No.F.3(2-427)-PLAN/DHS/2017
GOVERNMENT OF TRIPURA
DIRECTORATE OF HEALTH SERVICES

Agartala 23/6/2017

EXPRESSION OF INTEREST

Expression of Interest (EOI) in plain paper is invited from financially sound Registered Local Self-
Help Group / Society / agencies for sweeping, cleaning & round the clock up-keeping at District Hospital Unokati, Kailashahar, Unokati Tripura under the Health and Family Welfare Department, Government of Tripura on contract basis subject to fulfilling of terms and conditions. Preference will be given to Organization having experience to provide services to the Govt. Sector Institutions/Hospitals, SHG with higher gradation as per rules will get preference in selection. Expression of Interest (EOI) is to be submitted in 2(two) Bids i.e. Technical Bid and Financial Bid separately. The Technical Bid shall contain all relevant documents including Earnest Money and the Financial Bid shall contain rate(s) only which are to be put into a bigger envelope dully sealed before submission.
The offer in sealed cover should be submitted to the office of the undersigned on or before 14-07-
2017 up to 4.00 PM positively and will be opened on 20-07-2017 at 3.00 PM
Terms & Condition may be obtained at free of cost from the office of the undersigned on any working day during office hours up to 14-07-2017 and may be downloaded from the website www.health.tripura.gov.in

JOB DESCRIPTIONS

1. Cleaning & sweeping of all rooms of OPD and IPD, Laboratory, Bathrooms, Corridors, Staircase,
Ramps etc twice daily (7-8 AM & 5-6 PM).
2. Cleaning of drains around the Hospital building once daily.
3. Cleaning of wash basins, toilet pans etc; twice daily (7-8 AM & 5-6 PM) and as on when required.
4. Cleaning of courtyard of Hospital building once daily.
5. Cleaning of electric fans & light fittings of hospital building once a month (any holiday)
6. Cleaning of walls and roof of the hospital building once in a month (second Friday).
7. Cleaning of window panels of the hospital building once in a month (any holiday).
8. Cleaning of Laboratory Tables, glass-wares, equipments daily in presence of on duty Attendant
from 9.00 AM to 4.00 PM on all working days in laboratory of hospital building.
9. Besides these services, 24 hours coverage at Labour Rooms, Bathrooms, Corridors, Staircase,
O/o the Head of Office(s) should be maintained.

1. The applicant Agency should be a Registered Organization.
2. The following documents is to be incorporated in Technical Bid:-i). Labour license from State
Govt. or Govt. of India ii). Trade License issued by the Competent Authority of the Government of Tripura/ Govt. of India for providing Sweeping, cleaning personal’s iii). Service Tax Registration iv). Professional Tax Clearance Certificate v) EPF Registration vi). ESI Registration vii). Income Tax Return for Current Year only i.e. 2016-17 ix). PAN Card x). EMD (Earnest money @ of 1% of the tendered value in the shape of Bank Draft/ D.D/D. Call for this Hospital in favour of the Director of Health Services).
3. Application in plain papers in sealed envelope should be submitted through Registered Post/
Speed Post/ Courier Services to the office of the undersigned.
4. The EOI inquiry number, due date of opening and name of bidders should be mentioned on the
top of the envelope.

5. The amount of Earnest Money will be refunded to unsuccessful bidders after completion of tender
process.
6. The successful bidder shall be required to enter into an Agreement for this Hospital with the
undersigned and deposit security money @ 10% of the tendered value. The Earnest Money @1% of the successful bidder shall be treated as security money and a sum @ of 9% (in total @ 10 %) of the gross amount of the bill shall be deducted from each Running Bill of the agency till the sum along with the earnest money (EMD) is equal to amount of 10% of tendered value of the work. The Security Money will be forfeited if the successful bidder fails to comply or discontinue the work at any point of time before completion of the contract period or any breach of the terms and conditions of the contract.
7. Rate should be quoted for Sweeping-Cleaning per day basis and Tender Value to be calculated as
(Wages including EPF & ESI + Material cost + Agency charge + Service Tax) x 730 days. Wages should be as per Labour Department current notification.
8. The successful bidder will submit Challan copies of EPF,ESI & Service Tax etc. for previous month
along with running bill.
9. Minimum persons deployed at District Hospital Unokati, Bhagabannagar, Kailashahar, Unokati
Tripura. per shift should be as follows:

Sl Name of Hospital Morning
shift

Evening shift Night shift Total

1. District Hospital Unokati,
Bhagabannagar, Kailashahar,
Unokati Tripura.

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10. The contract period shall be for 2(two) years, which can be extended on mutual consent.
11. The amount of Earnest Money will be refunded to unsuccessful bidders.
12. The firm concerned shall inform the authority within 3 month ahead before discontinuation of the work with proper reason.
13. Rate should be quoted per day basis and minimum wages of a labour should be at par current Labour Department Notification basis.
14. List of materials for consumable items like i).White phenyl ii). Detergents powder iii). Naphthalene balls iv). Toilet Brush v).Hand Brush vi).Coconut brooms vii).Flower brooms viii).Harpic ix).PVC belcha x). Collin spray xi). Plastic bucket xii). Plastic mug are to be issued at District Hospital, Bhagaban nagar, Kailashahar, Unokati Tripura.
15. All consumable items like detergents, chemicals, equipments, machineries etc required for the works shall be arranged by the party.
16. The agency shall deploy personnel on all 365/366 days of a year in shift of 8.00 hours and the entire establishment under the control of the Head of Office of the Hospital should be rendered.
17. The lowest bidder would be selected on lowest financial involvement basis. But quoted rate should be justifiable.
18. The agency shall offer rate in figure and words.
19. The cleaning staff shall wear distinguishable uniform and shall carry required accessories.

20. The successful agency shall provide service within 4 (four) days of being issued work order. The list and details of cleaning staff along with reserved personnel who are likely to be engaged to be submitted to Head of institute.
21. The list shall contain individual personal details, like name, address. The information furnished shall be supported by documentary evidence.
22. All the personnel shall maintain official decorum; abide by rule & regulations of the Hospital.
23. The agency shall be responsible for conduct and performance of each personnel deployed by it.
24. The agency shall submit bill along with certified Attendance Register to the Head of the Hospital.
25. Any offer submitted with reference to this EOI shall be considered to be an offer that the tenderer will abide by all these conditions.
26. The undersigned has the right to reject/cancel any or all offers including the lowest one without assigning any reason and the tenderer shall have no right to claim for compensation of such cancellation.

DirectorofHealthServices
GovernmentofTripura.