

UT ADMINISTRATION OF DAMAN AND DIU
GOVERNMENT HOSPITAL,DAMAN,
DAMAN: 396210

No. GHD /DD/CLEAN/2009-2010/193

DATED : 20/05/2009.

TENDER NOTICE

Sealed tenders are invited on behalf of President of India by the Medical Superintendent, Daman for Housekeeping Services to Government Hospital, Daman from reputed service providers for the period of one year.

The tender form along with terms and conditions and details of house keeping particulars can be had on payment of Rs.200/- (non refundable) from Medical Superintendent, Government Hospital,Daman – 396 210 during the working hours up to 29.05.2009 The Earnest Money Deposit of Rs.25000-00 (Rupees Twenty Five Thousand only) in form of demand draft or FDR of any scheduled bank, in favour of Medical Superintendent, Government Hospital, Daman, payable at Daman is to be submitted along with tender in prescribed forms and terms and conditions.

The complete tender documents with all enclosures and earnest money may be submitted in sealed envelopes super scribed “**TENDER FOR HOUSEKEEPING SERVICES**, Government Hospital, Daman . The tender should reach to this Office on or before 29.05.2009 up to 01.00 Hrs. and same will be opened at 4.30 PM in the presence of tenderers or their authorized representative, if any. The details of the tender notice can also be downloaded from the official website www.daman.nic.in

The Medical Superintendent, Government Hospital, Daman. is reserved rights to accept or reject any tender in part or whole or all tenders without assigning any reason.

(Dr.SUNIL PAMONKAR)
Jr. Anaesthetist/DDO
Government Hospital,Daman.

**U.T. ADMINISTRATION OF DAMAN & DIU
GOVERNMENT HOSPITAL, DAMAN
DAMAN**

**TERMS AND CONDITIONS FOR OUTSOURCING SERVICE GOVERNMENT
HOSPITAL,DAMAN**

Tender Notice No. GHD/DD/CLEAN/2009-2010/ 193

DATED : 20 /05/2009

1. Government Hospital, Daman. comprises of various blocks such as Male ward, Female Ward, OPD Block, Operation Theatre, Sonography ,X-Ray,Casualty General OPD,Office Block, and Accident Cum Trauma Unit. Etc.
2. The Medical Superintendent, Daman invites sealed tenders from eligible parties to provide Outsourcing Service for ensuring round the clock cleaning for the entire Government Hospital, Daman premises on terms and conditions, detailed hereunder.
3. The House Keeping Personnel shall be required 24 hours round the clock for manning Various Department Government Hospital, Daman **(As per ANNEXURE –A)**
 - a) **The HOUSE KEEPING period is one year from the date of commencement and further renewal for the period not extending 3 years subject to satisfaction of work performance if agree by the Competent authority / rates accepting authority.**
 - b) The House keeping agency shall maintain the registers and comply with the local administration rules and regulations which employing contract workers.
 - c) The House keeping agency shall pay all taxes to the Government.
 - d) The agency will not allow or permit the employees to participate in any trade union activities or agitation in premises.
 - e) The Government Hospital, Daman shall pay the amount of monthly bill by Cheque in the agency's name and not to his personnel. As such the agency shall own the full responsibility for regular payment of wages to the personnel and for compliance of statutory liabilities.
 - f) Tender application duly completed in all respects should accompanied by demand draft /FDR for Rs. 25,000/- (Rupees Twenty five Thousand only) as Earnest Money Deposit in favour of Medical Superintendent ,,Govt. Hospital, Daman. The EMD submitted other than form mentioned above will not be accepted. Tender received without EMD will be summarily rejected. The Tender application without EMD as above not be entertained at any cost.
 - g) **House keeping personnel should be in proper uniform and should have name plates.**
 - h) **The house keeping agency should provide 20 number of personnel of which 25% of Should be female which will be utilized in female Ward .**
 - i) **The rate should be quoted along-with all kind of liquid, materials, equipment etc.**
 - j) **The main duties and responsibilities of house keeping staff shall be as under:**
 - i) **Daily cleaning, sweeping & Mopping of the department like office, OPD Casualty, wards, OT, Lab. X-Ray, Kitchen etc (as per Annexure (A'), sweeping/cleaning/ dusting and moping of staircase, windows sills, projected, beams, etc and the surrounding area and removing/shifting of garbage for its disposal Cleaning and dusting of furniture should be done well before the commencement of working hours.**
 - ii) **Washing of wards with soap solution wet mopping and dusting of wasable walls, windows, wall hung light , ventilators, glass panes, exhaust fans, ceiling fans etc once in week.**
 - iii) **Maintenance of bathrooms and toilet, scrubbing of walls, washing of W.C.and wash basins with vim and acid daily in the morning evening**
 - iv) **Removing of cobwebs from the department , like office, OPD Casualty, Wards, OT, X- Ray, Kitchen etc and toilets on day to day basis.**
 - v) Giving and removing of bedpans , urinals to patients as required and also preparing for operation and diagnostic procedure. Cleaning and scrubbing of urinal and bedpans, buckets, dustbins, emptying and chamber of pors etc. with vim/detergent daily.
 - vi) Any house keeping personnel found drunk while on duty will not be allowed to perform duty in the hospital that day and a fine of Rs.150/- (Rupees One hundred fifty)

per person per incident will be imposed for the same and will be deducted from the bill of the agency

vii) If any House keeping personnel is found without uniform and name plate, then a penalty of Rs.100/- per person will be imposed and will be deducted from the bill of the contractor.

- K). The amount of Earnest Money paid by the Tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above Rs.200/-) drawn on an branch of State of India or its subsidiary Schedule Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the Tenderer.
- L) The Tenders will be opened by the Committee in presence of Tenderer or their representatives, if any present in the Office of the Tender Inviting Officer.
- M) The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- N) If the Tenderer whose tender is accepted, fails to execute the contract within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.
- O). The tender will be accepted during working hours up to 29.05.2009 at 01.00 p.m. hrs. and opened on same day at 4.30 p.m. hrs. if possible in the office of the Medical Superintendent, Government Hospital, Daman. in the presence of the Committee and Tenderer(s) or their representative(s) if present.
3. The tenderer should be a reputed firm with a proven track record providing House Keeping services in hospitals. Preference will be given to those who have well experience in the service providing Outsourcing sector.
4. The tenderer should provide addresses of hospitals where they provide House Keeping and certificate from previous customer need to be attached.
5. The tenderer should have been continuously in the business for a minimum for a minimum 5 years preceding year
6. Tender should be addressed to Medical Superintendent, Government Hospital, Daman. TO GOVERNMENT HOSPITAL, DAMAN."
7. The rates quoted should be inclusive of all taxes. No extra charge for any item will be paid on the rates quoted.
8. Each bill in which any kind of tax is charged must contain the following certificate on the body of the bill.
- "CERTIFIED that the goods / services on which VAT/Sales Tax/Service Tax has been charged have not been exempted under the Central VAT/Sale Tax/Service Tax Act or the Rules made there under and the amount charged on account of VAT/Sales Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made thereunder".
9. Additional Terms and Conditions will be incorporated in needed to safeguard the interest of the institute.
10. The Institute shall not be responsible for any delay / loss or non receipt of tenders by post / courier service.
11. No unsolicited correspondence shall be entertained after the submission of the offer.
12. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for providing outsourcing services. Rates tendered / offered in response to the concerned tender notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
13. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of Daman.
14. (a) The successful Tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of contract amount, that may be order, as the amount of security deposit.
(b) Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for work without any intimation.
(c) However in case if the Security Deposit may not have been deposited, the full Security Deposit as may be due from the agency will be recovered from the bill(s).

Signature & Designation of Tender Inviting Officer **MEDICAL SUPERINDENDENT,
GOVERNMENT HOSPITAL,**

Daman

The above terms and conditions are accepted and are binding to me/us.

Place: Signature of Tenderer
Dated: Name of Tenderer with seal of the
firm

NOTE: Please return one copy of these terms & conditions dully sign with seal of firm
along with the tender.

ANNEXURE –I
Areas to be covered under House Keeping

Government Hospital, Daman.

Sr. No.	Name of the Areas
A.	Block 1 (Male Ward)
1.	External Area
2.	OPD Registration
3.	Store Room
4.	Laboratory Store
5.	Casualty
6.	Laboratory
7.	Lab Store
8.	Physiotherapy Unit (4 beds + 1 Toilet)
9.	Toilet
10.	Male Isolation Ward (6 beds)
11.	Male Ward (10 Beds)
12.	Toilet
13.	Sister Room
14.	Male Ward (10 Beds)
15.	Burnt Patient Ward (1 Bed)
16.	Sister Room
17.	Dressing Room
18.	Ophthalmology ward (2 bed)
19.	Was Room
20.	Prisoner Ward (2 Beds + 1 Toilet)
21.	Cabin 2 (2 bed + 1 toilet)
22.	Cabin 3 (2 beds + 1 toilet)
B	Block 2 (O.T. Section)
23.	Electric Control Room
24.	Sister room
25.	Senior Surgeon/Medical Superintendent
26.	Doctor duty room + 1 toilet
27.	VIP Room + 1 toilet
28.	X Ray
29.	Sonography + 1 toilet
30.	Operation Theatre No.1
31.	Operation Theatre No.2
32.	Recovery Room
33.	Autoclave Room

C	Block 3 (Female Ward)
34.	Sister Room
35.	Pediatric ward (4 bed + 1 toilet)
36.	Cabin 2 (1 bed + 1 toilet)
37.	Wash room + dressing room.
38.	Labor room + 1 toilet
39.	Burns unit (1 bed + toilet)
40.	Female ward (10 beds)
41.	Common toilet
42.	Store Room
43.	Female ward (10 beds)
44.	Female Isolate ward (10 beds)
45.	Common toilet
D	Block 4 (Doctors OPD Section)
46.	Dental room No.1
47.	Dental Room No.2
48.	Sr. Medical Officer + 1 toilet
49.	Duty Doctor room
50.	Jr. Gynecologist + 1 toilet

51.	Sr. Ophthalmic Surgeon + 1 toilet
52.	ENT Surgeon + 1 toilet
53.	Pharmacy
E	Block No.5 (Kitchen Area)
54.	Kitchen
55.	4 rooms
56.	Corridor
F	Block 6 (Office Block)
57.	1 toilet
58.	Store room
59.	Office
60.	Hall Area Open
61.	Office (Carpet Area)
62.	4 Empty Office
G	Block 7
63.	(New ICU/CT Scan)/Accident Trauma Unit
H	Block 8
64.	All Hospital Road
I	Block 9
65.	Incinerator Room./PM Room