is of 3 stage basis

1<sup>st</sup> stage:Verification of Original Document.

2<sup>nd</sup> stage Verification:Technical Bid Marking

3<sup>rd</sup> Stage Verification:Financial Bid Marking

N.B.

L1 selected Agency/Firms/Company may be called for negotiation.Preference will be given to the Agency / Firm /Company having experience in the work sanitation & cleaning .

#### PENALTY

In case of deficiencies in providing required quality service, the authority will have the right to impose penalty as per decision of the Committee which shall be deducted from the monthly bills of the defaulting agency.

**Principal  
SCB Dental College and Hospital,  
Cuttack**

Annexure –I

**TENDER DOCUMENT FOR OUT-SOURCING OF CLEANING AND SANITATION SERVICES,SCB DENTAL COLLEGE AND HOSPITAL CUTTACK.**

**TECHNICAL BID FORM**

<b>SL NO</b>	<b>CRITERIA</b>	<b>PARTICULARS</b>
1.	Organizational Constitution (Firm/Company/NGO)	
2.	Years of experience in BMW management services	
3.	Staff to be Deployed at SCB Dental College and Hospital in Skilled: Semi-Skilled: Unskilled:	
4.	Nos of Assignments Finished: Continuing:	

**Date:**  
**Place:**

**Authorized Signatory**

Annexure –II

**FINANCIAL BID FORM FOR OUT-SOURCING OF CLEANING AND SANITATION SERVICES,SCB DENTAL COLLEGE AND HOSPITAL CUTTACK.**

SL NO	CRITERIA	RATE QUOTED
01	Charges 8 hr/day in all working days of Hospital for OPD and 24 hr service for IPD Including Cost of manpower (Skilled,semi skilled and Unskilled labour ,Supervisor),Service charges ,Service Tax, ,disinfectant,personal peotective equipment & other materials required for sanitation and cleaning porposes.	

Sub Total \_\_\_\_\_

Total Cost per month \_\_\_\_\_

Total Cost per Annum \_\_\_\_\_

Note : Organization / Cleaning Agency is free to attach any other supporting connecting document.

**Date:**

**Place:**

**Authorized Signatory**



**Annexure –III**

**DECLARATION FORM**

I / We..... having My /  
our .....office at ..... do  
declare that I / We have carefully read all the terms & conditions of tender of the Principal SCB  
Dental College and Hospital,Cuttack , Odisha for the cleaning and sanitation for a period of one year  
from the date of approval of rate contract . I promise to replace any damage or discoloration occurs  
during the process of cleaning work.

Signature of the Bidder :

Date :

Name & Address of the Firm :

**Annexure – IV**

**Form No. VI(See Rule 3)**

Office of the ..... Miscellaneous Certificate Case No.....of 19  
SOLVENCY CERTIFICATE

This is to certify that Shri/Smt/Miss.....son/daughter/wife of  
Shri.....ofVillage/Town.....P.S.....Tahsil.....i  
n the district of .....in the state of Orissa is solvent to the extent of  
Rs.....(Rupees.....)only.

Immovable properties

Approximate value  
Rs.

i)Agricultural lands

ii)Buildings

Any other immovable properties(to be specified)

2. This certificate is being granted only for the purpose of .....

*Signature of the Revenue Officer*

*Date .....*

*Designation(with seal)*

*Signature of the Applicant*

**CHECKLIST****DOCUMENTS: SUBMITTED OR NOT**

	Page No.	Yes	No.
(A) Technical Bids as per details given below (properly paged & tagged)			
1. Earnest Money Deposit			
2. Company/Firm/NGO Regd No.			
3. Service tax registration no.			
4. Up to date photocopy of valid clearance of service tax			
5. Vat clearance certificate			
6. Proof of EPF deposit			
7. ESI deposit			
8. Solvency certificate			
9. Non conviction certificate			
10. Declaration form			
11. Experience/Market standing certificate			
12. Implementation plan & budget details			
13. Expenditure certificate			
14. Proof of cost of equipment			
15. Assignment finished/unfinished			
16. The original tender book with Annexure – II duly filled & signed			