

Tender for Manpower Services

Tender No. 02/H/Manpower Services/14-15

DOCUMENT STATING TERMS & CONDITIONS  
FOR  
MANPOWER SERVICES  
AT  
B.P.S.GOV'T. MEDICAL COLLEGE FOR WOMEN,  
KHANPUR KALAN

Tender for **Manpower Services**

Tender Enquiry No.

Dated:

(FOR OFFICE USE ONLY)

This Tender Form is sold to

M/s

On \_\_\_\_\_ for MANPOWER SERVICES

Against Tender Enquiry No. \_\_\_\_\_

Vide Receipt No. \_\_\_\_\_

Dated \_\_\_\_\_

Signature and stamp of issuing authority

Cost of tender Set (also applicable for downloaded tender): Rs.3000/- payable only by DD/Cash/Bankers Cheque/Pay Order(Non-Refundable) in favour of the DIRECTOR \_\_\_\_\_, B.P.S.GOV'T. MEDICAL COLLEGE FOR WOMEN, KHANPUR KALAN.



# **DIRECTOR, BPS GMCW FOR WOMEN, KHANPUR KALAN, SONEPAT**

Tender No. 02/H/Manpower Services/14-15

## **TENDER NOTICE**

B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat being planned as a *tertiary care institute*, intends to outsource, its manpower for one year extendable for another two years. Accordingly, sealed tenders are invited from the reputed contractors / co-operative societies / firms and other organizations latest by 11.07.2014 upto 3:00 PM. The tender must accompany earnest money of Rs.10 lacs in the form of demand draft of any scheduled bank at Gohana payable to Director, B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat. The tenderers are required to prepare the *Technical Bid* together with prescribed earnest money deposit and other documents/certificates and the *Price Bid* (Annexure-C). The Technical Bid, after signing each page, should be put in a sealed envelope which should be superscribed *Technical Bid for manpower services* in B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat and the complete name of the tenderer must be written on it. Similarly, after signing of each page, the price bid should be put in another sealed envelope which should be superscribed as *Price Bid for Manpower Services* in B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat. and the complete name & address of the tenderer must be written on it. Both the envelopes be kept in one sealed cover indicating "Tender for manpower services itation in B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat". The tender will be opened on 15.7.2014 at 2.00 PM in BPS Govt. Medical College for Women, Khanpur Kalan in the presence of tenderers or their authorized representatives who wish to participate in the bidding process. If the opening date happens to be a closed day / holiday, the tender will be opened on the next working day.

The tender application along-with other related documents can be obtained from the office of Director, B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat on any working day from 23.6.2014 to 11.07.2014 upto 3.00 P.M payment of non refundable amount of Rs.3,000/- (Rs Three Thousand only) in the shape of demand draft of any scheduled bank payable at Gohana in favour of Director, B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat. or cash payment. The last date of submission of tender document is 14.7.2014 upto 3.00 P.M. The same can be downloaded from [www.bpsgmckhanpur.ac.in](http://www.bpsgmckhanpur.ac.in) Application not accompanied by requisite value of Demand draft or short of it shall be rejected out rightly.

Director, B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat. reserves the right to accept / reject any or all the tenders without assigning any reason.

Director,  
Medical Education & Research, Haryana  
Panchkula.

## B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat.

**TENDER DOCUMENT**

- |       |                                                                       |                                                                                                             |
|-------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| i)    | No.                                                                   | 02/H/Manpower Services/14-15                                                                                |
| ii)   | Name and Address of the Party to whom the tender is sold.             | .....<br>.....<br>.....                                                                                     |
| iii)  | Tender document for                                                   | Contract for providing Manpower Services in B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat. |
| iv)   | Earnest Money                                                         | Rs. 10,00,000/- (Rupees Ten Lac only)                                                                       |
| v)    | Cost of Tender                                                        | Rs. 3000/- (Rs Three Thousand only)                                                                         |
| vi)   | Particulars of the receipt against which this document has been sold. | .....<br>.....<br>.....                                                                                     |
| vii)  | <b>Last date of receipt of tender</b>                                 | 11-July, 2014 upto 3.00 PM                                                                                  |
| viii) | <b>Date of opening of tender</b>                                      | 15-July, 2014 at 02:00 P.M                                                                                  |

Sealed tenders are hereby invited from reputed Contractors/Co-operative Societies/Firms and other organizations who have Atleast 2 to 5 years experience of Manpower Services with Universities or Govt. undertaking, Big corporate Sectors or 100 to 300 bedded hospital on install, own and operate basis initially for a period of one year extendable for another two years on performance basis.

The tenderers have to furnish the offer in two separate envelopes clearly mentioning envelope Number -I "Technical Bid" and envelope Number-2 "Financial Bid". Both the envelopes should indicates description of tenders, date of opening and then both the envelopes be kept in one sealed cover indicating "Tender for Manpower services in B.P.S. Govt. Medical College for Women, Khanpur Kalan, Sonapat..

TECHNICAL BID**Experience/Eligibility Criteria**

<b>Sr. No</b>	<b>Criteria</b>	<b>Brief Details</b>
1.	<b>Relevant Experience</b>	Atleast 2 to 5 years experience of Manpower Services with Universities or Govt. undertaking, Big corporate Sectors or 100 to 300 bedded hospital.
2.	<b>Other Experience</b>	Experience of Manpower Services in Railways, Govt. Hospitals, Colleges, University or any other Govt. owned institution of repute.
3.	<b>Manpower</b>	<p><b>Man Power:</b> 1. The rates quoted should be inclusive of EPF, ESI, service charges and incidental charges, on per person per month basis. The present requirement is as follows:-</p> <ul style="list-style-type: none"> <li>(i) Ward Boy/Bearers = 190</li> <li>(ii) House Keeper/Sweepers = 135</li> <li>(iii) Gardeners = 41</li> <li>(iv) LabWorker = 36</li> <li>(v) Ancillary Post = 93</li> <li>(vi) Skilled = 20</li> <li>(vii) Semi Skilled = 20</li> <li>(viii) Pharmacist = 10</li> <li>(ix) Counterman = 10</li> <li>(x) Data Entry Operator = 4</li> </ul> <p>2. The age of manpower provided by the agency not below the age of eighteen years of each category .</p> <p>3. The rates of service charges and incidental charges quoted by the tenderers should not be below than 3% of the total financial bid.</p>
4.	<b>Working Capital</b>	The average turnover of the bidder in the last three financial year ending 31-03-2014 should be atleast Rs 2.50 crore (Attach P & L & Balance Sheet). Solvency certificate from a scheduled bank of an amount of Rs 50.00 lacs.
5.	<b>Statutory obligations</b>	Income tax return for last three years (attach proof) Registration under EPF Act (attach proof) Registration under Service Tax (attach proof) PAN Number (attach proof) Registration under Labour Laws & ESI (attach proof)
6.	<b>Quality control</b>	An affidavit on the stamp paper of Rs-10/- duly attested by Class one Magistrate as per "Annexure-B".

The Financial Bids of only those firms shall be opened who qualify in Technical Bid as above. All the above conditions are mandatory/compulsory. Therefore, all the relevant documents indicated at Sr. no.1 to 6 above are invariably required to be attached with the Technical Bid failing which the Price Bid shall not be considered at all.

## **FINANCIAL BID**

The rate should be quoted on the format attached at Annexure-“C” with this tender document which should be duly signed and stamped by the authorized person. The rates must be mentioned in figures as well as in words. Overwriting & cutting will not be accepted.

The contractor shall have to ensure invariably D.C. Rates fixed by Deputy Commissioner, Sonapat, EPF/ESI and all other statutory obligations under Contract Act & Labour Laws as applicable from time to time. The Tender Shall be decided on the least rate quoted as per “Annexure-C”.

## **TERMS AND CONDITIONS:-**

The contractor shall have quoted the rates should be inclusive of EPF, ESI, service charges and incidental charges, on per person per month basis. The contractor shall have to engage the workers in three shifts round the clock and all days of a month. Paid off or leave reserve shall also be the responsibility of the contractor concerned and no extra payment shall be paid on this account. THE NUMBER OF WORKERS REQUIRED FOR THE INSTITUTION MAY INCREASE/DECREASE AS PER REQUIREMENT OF THE INSTITUTION.

1. That the tenderer shall have to furnish earnest money amounting to Rs.10,00,000/- (Rupees ten Lacs only) in the shape of bank draft in favour of Director, BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat) payable on any scheduled Bank at Gohana. No interest shall be paid on earnest money which will remain with the Medical College and the same shall be refunded with in one month from the date of finalization of the tender.
2. The approved contractor shall have to furnish security of Rs 25,00,000/- (Rs. Twenty five Lacs only) in the shape of Bank Guarantee/FDR duly pledged in the name of Director, BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat) which will be refunded after 3 months successful completion of contract.
3. That the offer shall be valid for minimum one year from the date of award of contract.
4. That any direct or indirect attempt of negotiation on the part of a tenderer with the authority to whom he will submit the tender or the tender accepting authority before the finalization of tenders will render him liable for disqualification.
5. That only valid viable offer covering all aspects of tender will be considered.
6. That Director, BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat) reserves the right to reject any or all the tenders without assigning any reason thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
7. That the tender bearing cutting/poor writing / overwriting will not be entertained.
8. That conditional Tenders and tenders not on prescribed Performa shall not be accepted. The tender form is not transferable.
9. The cost of material only ISI marked for cleaning & horticulture work in Institutions shall be supplied by the institutions. It should be cleared mentioned in the **Price bid**.
10. That the contract shall be initially for the period of one year. However, the contract can be further extended for another two years subject to satisfactory performance by the tenderer and proper fulfillment of all the terms and conditions of the agreement by the contractor concerned as may be deemed fit by the competent authority.
11. That Director, BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat) or his authorized representative shall not, in any manner, be concerned with the internal affairs of the tenderer that is dispute and dissolution etc. or affairs concerning any other third party that the tenderer may be having.
12. That the failure to discharge the contractual obligations of the tenderers will lead to black listing of the firm for future and the Security deposited shall be forfeited in whole.
13. That any dispute is subject to jurisdiction of Sonapat only. In the event of any dispute, the same shall be referred for arbitration to the Director, BPS Govt. Medical College for

- Women, Khanpur Kalan (Sonapat) or to any person appointed by him. The award of the arbitrator shall be final and binding on both the parties.
14. That in case of holiday on the date of opening of the tenders, the tenders shall be opened on the next working day.
  15. That in the event of any loss to the institution by the workers of the tenderer, the amount will be recovered from the monthly payment or by en-cashing the bank guarantee.
  16. That the rates quoted should be inclusive of EPF, ESI service charges and incidental charges, on per person per month basis.
  17. That the Director, BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat) or his authorized representative shall have absolute rights and powers for the enforcement / encashment of said Bank Guarantee/FDR in breach of any clause of this contract without any prior notice to the contractor and no claim whatsoever on this account shall be entertained.
  18. That each page of the tender must be signed by the tenderer alongwith the seal of the firm/company.
  19. That the contractor shall deploy the required personnel to provide the said services and immediately communicate the names, parentage, residential address, age, qualification etc. of the persons as and when deployed or changed from time to time.
  20. That for the purpose of proper identification of the employees of the contractor deployed at various points, the contractor shall himself issue them the identity cards/identification documents and shall be bound to display the identity cards at the time of duty.
  21. That the wearing of uniforms by the contractor staff deployed for duty in the hospital shall be compulsory. The uniforms as per approved color coding, Gloves, Masks and Gum Boots will be supplied to them by the contractor at his cost. Any person found without uniform on duty shall be charged Rs. 50/- per day as penalty for such lapse. Penalty charges shall be recovered from the monthly bill of the contractor. The Director, however, can increase the amount of penalty as may be deemed fit in the case(s) of repeated default.
  22. That the persons deployed by the contractor for the work shall be the employees of the contractor for all intents and purposes. There shall be no relationship of employer and employee between the said persons and the Medical College & Hospital, Khanpur Kalan (Sonapat) either implicitly or explicitly. The contractor will ensure that employees are medically fit and free from communicable diseases. He shall be responsible for providing his staff the facilities of immunization etc. and other required facility as per terms of this agreement at his own end. The antecedents of the person to be provided by the Contractor will be got verified from the appropriate authority by the Contractor at his own level.
  23. That the person so deployed shall be under the overall control and supervision of the contractor and the contractor shall be liable for payment of their wages etc. and all other dues which the contractor is liable to pay under the various Labour Regulations and other statutory provisions. The institution will not be responsible for any such liability.
  24. That the contractor shall ensure that all the employees get **D.C. Rate fixed by Deputy Commissioner, Sonapat** and other benefits as are admissible under various Labour Laws/Act. The contractor shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation & Abolition) Act, 1970 and Rules, 1971.
  25. The payment to the employees, so engaged by the contractor, will be made through Electronic Payment System only. Non compliance thereof will amount to penalty of **Rs. 30000/- (Rs. Thirty Thousand only)** on the contractor on each occasion.
  26. That the contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law namely under the Minimum Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, Shops and Establishment Act etc. as applicable and amended from time to time. The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the EPF/ESI with the

concerned department/authorities at his own level and maintenance of such record as per rules.

27. The contractor shall comply with the provisions of Contractor Labour laws (Regulation & Abolition) Act, 1970, ESI Act, 1948, Workmen's Compensation 1923, EPF Misc. Provision Act, 1952, Minimum Wages Act, 1948 and also all other acts, laws and rules as applicable to similarly placed workers.
28. That the contractor shall conform to the provisions of Central/State Act(s) or the regulations of the Act as well as terms and conditions of the contract. He will be liable for the deduction of TDS and other taxes at source as per the provisions of the various Acts/Rules.
29. The test check of worker engaged by the contractor can be made on any working day of the month by the Director or his authorized representative of BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat) and the payment of the whole month shall be released on the basis of worker present on duty on the day of surprise check.
30. That the Contractor shall take all precaution to prevent any unlawful acts or disorderly acts of his employees so deployed and for the preservation of peace and protection of properties of the Institution. In case, any of the persons so deployed by the contractor does not come up to the mark or does not performs his duties or indulge in any unlawful act or disorderly conduct the contractor shall remove such employee on the report of Medical Superintendent or any other officer authorized by him.
31. In the event of any injury or mishap or illness or death of any worker the institution do not take any liability for payment of any compensation
32. That the contract may be terminated in any of the following contingencies:-
  - a) On the expiry of the contract period  
OR
  - b) On notice at any time during the currency of the contract, in case the services rendered by the contractor are not found satisfactory and in conformity with the general norms and conditions and conditions prescribed for the contract.  
OR
  - c) For committing breach of any of the terms and conditions of the contract by the contractor.  
OR
  - d) On assigning the contract or any part thereof or any benefit or interest therein or thereunder by the contractor to any third person for sub-letting the whole or a part of the contract.  
OR
  - e) On being declared insolvent by competent Court of Law, during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of the notice period. It shall be the duty of the contractor to remove all the equipments and persons deployed on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature to the College and Hospital.
35. In the event of exigencies arising due to the death infirmity, insolvency of the contractor or for any other reasons or circumstances, liabilities thereof, shall be borne by the following on terms and conditions and the Director, BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat) or his authorized representative may further think proper in public interest or revoke the contract namely:-
  - a) Legal heirs in case of sole proprietor.
  - b) The next partners in the case of firm, Directors in the case of company otherwise the Director, BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat) or his authorized representative shall reserve the right to settle the matter according to the circumstances of the case as he may think proper.
36. No party shall be allowed to be represented by a lawyer during any investigations, enquiry, dispute or appeal.
37. The workers engaged by the Contractor shall not form any union and shall also not be the part of institutions' employees union.

#### **Payment of Wages**

- (a) The Service Provider shall open a bank account in the Bank Branch located in the BPSGMCW and he shall make the payment of the wages to the persons so deployed by him through the same bank. The employees of the Service Provider shall also open their individual accounts in the same Bank Branch for the purpose of disbursement of

salary through electric payment system. The service provider shall furnish details of disbursement of salary to the concerned Accounts Branch of BPSGMC within 5 days from the date of disbursement. He shall maintain the Attendance Registers, individual's ledger/wage book, wage slip, terms of employment and he should deposit the undelivered (unpaid) cheque(s) of any person deployed with the concerned Accounts Branch of BPSGMCW by the end of the last day of the prospective month.

- (b) He shall be required to submit a copy of Challan/abstract/statement of amount deposited indicating the particulars such as name, father's name, employee code no. address of each person(s) so deployed, on account of the statutory compliance within 15 days of disbursement of wages i.e. by 22<sup>nd</sup> of the month, failing which the payment of administrative/service charges (Profit) of the following month shall be withheld. The payment shall be released to him towards his administrative/service charges (Profit) after deductions of Income Tax or any other Govt. dues, after the submission of self attested copies of Recovery Schedules and other statement on the prescribed formats for all the persons, copy of Bank Challan(s)/Scroll(s) as a proof of having deposited the said amount with the quarter concerned before the due date i.e. 22<sup>nd</sup> of the month failing which the whole responsibility for any delay in the reimbursement of wage Bill of the Service Provider shall rest with him and not with BPSGMCW. Further, he shall arrange the disbursement of wages to the persons so deployed by him in BPSGMCW. He shall ensure that the cheques issued by him should not be dishonored under any circumstances. The responsibility for issuance of Annual statement of EPF deposits and ESI cards to the persons deployed solely lies with the Service Provider.
- (c) The service provider after disbursing the payment of wages to all the persons deployed by him during the month for the execution of this Agreement by 7<sup>th</sup> of every following month, shall submit his monthly wage bill for reimbursement by the 2<sup>nd</sup> of month on the basis of original attendance duly signed by DNS & MS The service provider after disbursing the payment of wages to all the persons deployed by him during the month for the execution of this Agreement by 7<sup>th</sup> of every following month, shall submit his monthly wage bill for reimbursement by the 2<sup>nd</sup> of month on the basis of original attendance duly signed by DNS & Medical Superintendent & bill duly verified by the Medical Superintendent.

**(d) Accounts & Records:**

- (a) The Service Provider shall maintain accurate accounts and record, statements of all its operations and expenses in connection with its function under this Agreement in the manner specified by the BPSGMC i.e. Double Entry System.
- (b) The Service Provider shall be required to produce all the original record such as Attendance, Relievers List etc. to the Accounts Branch working in BPSGMCW for the pre-audit of monthly wages bills from time to time.
- (c) The Service Provider will have to be paid overtime extra/other than normal wages at double the rate of the wages as per section 15 of the Minimum Wages Act, 1948.
- (d) Service Provider must deposit the PF contribution with the Authorities regularly every month. Service Provider must deposit the amount alongwith the list of workers in whose account it has to be deposited. He will have to produce the copy of the deposit and the corresponding list of workers to the Principal Employer every month for record; this besides the copy of the half yearly return in form 3A and annual return in form 6A.
- (e) Service Provider must deposit the ESI contribution with the Authorities regularly every month. Service Provider must deposit the amount alongwith the list of workers in whose account it has to be deposited. He will have to produce the copy of the deposit and the corresponding list of workers to the Principal Employer every month for record. Service Provider must issue the ESI Identity Card to the workers.

**Signature of the tenderer**



## **SCOPE OF WORK**

**Cleaning of the hospital area of the BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat).**

### **Cleaning Services**

- a) Daily Services
- b) Weekly services
- c) Fortnightly Services
- d) Monthly Services
- e) Contingency Services
- f) Materials
- g) General

The scope of activities includes the entire work area as mentioned above with an aim to provide a clean and hygienic environment. Pre-designated supervisors of the agency will supervise the work. The administration will monitor the cleanliness of the entire work and staff deployed by the agency. The agency has to ensure that the staff deployed are dressed in neat and clean uniform and display photo identity cards properly.

### **(a) Daily Services:**

1. General cleaning of all the areas allotted for cleanliness;

Area	Shift	Frequency	Timing
All offices, Hospital & Colleges	Morning	At least once	Before 9:00 a.m.
All wards, Corridors, OPD's, Bathrooms, Toilets, O.T & other areas including stairs and periphery of the hospital	Morning	At least four times	b/w 8-9 am, 9:30 to 10:30 am, 11-12 noon, 1-2 pm
	Evening	At least thrice	b/w 3-4 pm and 5-6 pm & 7-8 pm
	Night	At least thrice	b/w 9-10 pm, 4-5 am & 6:30-7:30 am

2. Removal of waste papers from waste paper baskets and biomedical waste from the wards and operation theatres with their disposal at proper destination at the end of each shift or as and when required by the officer incharge;
3. Dusting and cleaning of furniture in all rooms/cabins, cupboards, almirahs, racks, telephones, tables, stabilizers, switch boards, ACs, etc. with dry cloth including stain removing with proper cleaning agent;
4. Cleaning of carpet by vacuum cleaner and cleaning and dusting of computer, key-boards, terminals, printers, audio-video equipment, communication, Director rooms etc.;
5. Restocking of toiletries in toilet after routine check-ups in the morning. Acid/harpic cleaning and scrubbing of toilets/WCs urinal stands, washbasins, floor area of the toilet and cleaning, wet mopping of toilets at least four times in one shift (b/w 8- 9 a.m., 9:30 to 10:30 am 11-12 noon, 1-2 p.m.) (b/w 3-4 p.m. and 5-6 p.m. & 7-8 p.m.) (b/w 9-10 pm, 4-5 a.m. & 6:30-7:30 am) including wherever necessary;
6. Daily cleaning and dusting of plants, notice boards etc.;
7. Removal of any kind of dirt or stains from anywhere in the premises including corners, foot of the ventilations, ceiling walls, windows etc as and when required;
8. Service Provider / Agency will follows Bio-Medical Waste Management & Handling Rules 1998 & amended from time to time, in letter & spirit. If any change in the Rules & Regulation by Pollution Control Board will also be applicable to the service provider / Agency .
9. Dry and wet mopping of the side walls;
10. Wet mopping of the dustbins;
11. Emptying the urinary bags of patients, emptying & cleaning of bed pane of patients;
12. Cleaning the vomiting or any other spillage on the floor immediately;
13. The employee of the contractor deployed at particular place will stay there during the duty period & will have to do any cleanliness work assigned to him by the hospital staff incharge on duty; &
14. To clean & put under water the sheets soiled with blood vomitees or any other fluid/article.

**b) Weekly services on Saturday:**

1. Dusting of entire area including windows;
2. Sweeping of all floors, toilets;
3. Dusting of all ACs, Grills/Window grills;
4. Dusting of windows/ Venetian blinds;
5. Cleaning of all doors and door frames;
6. Washing of all floors and toilets;
7. Polishing of floors;
8. Cleaning of sanitary fittings in the toilet with standard cleaning material;
9. Cleaning of all window glasses and grills with detergent/cleaning agents;
10. Thorough cleaning of toilet tiles using detergent/ cleaning agents;
11. Washing of dustbins using detergent; &
12. Exhaust fans to be dusted and wet mopped.

**(c) Fortnightly Services**

In order to maintain quality and proper cleanliness, the service provider shall also carryout thorough cleaning services on every fortnight in the entire premises as detailed below:

1. Thorough cleaning and washing of the entire floor area using Vim and dry/wet mopping with phenyl etc.;
2. Removal of cobwebs;
3. Polishing and cleaning of nameplates, sign boards, painting and fixtures, if any;
4. Vacuuming dry-cleaning of curtain; upholstery, shampooing of chairs, sofa etc.;
5. Vacuum cleaning and brushing of all carpeted area;
6. Window sponging and cleaning;
7. Dusting and cleaning of all office tables, wall fans, chairs, sofa sets, labs, racks, panels, telephone instruments, almirahs, desks etc. with dry cloth and then with Colin or brisk spray;
8. Cleaning of window-glasses, frames, panels, Venetian blinds, curtains, railings and cabins with Colin or brisk or champion silicone spray; &

**(d) Monthly Services:**

1. Scrubbing of entire premises;
2. Dusting of walls, roofs, ceilings etc.;
3. Scrubbing of side walls made of marble/tiles;
4. Stain removing of entire premises occupied in Medical College including toilets, stores, Corridors, officer rooms, lecture theatres etc. and of furnitures and equipments; &

**(e) Contingency Services:**

1. The service provider shall also provide cleaning services in the entire premises as and when the contingency arises, on any day of the week
2. The service provider shall be responsible to maintain quality and work efficiency by deploying extra staff, if so required
3. No extra payment shall be charged for this contingency work

**(f) General**

1. In addition to all terms and conditions Standard Operating Procedures for cleaning with time to time modifications issued by the authority will have to be followed by the supervisor.

**Ward boy / Bearers;-**

1. Dusting of the ward, office furniture' s accompany with the patient while transferring from one patient area to another area.
2. Transferring of dead body from ward to mortuary or in any other place.

3. Cleaning of drinking water jug, thermos including all type of crockery/steel items and dustbins, water-flasks, buckets etc. with detergents. It also includes cleaning of electric switch button and boards;
4. Cleaning and dusting all computers, keyboards, terminals, printers, audio-video equipment, communication equipment etc. first with dried-wet cloth and then with Colin or brisk spray. However, precautionary measures must be taken to avoid any fading of letters from keyboards, damages due to water seepage into equipment or any other damage to the equipment while cleaning.
5. Any other work may also assigned by the Competent Authority from time to time.

**Gardening :-**

1. Horticulture & Gardening work & Removal of congress grass in campus of BPS GMC Khanpur Kalan, Sonapat,.
2. Any other work may also assigned by the Competent Authority from time to time.

**Annexure-“B”**  
**Affidavit**

I \_\_\_\_\_ son of Sh. \_\_\_\_\_ owner of firm/society/organization \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That I shall abide by the provisions of Minimum Wages Act and shall ensure the compliance thereof invariably.
2. That Further, I understand that I am bound to open Bank Accounts of each worker engaged by me under the “Manpower” contract of Govt. Medical College and shall disburse their salary through these accounts. I also understand that a penalty of Rs 30,000/- per month shall be imposed upon me by Director, BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat) or his authorized representative for not disbursing the salary through their bank account based on the minimum wage Act.
3. That I shall abide by provisions of EPF Act, Contract Labour Act 1970, and shall provide all the benefits i.e. Bonus, ESI, Gratuity etc to all workers engaged by me to discharge contractual obligation.
4. That The decision of Director, BPS Govt. Medical College for Women, Khanpur Kalan (Sonapat) or his authorized representative with reference to the Labour welfare or Labour dispute shall be binding upon me and shall ensure the compliance of such decision in letter & Spirit.
5. That I shall abide by the provisions of all other Acts/Laws/Rules as are applicable in the services involved.
6. That I understand that I have to provide quality services during the whole term of contract.

Date:

Deponent

Place:

(Name of the Firm/Society/Organization)

**Verification:-**

Verified that the contents stated above are correct & true to the best of my knowledge and belief and nothing has been concealed therein.

Date:

Deponent

Place:

(Name of the Firm/Society/Organization)

**Annexure-“C”****Financial Bid**

**Tender Inviting Authority: Director, BPSGMC for Women, Khanpur Kalan, Sonapat**

**Name of Work: Providing Manpower Services at BPSGMC for Women, Khanpur Kalan, Sonapat**

**Contract No. 2/H/Manpower Services/14-15**

<b>Sr. No.</b>	<b>Particulars</b>	<b>In Percentage</b>
1	Profit Element	

<b>Sr. No.</b>	<b>Particulars</b>	
1	Cost of Cleaning & Sanitary Material	

**Signature of Bidder with seal**