

ANNAMALAI  **UNIVERSITY**

Annamalainagar, Chidambaram 608 002

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**TENDER FOR PROVIDING HOUSE KEEPING SANITATION
SERVICES IN RMMCH & RMDCH
IN UNIVERSITY FOR ONE YEAR**

TENDER DOCUMENT

Tender Ref: No.: AU/Housekeeping (RMMCH) /Tender /501/N10/2020-2021

Last Date and Time for receipt of Tender : 25.11.2020 at 11.00 a.m.
Date and Time of Technical Bid Opening of Tender : 25.11.2020 at 12.00 noon
Date and Time of Price Bid opening of Tender : Fixed by the authorities
Cost of tender document : Rs. 2100/- (inclusive all)

**Registrar
Annamalai University
Annamalainagar, Chidambaram 608 002.**

ANNAMALAI UNIVERSITY

Accredited with "A" Grade by NAAC

Tender Ref: No.: AU/504RR/T/N10/ / Diet (RMMCH) /Tender /01/ 2018-2019

NOTICE INVITING TENDER

Sealed Tender is called for providing
Housekeeping and Sanitation Services
in RMMCH & RMDCH on or before
25-11-2020 at 11.00 a.m.

Tender documents can also be
downloaded from the following website
www.annamalaiuniversity.ac.in and
www.tenders.tn.gov.in

Registrar i/c

**Tender Conditions and procedure to be abided by the tenderers
(To be read along with Schedules A and B)**

1. INTRODUCTION

- 1.1. This tender is for providing housekeeping sanitation services in of RMMCH of Annamalai University at Annamalainagar, Chidambaram as per the details given in Schedule–B.
- 1.2. **Applicability of Tamil Nadu Transparency in Tenders Act and Rules:** This tender will be governed by the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 as amended from time to time.

2. COMPULSORY ELIGIBILITY CRITERIA FOR THIS TENDER

- 2.1. A tenderer will be eligible for tendering only if he satisfies the eligibility criteria as given below:
- 2.2. The tenderer should satisfy any one of the following conditions:
 - a) The Tenderer should be an Income Tax assessee. (Last 5 years income tax return should be enclosed).

OR

- b) The Tenderer should have Tax Index Number (TIN) issued by the Commercial Tax Department of the Government of Tamil Nadu (A copy of the Registration Certificate should be enclosed).
- 2.3. The tenderer should not have been blacklisted or debarred from participating in tenders by any Central / State Government agencies or autonomous bodies or universities/ institutions. (An undertaking to this affect should be furnished).
- 2.4. **Work Experience:** The tenderer should have at least 3 to 5 years' experience of running housekeeping sanitation services in hospitals of **capacity not less than 500 beds in a single hospital**. Documentary evidence such as copy of agreement or work order from the concerned institution should be furnished.
- 2.5. **Financial Standing:** To prove financial capability to undertake the tender, the tenderer should furnish **Banker's Certificate** (in original) as per Appendix-7, **regarding Credit Facility** for an amount of Rs.75 to 90 lakhs or more from any Nationalized/Scheduled Bank.

OR

- The Tenderer can furnish a **Solvency Certificate** from any Nationalized/ Scheduled Bank for Rs.75 to 90 lakhs.
- 2.6. **The Rules and Regulations prescribed by the State Government regarding the EPF, ESI and fixation of Minimum Pay Act is to be followed compulsorily.**
EPF amount to all the workers engaged and Contractor should pay compulsorily for every month.
 - 2.7. **GST Registration Certificate** is Compulsory.
 - 2.8. **ISO Registration Certificate** is Compulsory.
 - 2.9. **Labour License** should be compulsory.
 - 2.10. Previous turnover of the Company should be between for Rs.3 crores to 5 Crores/ Per year.
 - 2.11. To Enclose previous **single Contract Work Order** of Rs.50 Lakhs per year.
 - 2.12. **No Exemption Certificate** will be entertained for Tender.

- 2.13. Every month payment will be made to the contractor after **deducting** the Store Room Rent, Electricity Charges, and Prevailing Income Tax and after the GST as applicable is paid by the contractor.
- 2.14. Employees of Annamalai University or their family members are not eligible to participate in the Tender. For this purpose the family includes spouse and children (Under taking to be furnished in this regard as per Appendix-7).

3. COST OF TENDERING

The Tenderer shall bear all costs associated with the preparation and submission of this Tender and the tender accepting authority will in no way be responsible or liable for these costs.

4. GENERAL INSTRUCTIONS

- 4.1. The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.

For any queries tenderer may contact **The Registrar, Annamalai University, Annamalainagar, Chidambaram-608 002.**

- 4.2. **Tenderer to Check Tender Documents:**

The Tenderer should check the details given in the tender document and obtain his own information on all matters which may in any way affect this tender as no claim for extras for any alleged ignorance in respect thereof shall be entertained. The documents/certificates etc., mentioned anywhere in this tender document including schedules, shall be a part of this tender and the tenderer shall submit the same in the Technical Bid Cover. **In addition to this, the tenderer shall sign and submit one copy of the blank document, including addendum/corrigendum (if any), duly signed and stamped as a token of having read and accepted all the tender conditions.**

- 4.3. **Clarification on the tender**

A prospective tenderer requiring any clarification on the tender may request the Office of the Registrar, Annamalai University by a letter or by fax. Registrar, Annamalai University will respond in writing to any request for clarification in the tender.

- 4.4. **Amendments to the Tender**

- i. Tender Inviting Authority may amend the tender wherever it is felt that such an amendment is absolutely necessary.
- ii. Amendment to tender may also be given in response to clarifications by prospective tenderers and it is solely the discretion of the Tender Inviting Authority. Any amendment to the tender will be uploaded on the website <http://www.annamalaiuniversity.ac.in>. **It is the responsibility of the tenderer to verify the amendments if any and get the amendment documents before the submission of the tender provided no such change could be effected 48 hours prior to the time fixed for opening of the tender.**

- 4.6. **The Tender document is not transferable** under any circumstances.

5. EARNEST MONEY DEPOSIT (EMD)

5.1. The tenderer should furnish Earnest Money Deposit (EMD) in the following rates along with the tender by way of Demand Draft/Bankers cheque obtained from any Nationalized/Scheduled Bank and drawn in favour of **"The Registrar, Annamalai University"** payable at **Annamalainagar**.

- a) RMMCH 'A' Block : Rs. 50,000/-
- b) RMMCH 'B' Block : Rs. 50,000/-
- c) RMMCH 'C' Block : Rs. 50,000/-
- d) RMDCH : Rs. 15,000/-

5.2. If a Tenderer is participating in **all the Four** areas, Tenderer should pay **Rs.1,65,000/- (Rupees one lakh and sixty five thousand only) towards EMD**

5.3. Any tender **without the EMD** will be considered as NON-RESPONSIVE and will be **SUMMARILY REJECTED**.

5.4. The Tender Inviting Authority will arrange to refund the Earnest Money Deposit to the unsuccessful tenderers after publishing the list of successful tenderers, within a reasonable time.

5.5. No interest will be paid on the EMD.

5.6. The EMD is liable to be forfeited if:

- i. The Tenderer withdraws his tender at any stage after the last date and time fixed for submitting the tender.
- ii. The tenderer on becoming successful, fails to furnish the required security deposit or sign the agreement, within the stipulated time limit.

6. TENDER PRICE AND CONTRACT REQUIREMENTS

6.1. Tenderer shall not make any changes in the format prescribed for the Price Bid.

6.2. While quoting the rates,

- 1. The tenderer should include EPF, ESI, minimum pay as per Rules & Regulations of State Government
- 2. The tenderer should consider all applicable taxes such as GST, and duties on purchases, and any other applicable taxes and duties, levied by the state and central Government or any other authority. **The Tender Inviting Authority/University shall not be responsible for any change in the tax rate during the contract period.**

7. Submission of Tender:

7.1. Due Date for Tender Submission

- i. The tender document duly filled in, signed on all pages shall be submitted in sealed cover to **the Registrar, Annamalai University at his office up to 11.00 AM on 25.11.2020** as per the procedure laid down herein. The tender can be submitted on all working days up to the above closing date.
- ii. The tender inviting authority will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document / certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay.
- iii. The tender inviting authority may extend the due date for submission of tender by issuing an amendment in which case all the rights and obligations

of the Tender Inviting Authority and the Tenderers previously subject to the original due date for submission will then be subject to the new date for submission.

- iv. **Any tender received** by the Tender Inviting Authority **after the due date and time will not be considered and will be returned to the tenderer.**

7.2. Procedure for Submission of Tender

- i. Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.
- ii. The tender shall be submitted as per the procedures and requirements stipulated herein.
- iii. Tender submitted by telex, cable or fax will not be accepted and will be summarily rejected.
- iv. This tender is based on **two-cover system** i.e., **Technical bid** and **Financial bid**. Therefore the tender shall be submitted in two parts viz., Cover- A and Cover-B. Each part shall be placed in an independent sealed envelope and each part shall be super scribed as follows.

Cover-A

Cover-A	:	“TECHNICAL BID COVER”
NAME OF WORK	:	TENDER FOR PROVIDING HOUSEKEEPING SANITATION SERVICES IN RMMCH OF ANNAMALAI UNIVERISTY
TENDER NUMBER	:	

Cover-B

Cover-B	:	“PRICE BID COVER”
NAME OF WORK	:	TENDER FOR PROVIDING HOUSEKEEPING SANITATION SERVICES IN RMMCH OF ANNAMALAI UNIVERISTY
TENDER NUMBER	:	

- v. The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as **“Technical Bid Cover”** and **“Price Bid Cover”**.

Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be superscribed as follows:

<p>“TENDER FOR PROVIDING HOUSE KEEPING and SANITATION SERVICES IN RMMCH AND RMDCH OF ANNAMALAI UNIVERSITY ” TENDER NUMBER :</p>
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- vi. The sealed tender envelope shall be addressed to **“The Registrar, Annamalai University, Annamalainagar, Chidambaram-608 002”**.
- vii. The tender envelope shall carry the name and address of the Tenderer prominently with Phone No/ email ID / and FAX No.

- viii. The Technical Bid Cover (Cover-A) shall contain the following as per the sequence indicated below:

1.	Earnest Money Deposit (EMD) for Rs.50,000/- ('A' Block), Rs.50,000/- ('B' Block) ('C' Block), Rs.50,000/- and Rs.15,000/- (RMDCH) as per Clause-5 of the Tender document.
2.	Financial Standing: To prove financial capability to undertake the tender, the tenderer should furnish Banker's Certificate (in original) as per Appendix-7, regarding Credit Facility for an amount of Rs.75 to 90 lakhs or more from any Nationalized/Scheduled Bank. OR The Tenderer can furnish a Solvency Certificate from any Nationalized/ Scheduled Bank for Rs.75 to 90 lakhs.
3.	The Rules and Regulations prescribed by the State Government regarding the EPF, ESI and fixation of Minimum Pay Act is to be followed compulsorily. EPF amount to all the workers engaged should be paid compulsorily by the contractor for every month.
4.	Work Experience: The tenderer should have at least 3 to 5 years' experience of running housekeeping sanitation services in hospitals of capacity not less than 500 beds in single hospital. Documentary evidence such as copy of agreement or work order from the concerned institution should be compulsorily furnished.
5.	The Tenderer should be an Income Tax assessee. (Last 5 years income tax return should be enclosed). OR The Tenderer should have Tax Index Number (TIN) / GST issued by the Commercial Tax Department of the Government of Tamil Nadu (A copy of the Registration Certificate should be enclosed).
6.	GST Registration Certificate is Compulsory.
7.	ISO Registration Certificate is Compulsory.
8.	Labour License should be compulsory.
9.	Previous turnover of the Company should be between for Rs.1 crores to 2 Crores / Per year.
10.	To Enclose previous single Contract Work Order of Rs.50 Lakhs per year.
11.	Application form for running the House Keeping Services in University as per Appendix-1
12.	Statement of prevailing charges for services as per Appendix-2
13.	Letter of Tender cum declaration as per Appendix- 3
14.	Declaration about family members not working in Annamalai University as per Appendix 7
15.	Certified power of Attorney authorizing a representative of the firm to sign the Tender and all subsequent communication.

In addition to the above, any document or certificates etc., mentioned anywhere in the tender document shall also be a part of the technical tender requirements.

- ix. **Financial Bid (Price Bid 'Cover-B')** shall contain the duly filled in and signed Financial Bid as per Appendix-4.

7.3. Signing of the Tender

- i. The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Managing Director or the Legal Manager of the firm.
- ii. The tender shall contain no alterations or additions, except those to comply with instructions issued by the Tender Inviting Authority, or as necessary to correct errors made by the tenderer, in which case such corrections shall be signed by the person or persons signing the tender.
- iii. All the pages in the tender document should be signed by the tenderer, after filling the prices in figures & words.

8. Compliance / Confirmation

The Tenderer should give an undertaking with RMMCH reference to the Application Form for Running the House Keeping Services in RMDCH of Annamalai University in Appendix -1 and should also give under taking cum declaration regarding confirming and complying with various terms and conditions in Appendix-3" Letter of Tender cum Declaration"

9. Tender Opening

- i) Tender will be opened in the presence of the tenderers or their authorized representative who choose to be present and the tender Scrutiny Committee at **25.11.2020 12.00 noon. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies / tenderer.**
- ii) **Cover-A containing "Technical Bid" shall be opened first.**
- iii) On opening the tender, the details such as name of the tenderer, address, EMD details, etc., will be read out.
- iv) Tenders found without the EMD or with an invalid EMD or insufficient EMD, will be summarily rejected. Unopened tenders will be returned to such tenderers.
- v) On verifying the EMD, the Technical bids will be examined to decide their service suitability for the said work. Tenderers whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Financial Bids will not be opened. Their EMD will also be returned to them.
- vi) Financial bids of only those tenderers, whose Technical bids are qualified, will be opened **after decided by the authorities during the time of Technical Bid opening.**

9.1. Process to be Confidential

- i) Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.
- ii) **Any effort by a tenderer to influence the tender accepting authority, scrutiny / evaluation committee or its members in the processing of tenders or award decisions may result in the rejection of his tender.**

9.2. Criteria for Technical Evaluation (Evaluation of Technical Bid)

- i) The tender accepting authority will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.

- ii) A responsive tender is one which conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. A material deviation or reservation is one:
 - a) which affects in any substantial way the scope, quality or performance of the contract.
 - b) which in a substantial way is inconsistent with the Tender conditions, the tender accepting authority's rights or the Tenderers obligations under the Contract,
 - c) whose rectification would affect unfairly the competitive position of other Tenderers presenting substantially responsive Tenders.
- iii) Tenderers who have not fulfilled the tender conditions shall be a nonresponsive tender and will not be taken up for further evaluation and Price bid opening.
- iv) To assist the examination, evaluation and comparison of Tenders, the tender accepting authority may at its discretion, ask any tenderer for clarification on his Tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the Tender shall be sought, offered, or permitted.
- v) **When a Tender fails to be responsive, it will be rejected by the tender accepting authority and may not subsequently be made responsive by correction or addition/ withdrawal of the non-conforming deviation or reservation.**

9.3. Price Bid Opening

- i) The tender accepting authority will then proceed with opening of **Cover-B**, i.e., "**Price Bid Cover**" of those tenderers whose technical bid has been found substantially responsive. The opening of the "**Price Bid Cover**" will be done in the presence of those tenderers or their representatives who choose to be present. The Tender Inviting Authority will inform such tenderers in advance about the acceptance of their technical tender and the date and time of opening of the "Price Bid Cover".
- ii) On opening of the "Price Bid", the amount as quoted by the tenderers will be read out **after decided by the authorities during the time of Technical Bid opening.**

9.4. Criteria for Price Bid Evaluation

- i) Tender evaluation will be carried out in accordance with the "**Tamilnadu Transparency in Tenders Act, 1998 and Rules 2000**".
- ii) In price bid evaluation the following procedures will be adopted.
 - (a) The quoted prices shall be corrected for arithmetical errors.
 - (b) In case of discrepancies between the prices quoted in words and in figures, lower of the two shall be considered.
 - (c) **The Tender Accepting Authority may carry out negotiation with the tenderer quoted lowest evaluated rate.**

10. AWARD OF TENDER

- 10.1. The award of the tender shall be made strictly in accordance with the "**Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000**" and no deviation will be made.
- 10.2. The Tender Accepting Authority has the right to accept any tender and to reject any or all tenders without assigning any reason.
- 10.3. Notwithstanding anything that is said herein, the tender accepting authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender,

without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for the tender accepting authority's action.

11. NOTIFICATION OF AWARD

- 11.1. The tenderer whose tender has been accepted will be notified by the Tender Accepting Authority, in writing.
- 11.2. Notification of award will constitute the formation of contract and EMD will be treated as Security Deposit, till Security Deposit is furnished in accordance with the provisions of clause-12 of this tender document.
- 11.3. Upon furnishing the security deposit by the successful tenderer or tenderers and upon signing the Agreement, the EMD will be returned to the unsuccessful tenderer within a reasonable time period.

12. SECURITY DEPOSIT

- 12.1. The successful tender has to furnish security Deposit

- (a) RMMCH 'A' Block : Rs. 2,50,000/-
- (b) RMMCH 'B' Block : Rs. 2,50,000/-
- (c) RMMCH 'C' Block : Rs. 2,50,000/-
- (d) RMDCH : Rs. 1,00,000/-

in the form of Demand Draft obtained from any Nationalized / Scheduled bank and drawn in favour of "**the Registrar, Annamalai University**" payable at **Annamalainagar. Security Deposit to be furnished within 10 days of issue of letter of Acceptance.**

- 12.2. If the successful tenderer fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him will be forfeited and his tender will be held void and the tender accepting authority shall continue the process with other responsive tenderers as per the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000. The Tender Inviting Authority also reserves the right to take any other action as deemed necessary against such tenderer.
- 12.3. No Interest will be paid on the Security Deposit mentioned in Clause 12.1 above.

13. SIGNING THE AGREEMENT

- 13.1. The successful tenderer shall furnish the required security deposit and execute an agreement (three copies) on a non-judicial stamp paper to the value of Rs.100/- embodying the terms and conditions of the tender within 10 days from the date of acceptance of the tender. The specimen form of agreement is enclosed (**Appendix 6**).
- 13.2. If the agreement mentioned in Clause 13.1 above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.
- 13.3. The successful tenderer fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender and shall compensate for all losses sustained by the University in this regard.

14. TERMINATION OF CONTRACT

14.1. Termination for Default:

- i. The Tender Accepting Authority/University may the Contractor/Tenderer done on breach of contract, by written notice of default with a notice period of 15 days, sent to the housekeeping sanitation contractor, terminate the contract in whole or part, (i) if the housekeeping contractor fails to perform any of the obligation(s) under the contract; or (ii) if the housekeeping contractor, in the judgment of the Tender Accepting Authority/University, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.
- ii. In the event the Tender Accepting Authority/University terminates the contract in whole or in part, the Tender Accepting Authority/University may entrust the contract of housekeeping service to other persons/contractors in such manner and at such rate as deemed appropriate and at the risk and cost of the housekeeping contractor. However, the housekeeping Contractor/Lessee shall continue the performance of the contract to the extent not terminated.

14.2. Termination for Convenience:

The Tender Accepting Authority/University may by written notice, with a notice period of 30 days sent to the housekeeping Contractor/Lessee, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Tender Accepting Authority/University convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

15. Special Conditions

- 15.1. Adducing reasons like strikes, Natural Calamities non-availability of raw material etc. shall not be entertained. **Non-fulfillment of the contract on any grounds** will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. **The University also reserves the right to debar such tenderer /housekeeping Sanitation Contractor/Lessee from future tenders.** Besides this the tenderer will also be liable for all damages arising from such default including the cost of conducting fresh tenders and the decrease in rates in the subsequent tender and shall compensate for all losses sustained by the University in this regard.
- 15.2. If the Tenderer fails to provide House Keeping sanitation services within the stipulated time, the University is at liberty to make alternate arrangement for House Keeping services, from any other source including from any other tenderer who might have quoted higher rate, at the risk and cost of the tender and in such case the University has every right to recover the cost and impose penalty, besides taking any other action on the Successful Tenderer who fails to provide Housekeeping and Sanitation Services.

16. Visit to Tenderers' Clients:

Complete details of clients of the tenderers must be enclosed with the Technical bid. Clients' addresses, name(s) of contact person(s) with phone numbers must be listed in the enclosure. The Tender Inviting Authority reserves the right to carry out surprise visits to establishments/ Housekeeping sanitation serviced currently by the tenderers, and their reports will form valuable input for the short-listing process.

17. Alternative Proposals:

Tenderers shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Tenderers invalid. Offers with conditional rebate will become automatically invalid.

18. Validity of Offer:

- 18.1. Tenderers shall agree to keep the tender open for sixty (60) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.
- 18.2. In exceptional circumstances, prior to expiry of the initial time limit as indicated in 18.1 above, the tender inviting authority may request the Tenderer to extend the period of validity for a specified additional period. The request and the Tenderers responses shall be made in writing or by fax. A Tenderer may refuse the request without forfeiting his Earnest Money Deposit. A tenderer agreeing to the request will not be permitted to modify his Tender. However, he shall extend the validity of the Earnest Money Deposit for the period of the extension.

19. Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the court of competent jurisdiction located within the **town of Chidambaram** in Tamil Nadu.

19.1. Schedules:

- a) The Tender schedule highlights the important service conditions to be strictly abided by all tenderers.
- b) **Schedule A** refers to the terms and conditions for Housekeeping Contract at Annamalai University.
- c) **Schedule B** refers to the scope of work. It is mandatory that all tenderer, must sign and submit these Schedules along with the tender.

20. Acknowledgement:

It is hereby acknowledged that we have gone through all the tender document and various conditions mentioned hereunder and we agree to abide by them.

Date:

Signature of Tenderer

Place:

Official seal and address

Schedule A: Terms & Conditions for Providing Housekeeping Sanitation Services in RMMCH & RMDCH, Annamalai University

**Office of the Registrar, Annamalai University, Annamalainagar
(To be furnished by all)**

TERMS & CONDITIONS FOR THE CONTRACTORS IS AS FOLLOWS:

1	The manpower should be provided as per the requirement of the Hospital Authorities.
2	Aged person (above 50 years) or Children (below 18 years) should not be engaged as a worker in the Hospital by the Contractor.
3	Uniform and Identity Card should be supplied by the contractors to the workers with the consultation of the Hospital Authorities.
4	Contractors are solely responsible for the welfare of the workers. The University has no liability on their part. Including EPF, ESI and Minimum Wages as per State Government norms. a. EPF should be paid compulsorily for all the workers engaged as per tender agreement and the statement should be submitted along with invoice for bill passing. b. GST filed statement should be submitted every month along with invoice for bill passing.
5	Bath rooms and Toilets should be cleaned continuously every shift.
6	Sweeping, Mopping of floor, corridors should be done 3 times per day with their own materials.
7	There should not be repetition of workers in two continuous Shifts.
8	Open to Sky area should be cleaned once a day.
9	Instrument washing, Dust bin bag clearance in color coded bags should be done by the Contract Worker every day.
10	Windows, Cob Web, Fan, Tube light Should be cleaned Twice a week.
11	Acid cleaning of Toilets should be done Twice a week.
12	Cleaning of suction apparatus, gloves, slides, bottles etc. Washing and sending them for to autoclave, Dispatch Blood sample to Lab.
13	Bed Pan, Urinal, Rubber sheet cleaning, Disposal of Bio Medical Wastes, Fumigation and Corbolizaion of wards, Transportation of patients, Indent, Packing of Dead bodies and any other works as assigned to them by their superiors.

14	<p>Materials cost will be paid by University with the condition.</p> <ol style="list-style-type: none"> 1. Submission of the bills (with GST Number) for the purchased sanitation materials including GST is produced after the materials are entered in the main Store Stock Register 2. The sanitation material used for RMMCH purchased by the house keeping contractor should be handed over to the main store for Stock entries, materials will be issued by Nursing Superintendent on a daily basis. 3. The register should be maintained for the utilized sanitation materials. 4. Bills for Housekeeping, sanitation materials will be passed only if they submit the GST paid bills only. 5. They should maintain a Job Card of the Toilet cleaning done everyday.
15	‘A’ ‘B’ & ‘C’ Block and RMDCH contractors should divide the work for the Sanitary workers in Three Shifts
16	Cleaning of Dental chairs at RMDCH.
17.	Rent for the contractors store room as per Annamalai University privileging rate is Rs.1850/- for each block.
18.	Electricity charges will be fixed and calculated by AEE (Elect.), RMMCH and RMDCH as per Tender document for utilization of Electrical Machines by the contractor (As per Annamalai University privileging rate at Rs.9/- per unit).

**Office of the Registrar,
Annamalai University,
Annamalainagar.**

The Tenderer should quote as Four different tenders in Price Bid.

Schedule B : Detail of the Areas in Hospital for Housekeeping

1) - 'A' BLOCK

SL. No	NAME OF THE AREA	Area in Sq.ft.	EWC/IWC Nos.
	Wards 1 to 4	40300	27
	Wards 5 to 8	40300	28
	Wards 9 to 12	40300	27
	ADMINISTRATIVE BLOCK		
	Ground floor: Nursing supdt office, Main store, Accounts department, ASO office & RMO Office.	12700	4
	First floor: Medical Supdt. Office, Biomedical, Civil, Electrical Dept, Works Dept, N& N1 section	12700	7
	Second floor: Medical Records Department	12700	7
	Four wheeler parking	7134	--
	K.R.M.Rest House	4120	12
	School of Nursing	8000	10
	Urban Health Centre	2690	--
	Two wheeler parking	6170	--
	TRANSPORT BLOCK		
	24 Hours Pharmacy Gooddown, Drivers room & Police Out Post.		--
	All wards, Inner & outer areas, open to sky areas,& sunshade top area		9
	Medical Engineering work shop	2400	1
	A/C lecture Hall	3600	4
	A/C Plant,sub-station,Medical Gas plant	6622	4
	Mortuary,Bio-Medical Waste collection & ALC	5527	2
	M.S.Office two wheeler stand	750	--
	CMCHS BLOCK		
	Ground floor: CMCHIS Ward & Diet Kitchen Area	16215	5
	First floor: Medicine, Ortho, Surgery office Doctors canteen,	9609	3
	Total Area	231837	150

- **Required minimum man power for 'A' Block 30 Nos.**
- **An amount of Rs.66,000/- + applicable GST will be paid by the University towards material cost (Soap Oil, Acids, Phenyl, Bleaching Powder, Brooms, Bucket, Mugs, etc.,) and remaining cost will be considered as Administration Charges for 'A' Block. After the stock entered in the Main Store and the material bills are verified.**
- **The daily requirement will be issued by the Nursing Supdt. / University Authority.**

Detail of the Areas in Hospital for Housekeeping

2) - 'B' BLOCK

Sl.No.	Name of the area	Area in Sqft	I.E.C & E.W.C.Nos
	Ground Floor: Wards 14,15,16,17	40300	27
	First Floor: Wards 18,19,20,21	40300	27
	Second Floor: Wards 22,23,24,25	40300	27
	OPERATION THEATRE BLOCK		
	Ground floor: Surgical ICU,I.C.U.,C.C.U., Echo, ICU Rest House, O.G. Offie, O.G.Seminar Hall, O.G.library, Labour ward-26, High risk pregnancy room, NICU, CSSD, Tailor room	43000	51
	First floor: Major O.T. & E.O.T.	43000	10
	M.O.T.ENTRANCE BLOCK		
	Ground floor:O.G.Casualty	4000	2
	First floor: Waziting Hall, Anaesthetic room,Anaesthesia exam Hall, Ward 29, 30	4000	2
	O.G.Rest House	3480	6
	Doctors Canteen	3480	1
	ICU rest House	1500	4
	Total Area	223360	157

- **Required minimum manpower for 'B' Block 30 Nos.**
- **An amount of Rs.66,000/- + applicable GST will be paid by the University towards material cost (Soap oil, acids, Phenyl, Bleaching powder, Brooms, Bucket, Mugs etc.,) and remaining cost will be considered as Administration Charges for 'B' Block. After the stock entered in the Main Store and the material bills are verified.**
- **The daily requirement will be issued by the Nursing Supdt. / University Authority.**

Detail of the Areas in Hospital for Housekeeping**3) - 'C' BLOCK**

OUT PATIENT BLOCK- A			
Ground floor: Injection O.P.,Cashcounter,Yogatheraphyclinic,Billing, X-Ray Dept,Pharmacy& Ortho O.P.	15000	8	
First floor: E.N.T. & M.H.C. OP Specialaity O.P.	15000	8	
OUT PATIENT BLOCK-B			
Ground floor: Medicine & Surgery O.P.	11000	9	
First floor: PaediatricOP,skinOP,T.B.clinic& lecture hall	11000	8	
OUT PATIENT BLOCK-C			
Ground floor: Ophthal OP,OB & G.OP	11000	9	
First floor:Bloodbank,lecture Hall	11000	9	
Second floor: New Block 27 & 28, Ophthal Ward 31,32	11000	10	
DIAGNOSTIC LAB			
Ground floor: Diagnostic lab,(Microbiology& Bio-chemistry) Hematology	8000	10	
First floor: pathology & Medical Education unit office	8000	4	
Second floor: Pathology	8000	6	
EMERGENCY DEPARTMENT			
Ground floor: Casualty, Emergency ward, Disaster management ward, Central Diagnostic cell, X-ray, USG scan, ECG, Toxicology, Burns Ward	22000	14	
First floor: Pay ward-I &II,MRI scan, CT Scan Mamography, USG Lecture Room, MICU(new), Emergency Department, Office Room, PG Room and Library.	20000	30	
Second floor:C-class ward,PMR Dept	20000	23	
ACCIDENT & EMERGENCY BLOCK			
Ground floor: Casualty	7000	2	
First floor: ICU	4625	2	
Second floor: Auditorium	4625	--	
Total Area	187250	152	

- **Required minimum manpower for 'C' Block 30 Nos.**
- **An amount of Rs.66,000/- + applicable GST will be paid by the University towards material cost (Soap oil, acids, Phenyl, Bleaching powder, Brooms, Bucket, Mugs etc.) and remaining cost will be considered as Administration**

Charges for 'C' Block. After the stock entered in the Main Store and the material bills are verified.

- **The daily requirement will be issued by the Nursing Supdt. / University Authority.**

4) RMDCH

Ground Floor	30,167.83 Sqft
First Floor	21,442.51 Sqft
Second Floor	26,414.25 Sqft
Total Area	78,025.25 Sqft

Wash Basin -	27 Nos.
Indian Closet -	23 Nos.
Western Closet -	14 Nos.
Urinal closet -	16 Nos.
Total	<u>80 Nos.</u>

- **Required minimum manpower for RMDCH 10 Nos.**
- **An amount of Rs.16,500/- + applicable GST will be paid by the University towards material cost (Soap oil, acids, Phenyl, Bleaching powder, Brooms, Bucket, Mugs etc.,) and remaining cost will be considered as Administration Charges for RMDCH. After the stock entered in the Main Store and the material bills are verified.**
- **The daily requirement will be issued by the Nursing Supdt./ University Authority.**

Appendix – 1

**APPLICATION FORM FOR HOUSE KEEPING SANITATION SERVICES IN RMMCH &
RMDCH IN ANNAMALAI UNIVERSITY**

Applicant's
latest
passport size
photograph
to be affixed

1.	Name of the Applicant	
2.	Name of the Father / Spouse	
3.	Date of Birth	
4.	Permanent Address	
	Address for Correspondence	
5.	Phone	Mobile Phone:
	Application Fee (at the time of submission of tender)	Rs. () only non refundable
6.	D.D.No. _____	Bank Name _____
		Date _____
	Earnest Money Deposit (EMD) refundable without interest	
8.	D.D.No. _____	Bank Name _____
		Date _____
	Previous experience if any (a separate sheet indicating the details may be enclosed)	
9.	Details of registration / license(attach copies of the same) (i) GSTIN; (ii) Labour License; (iii) ISO Certificate	
10.	Bankers certificate regarding credit facility or solvency certificate Or Demand Draft	

Further, I assure that I will abide by the technical and commercial terms and conditions of the tender and also other rules and regulations of the Annamalai University.

Date :

Tenderer's Signature with Seal

**Statement of prevailing charges for Services
(Subject to revision)**

1. Rental for contractors **Store Room** as per Annamalai University
Prevailing rate of Rs.1,850/- (For RMMCH & RMDCH) for each
block.
2. **Electricity Charges** to be fixed as per the capacity (Voltage) of
equipments to be used by the contractor and units utilization
finalized by A.E.E (Ele.), RMMCH (as per Annamalai University
Prevailing rate at present Rs.9.00 per unit)

Tenderer's Signature with Seal

**TENDER FOR HOUSE KEEPING ASNITATION IN RMMCH IN
& RMDCH ANNAMALAI UNIVERSITY FOR YEAR 2020-21**

LETTER OF TENDER CUM DECLARATION

To

The Registrar,
Annamalai University,
Annamalai Nagar,
Chidambaram – 608 002.

Sir,

Sub: Tender for House Keeping Sanitation in RMMCH and RMDCH in Annamalai University for the year 2020-21.

I / We, the undersigned do hereby tender and undertake to provide House Keeping Sanitation services in (enter the name of Contractor) as described or intimated in the various schedules hereto annexed and the specifications thereto (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions and conditions set forth or mentioned in the said schedules, specifications and appendices.

2) I / We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned there in.

3) I / We hereby state that I/we have remitted Rs...../- (Rupeesonly) in the form of Demand Draft/Bankers Cheque No. Dated : drawn on Bank Branch, in favour of **The Registrar, Annamalai University** as Earnest Money Deposit and agree to have it forfeited to the Annamalai University in case of my / our failure to undertake the contract for the items accepted by the Tender Accepting Authority.

4) I / We hereby certify that the lease amount quoted in this tender is final and I / We will not come forward for any revision or alteration in lease amount quoted subsequently due to hike in prices or any other reasons. However I / We are aware of the right of the Tender Inviting Authority to negotiate with the tenderer quoted highest evaluated lease amount.

5) I / We confirm that our Tender is in conformity with the technical specifications and

commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I am / We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the Tender Accepting Authority at a later date during the process of evaluation of our Tender.

6) I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am / we are aware of the Tender Inviting Authority's right to forfeit the Earnest Money Deposit and / or Security Deposit and blacklisting me / us if, any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.

7) I / We state that I /We have not been blacklisted or debarred from participating tenders by an Central / State Government agencies or autonomous bodies or Universities / institutions.

8) In the event of my / our tender becoming successful, I / We undertake and agree to forward to the Registrar, Annamalai University in (10) ten days, after the notification of the acceptance of this Tender has been received by us, the Security Deposit as demanded in the form and manner required as security for the due fulfillment of our Contract.

9) We have submitted all the license and documents as mandatory of the Tender Document.

10) We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in clause 11 of the Tender document. If I / we do so withdraw, I / we shall forfeit the Earnest Money Deposit to AnnamalaiUniversity. I / We agree to execute at our cost the Agreement in (10) ten days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the Annamalai University and this concluded Contract shall in such case be considered as having been cancelled or terminated and I / we agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

As witness our hand this day of of 2020.

Signature of the Tenderer :

Name &Address :

Company Seal :

Format for Financial Bid (to be typed in the letter head of the firm)

Financial Bid

To

The Registrar,
Annamalai University,
Annamalainagar 608 002.

Dear Sir,

Sub: Providing housekeeping services (sanitation only)

-:~ :-

In response to your advertisement for “**Supply of Housekeeping sanitation services in RMMCH - A Block**” in Annamalai University. We submit herewith our Financial Bid.

Name of the Area	Required minimum Manpower	Total Amount
RMMCH 'A' BLOCK	30 Nos.	In figure
		In words

Signatures of Tenderer with Seal

Appendix-4(b)

Format for Financial Bid (to be typed in the letter head of the firm)

Financial Bid

To

The Registrar,
Annamalai University,
Annamalainagar 608 002.

Dear Sir,

Sub: Providing housekeeping services (sanitation only)

-: : -

In response to your advertisement for “**Supply of Housekeeping sanitation services in RMMCH - B Block**” in Annamalai University. We submit herewith our Financial Bid.

Name of the Area	Required minimum Manpower	Total Amount
RMMCH 'B' BLOCK	30 Nos.	In figure
		In words

Signatures of Tenderer with Seal

Appendix-4 (c)**Format for Financial Bid (to be typed in the letter head of the firm)****Financial Bid****To**

The Registrar,
 Annamalai University,
 Annamalainagar 608 002.

Dear Sir,

Sub: Providing housekeeping services (sanitation only)

-:~::~-

In response to your advertisement for “**Supply of Housekeeping sanitation services in RMMCH - C Block**” in Annamalai University. We submit herewith our Financial Bid.

Name of the Area	Required minimum Manpower	Total Amount
RMMCH 'C' BLOCK	30 Nos.	In figure
		In words

Signatures of Tenderer with Seal

Appendix-4(d)

Format for Financial Bid (to be typed in the letter head of the firm)

Financial Bid

To

The Registrar,
Annamalai University,
Annamalainagar 608 002.

Dear Sir,

Sub: Providing housekeeping services (sanitation only)

-:~::~-

In response to your advertisement for “**Supply of Housekeeping sanitation services in RMDCH**” in Annamalai University. We submit herewith our Financial Bid.

Name of the Area	Required minimum Manpower	Total Amount
RMDCH	10 Nos.	In figure
		In words

Signatures of Tenderer with Seal

**TENDER FOR HOUSE KEEPING SANITATIONS SERVICES IN RMMCH
IN ANNAMALAI UNIVERSITY FOR THE YEAR 2020-21
BANK CERTIFICATE REGARDING CREDIT FACILITY**

This is to certify that Mr./Mrs. or M/s..... is a reputed person / company with a good financial standing. If the contract is given for House Keeping service in the Annamalai University for the year 2020-21 (Tender Ref. No.....)for the above person / firm, we will be able to provide overdraft/credit facility to them for `...../- (Rupeesonly) to meet their working capital requirement for executing the above contract.

Date :

Signature and Designation of the
Authorized Officer.

Place :

Name and Address of the Bank.

FORMAT OF CONTRACT AGREEMENT

THIS AGREEMENT made on the day of 2020 between the Registrar, Annamalai University, Annamalainagar, Chidambaram – 608 002.(herein after “the Tender Accepting Authority/University”) of the one part and..... (Name of Contractor) of(Address of the Contractor) (herein after called “the Contractor) of the other part :WHEREAS the Tender Accepting Authority/University is desirous that House Keeping sanitation services to be provided in Annamalai University as per the tender reference No..... and has accepted a bid by the House Keeping Service Provider for running the House Keeping Contract no. for a sum of `..... /- as the monthly lease amount. (Contract Price in Words and Figures) (herein after called “the Contract Price”).

NOW THIS AGREEMENT WITNESSE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and scheduled referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. The following documents shall be deemed to form, be read and construed as part of this Agreement, viz;

- a) The letter of Acceptance issued by the Tender Accepting Authority/University.
- b) The Notice Inviting Tender The Contractor bid including enclosures, annexures, appendixes, documents, etc.
- c) The Tender Document including various Terms and Conditions, schedules, etc. (including amendments and clarifications).
- d) The Schedule of Requirement
- e) Any other document listed in the Contractor bid and replies to queries, clarifications issued by the Tender Inviting Authority/University, such confirmations given by the bidder which are acceptable to the Tender Inviting Authority/University and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments towards monthly lease amount to be made by the Contractor to the Tender Inviting Authority / University ashereinafter mentioned the Tender inviting Authority/ University covenants with the contractor to provide the infrastructure and other facilities asmentioned in the tender document for contract running services as per the provisionsof the Contract.

4. The Contractor hereby covenants to pay the Tender inviting Authority / University in

consideration of the provision of the infrastructure and other facilities for running the contract, the Contract Price (lease amount) or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

The rates stipulated in the contract shall remain valid for a period of one year with effect from contract date.

DELIVERY SCHEDULE:

Contractor shall start the House Keeping services on within 10 days from the issue of letter of Acceptance.

IN WITNESS whereof the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the Said (For the Tender Accepting Authority/University) in the presence of

Signature

Name Address

Signed, Sealed and Delivered by the Said (For the Contractor) in the presence of

Signature

Name Address

Signed, Sealed and Delivered by the Said (For the Tender Accepting Authority/University) in the presence of

Signature

Name Address

Declaration about family members working in Annamalai University

I..... do hereby declare that neither myself nor any of my family members (as defined in tender conditions) are employees of the Annamalai University.

I am aware that in event of wrong declaration tender submitted by me is liable to be rejected summarily.

(Tenderer)

Name: