



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर, छत्तीसगढ़
All India Institute of Medical Sciences, Raipur (Chhattisgarh)

खंडन

यह निविदा अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग) के लिये बोलीदाताओं / फर्म / एजेंसी इत्यादि से प्रस्ताव नहीं बल्कि प्रस्ताव प्राप्त करने का आमंत्रण है, संविदात्मक दायित्व तब तक नहीं होगा जब तक कि औपचारिक अनुबंध पर हस्ताक्षर नहीं किया जाता और चयनित बोलीदाताओं/ फर्म/ एजेंसी इत्यादि के साथ एम्स रायपुर के विधिवत अधिकृत अधिकारियों के द्वारा निष्पादित न किया गया हो।

DISCLAIMER

This tender is not an offer by the All India Institute of Medical Sciences, Raipur, but an invitation to receive offer from bidders/firm/agency etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorised officers of AIIMS, Raipur with the selected bidder/firm/agency.

All India Institute of Medical Sciences, Raipur

G.E. Road, Tatibandh, Raipur – 492099, Chhattisgarh

Tele: 0771- 2971307, 2577279 email: admin@aiimsraipur.edu.in

Website: www.aiimsraipur.edu.in



**अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.) में
मेडिकल कॉलेज, नर्सिंग कॉलेज एवं गेस्ट हाऊस के यंत्रीकृत और स्वचालित
सफाई कार्य करने हेतु निविदा आमंत्रित करने की सूचना**

**Notice Inviting Tender for “Mechanized & Automated Cleaning Work
of Medical College, Nursing College and Guest House”**

At

All India Institute of Medical Sciences, Raipur

CRITICAL DATE SHEET

Published Date	14/05/2020 Time 01.00PM
Bid Document Download / Sale Start Date	14/05/2020 Time 01.05PM
Clarification Start Date	15/05/2020 Time 10.00AM
Clarification End Date	21/05/2020 Time 03.00PM
Pre bid meeting	21/05/2020 Time 03.30PM
Bid Submission Start Date	29/05/2020 Time 10.00AM
Bid Submission End Date	09/06/2020 Time 06.00PM
Bid Opening Date	12/06/2020 Time 03.30PM

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अखिलभारतीयआयुर्विज्ञानसंस्थान, रायपुर, छत्तीसगढ़
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
Tatibandh, GE Road, Raipur-492 099 (CG)
Website : www.aiimsraipur.edu.in
e-mail: store@aiimsraipur.edu.in

1. Director AIIMS Raipur invites online bids on single stage two bid system for “Mechanized & automated Cleaning Work of Medical College, Nursing College and Guest House at AIIMS, Raipur”.
2. Tender document may be downloaded from AIIMS web site www.aiimsraipur.edu.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.
3. Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted under any circumstance.
4. Bid documents may be scanned with 100 dpi which helps in reducing size of the scanned document.
5. Tenderer who has downloaded the tender from the **AIIMS web site www.aiimsraipur.edu.in** and Central Public Procurement Portal (CPPP) e-Procurement website <https://eprocure.gov.in/eprocure/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender shall be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AIIMS Raipur.
6. **The Technical qualifications and documents required with technical bid are mentioned in Annexure – X**
7. **Agreement shall be execute by both parties (awarded bidder & AIIMS Raipur) as per Annexure - Y**

General Terms and Conditions:-

1. **Manual bid shall not be accepted in any circumstance.**
2. The complete bidding process in online bidding, Bidder should be in possession of valid Digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
3. **Tenderers are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.**
4. **Quotations/Bid should be valid for 180 days** from the tender due date i.e. tender opening date.
5. The bidder must be having a valid labour license, ESIC, EPF, GST, PAN numbers and all other permissions, registrations, licences etc. which are applicable in the present case, on the date of submission of bids.
6. Documentary evidence of all permissions, registrations, licences etc. mentioned above must be enclosed with the tender document.
7. A copy of firm/company registration must be enclosed with the bid document.
8. The total area shown is approximate and may vary as per demand of the Institute at the time of placement of order and during the course of work.

9. The bidder must be able to provide the service within specified time period as prescribed in the Work Order, failing which the EMD will be liable to be forfeited.
10. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
11. All disputes shall be subject to Raipur Jurisdiction only.
12. **AIIMS Raipur reserves the rights to accept/reject any bid in full or in part or accept any bid other than the lowest bid without assigning any reason thereof. Any bid containing incorrect and incomplete information shall be liable for rejection.**
13. The Tender/Bid will be opened online at website <https://eprocure.gov.in/eprocure/app> in Sr. Administrative office at AIIMS Raipur Premises at the prescribed time.
 - i. Financial bids of only those bidders will be opened whose technical bids are found suitable by the expert committee appointed for the purpose.
 - ii. No separate information shall be given to individual bidders.
 - iii. In comparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the bid.
14. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc. must be submitted as part of technical bid.

15. Award of Contract

The Institute will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has bid the highest total points (H1) on the bases of QCBS.

- i) Notwithstanding the above, the Institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - ii) The bidder whose bid is accepted will be notified of the award of contract by the Institute prior to expiry of the bid validity period. The terms of the accepted bid shall be incorporated in the work order.
16. The competent authority reserves the right to reject the service if the same are not found in accordance with the required description/quality and make alternative arrangement at the risk & cost of contractor.

17. Earnest Money:

Earnest money (i.e. ₹ 3,46,500/-) is to be submitted by means of a Bank Demand Draft/FD/BG, of a scheduled bank payable/enchaseable at Raipur. (a scanned copy to be uploaded on CPP Portal). It is also clarified that the bids submitted without earnest money will be summarily rejected. The DD/FD/BG may be prepared in the name of "All India Institute of Medical Sciences, Raipur (AIIMS RAIPUR)". The earnest money (DD/FD/BG or any exemption certificate) must reach the office of the Sr. Administrative Officer, Gate no. 5, Medical College Building, 2nd Floor, AIIMS, Raipur prior to opening of tender.

- i. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Raipur in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with

stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited

- ii. Tenders without Earnest Money will be summarily rejected.
- iii. No claim shall lie against AIIMS Raipur in respect of erosion in the value or interest on the amount of EMD.
- iv. If MSME firm is registered for above tendered item, then the firm will be exempted for submission of EMD amount. Firm must upload scanned copy of following documents in support of exemption.
 - 1. National Small Industries Corporation (NSIC)
- v. The earnest money will be returned to the unsuccessful tenderers after the tender is awarded.
- vi. EMD should remain valid for a period of 180 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.

18. Tender Cost:- Exempted as per GFR -2017.

- 19. In case the service provider requires any clarification regarding the tender documents, they are requested to contact the Sr. Administrative Officer, AIIMS Raipur through **e-mail: admin@aiimsraipur.edu.in** on or before end date of clarification as per critical date sheet.
- 20. The EMD of the successful bidder will be returned to them without any interest after the submission of Security deposit/PSD.

Sr. Administrative Officer,
For and on behalf of **Director, AIIMS Raipur.**

Other Terms & Conditions:

1. Pre-Bid Meeting:-

The pre-bid Tender meeting if requested by bidders will be held **on 21-05-2020 at 03.30 PM in the Committee Hall, 1st Floor, Medical College Building, AIIMS, Raipur** for clarifying any points relating to this tender document by the prospective bidders. The agency(s) may get clarified any confusion regarding any terms and condition of the contract during pre-bid meeting and thereafter any claim of doubt/confusion or anything relating to this contract will not be entertained and it will be deemed that the agency has understood every thing about this tender. The date of the opening of the technical bid will be posted on the official website and the bidders should attend the same. Thereafter, the technical bids will be evaluated and names of the bidders who are technically qualified will also be posted on the official website. A meeting will be held to verify the documents as submitted in support of qualifying criteria in respect of only technically qualified bidders and they have to produce original documents for verification. Those who fail to produce any desired document in original on the appointed date and time, their bid will be rejected without giving them any further opportunity.

2. Performance Security Deposit:-

- a) The successful bidder shall have to submit a 10% performance Security Deposit (PG) of contract value within 15 days from the date of issue of Letter of Award (LOA). Extension of time for submission of PG beyond 15 days and upto 30 days from the date of issue of LOA may be given at the discretion of competent authority. However a penal interest of 15% per annum shall be charged for the delay beyond 15 days. i.e. from date of issue of LOA. In case of the bidder fails to submit the requisite PG even after 30 days from the date of issue of LOA the contract shall be terminated duly forfeiting the EMD and other dues if any payable against the contract. The failed contractor shall be debarred from participating in re-tender (if any) for that item. Performance Guarantee Deposit is mandatory.
- b) Successful bidder/firm should submit performance security as prescribed in favour of "AIIMS, Raipur" to be received in the office of Sr. Administrative Officer, 2nd Floor, Medical College Building, Tatibandh, Raipur (C.G) Pin-492099
- c) The Performance Security should be established in favour of "AIIMS Raipur" through any Schedule Bank with a clause to enforce the same on their local branch at Raipur.
- d) Validity of the performance security shall be for a period of 60 days beyond the expiry of contract.

Forfeiture of Performance Security Deposit

If during the term of this contract, the contractor is in default of the due and faithful performance of its obligations under this contract, or any other outstanding dues by the ways of fines, penalties and recovery of any other amounts is due from it, AIIMS RAIPUR shall without prejudice to its other rights and remedies hereunder or under the applicable Law, be entitled to call in, retain and appropriate the Performance Security. Nothing mentioned herein shall debar AIIMS RAIPUR from recovering from contractor by a suit or any other means any such losses, damages, costs, charges and expenses as aforesaid, in case the same exceeds the amount of the Performance Security.

3. Contract Period:-

The duration of the contract shall be ***for a period of One (01) year which may be extended for another one year or curtailed at the discretion of the Competent Authority of AIIMS, Raipur.***

The period of the contract may be extended for mutually agreed period after the successful/satisfactory completion of initial contract & based on the requirement of services at that time or may be curtailed/terminated before the contract period owing to deficiency in service or substandard quality of the cleaning service by the selected Company / Firm /Agency or otherwise at the discretion of the AIIMS, Raipur.

However, AIIMS Raipur reserves right to terminate this contract without assigning any reason thereof at any time after giving one month notice to the selected service providing Company/ Firm / Agency. However, the agency will have no option to withdraw from the contract on his own during the initial contract period of one year.

4. Validity of the bids:-

The bids shall be valid for a period of **180 days** from the date of opening of the tender and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder(s) shall be entertained.. This has to be so specified by the tenderer in the commercial bid which may be extended, if required.

5. Right of Acceptance:-

AIIMS, Raipur reserves the right to accept or reject any or all bids without assigning any reasons. AIIMS, Raipur also reserves the right to reject any bid which in its opinion is non- responsive/not-viable or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process. Canvassing in any form is strictly prohibited and the tenderers who are found of canvassing in any form are liable to have their tenders rejected out-rightly.

6. Clarification of Offers:-

To assist in the analysis, evaluation and computation of the Bids, the Competent Authority, may ask Bidders individually for clarification of their Bids. The request for clarification and the response shall be in writing but no change in the price or substance of the Bid offered shall be permitted.

7. Rights of the AIIMS RAIPUR:

- a) The AIIMS RAIPUR reserves the right to increase/ reduce the scope of work mentioned this Tender. In case of item rate contract, AIIMS RAIPUR does not in any way guarantee the quantity for which an order may be placed and the Tender quantity may only be treated as indicative.
- b) In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, interpretation of the Clauses by AIIMS RAIPUR shall be final and bindings on all Parties.

8. Terms of payment:-

Monthly bills for reimbursement may be submitted in triplicate, along with attendance sheet, EPF, ESI deposit slip, GST challan, salary sheet & RTGS (monthly wages Bank statement) only for personnel deployed at AIIMS Raipur. Printout of the banking transaction is to be submitted to the AIIMS along with the monthly wage bill for payment & also submitted satisfactory work completion report in every month by the contractor at the end of every month. Any other related documents, if asked for, will have to be submitted before the competent Authority of AIIMS, Raipur. It may be noted that under the provision of the Indian Income Tax Act and other statutory Tax, AIIMS RAIPUR is

required to deduct Tax with surcharge at source at prevailing rates from the gross amount of each bill submitted.

The bidder/contractor will ensure the he/she pays minimum wages including overtime pay (as per Minimum Wages Act and as per Govt. of India notification from time to time) to all his/her employees at all times along with statutory obligations like EPF, ESI etc. as mentioned in the tender document. A certificate/self declaration with regard to the payment made to labourers/workers engaged in work on each time has to be furnished by the contractor along with the next bill submitted. While submitting the bill, the same have to be attached with the bill.

Bidder should quote the rates with assuming that the Minimum wages & rates of materials for another 2 years. No any other charges shall be payable.

The payment shall be made for actual area/quantity covered for cleaning duly certified by competent authority of AIIMS Raipur per month basis as per tender terms and conditions on certification by the users.

9. Inspection of Site and Sufficiency of Tender:

The Tenderer is expected to work out their own rates based on the detailed description of items, the specifications and conditions and finally arrive at the cost of the work/service. The tenderer shall be deemed to have satisfied itself before tendering as to correctness and sufficiency of its Tender. The rates and prices quoted shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper completion and maintenance of the works/services. Where necessary, before submitting its Commercial Bid the tenderer should inspect and examine the site and its surroundings and shall satisfy itself about form and nature of the site, the quantities and nature of the work/service and materials necessary for the completion of the works/services, means of access to the site, the accommodation it may require, and in general, obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect its tender. No extra charges consequent on any misunderstanding or otherwise shall be allowed.

10. Corrupt or Fraudulent Practices:

AIIMS,RAIPUR requisite the contractors under this tender to observe the highest standards of ethics during the procurement and execution of such Contracts, in pursuance of this policy, AIIMS, RAIPUR defines for the purposes of this provision, the terms set forth as follows:

- a) 'Corrupt practice' means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution, and
- b) 'Fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of AIIMS RAIPUR, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive AIIMS RAIPUR of the benefits of the free and open competition.

AIIMS RAIPUR will reject a proposal for award if it determines that the contractor has engaged in corrupt or fraudulent practices in competing for the contract in question. AIIMS RAIPUR will hold the contractor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the contractor has engaged in corrupt and fraudulent practices in competing for, or in execution the contractor.

11. Manner of Opening of Tender:

The Tender received before the time and date specified in the Tender Notice will be opened as per the specified program in the office as mentioned in the Tender Notice (If Possible). The tenders will be opened in the presence of Tenderers or their authorized representatives who choose to remain present.

12. Process to be Confidential:

Information relating to the examination, clarification, evaluation and comparison of Tenders and the award of a Contract shall not be disclosed to Tenderers or any other person not officially concerned with such process until the award of the tender has been announced.

13. Preliminary Scrutiny:

AIIMS, RAIPUR will scrutinize the Tender to determine whether they are complete, whether any errors have been made, whether required technical documentation have been furnished, whether the documents have been properly signed, and whether the Tenders are generally in order. The AIIMS RAIPUR will also determine the substantial responsiveness of the Tender. For purpose of these clauses, a substantially responsive Tender is one that confirms to all the terms and conditions of the Tender Documents without material deviations. The AIIMS RAIPUR's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.

A Tender determined as not substantially responsive will be rejected by AIIMS RAIPUR and may not subsequently be made responsive by the Tenderer by correction of the non-conformity. AIIMS RAIPUR may waive any minor infirmity or irregularity in a tender which does not constitute a material deviation. This shall be binding on all Tenderers and AIIMS RAIPUR reserves the right of such waivers.

14. Licenses:

Wherever relevant, before commencing the Work/Service the successful Tenderer shall be required to produce to the satisfaction, of AIIMS, RAIPUR a valid Contract Labour License (if employing labour) issued in its favour under the provision of the Contract Labour (Regulation and Abolition), Act 1970. On failure to do so, the acceptance of the Tender is liable to be withdrawn and also the Earnest Money is liable to be forfeited.

15. Commencement of Services: - Area of Operation

- a) AIIMS RAIPUR Medical & Nursing College and Guest House as per price bid

- b) The tenderers are expected to cover both inside & outside area, Internal Passages, Staircases, Lift lobbies, waiting area & Sanitary blocks including electrical fittings & windows of the medical & nursing college buildings and guest house.
- c) Services offered: At AIIMS RAIPUR Medical & Nursing College and Guest House (as per list attached), the contractor has to provide Mechanized Housekeeping Services on day-to-day basis or on as advised by Administration of AIIMS Raipur.

16. Contractors responsibilities

- a) Material cost & outgoing: All expenses incidental to performance of duties under the contract, including but not limited to the cost of all accommodation, material for housekeeping, labour wages, setting up of infrastructure, recruitment of staff, maintenance of equipment, and any other expenditure incidental to the contract including fuels, shall be borne by the Contractor.
- b) The Operator shall employ skilled, semi-skilled and unskilled labour in sufficient numbers to carry out its Services at the required rate of progress and quality to ensure workmanship, of the degree specified in the Contract for timely fulfilling of the Contractor's obligations under the Contract and to the satisfaction of the Competent Authority.
- c) The Operator shall provide its staff, a minimum of two sets of uniforms. The employees shall also display a photo identity card on their person clipped to the shirt at all times.
- d) The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act. Minimum Wages and (Contract Labour (Regulation & Abolition Act. 1970). EPF etc. with regard to the personnel engaged by him for sanitation works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the Department and to the Labour Department.
- e) The Contractor shall be liable and responsible to provide all the benefits viz. Provident Fund, ESI, etc. to the staff engaged by him. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount contribution should be deposited with the respective PF authorities within seven day of close of every month. Particulars of the employees engaged for the sanitation works, is required to be submitted to the Department. In any eventuality, if the contractor fails to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, the department is entitled to recover the equal amount from any money due or accrued to the Contractor under this agreement or any other contract and will be deposited with RPFC on behalf of the contractor.

17. Evaluation Criteria of the Successful bidder: -

Sr. No	Criteria	Range				
1	Total years of experience in the field of Housekeeping services in Healthcare	>3 up to 5 years	> 5 up to 7 years	> 7 up to 10 years	> 10 up to 15 years	> 15 years

	Institutions (Determined from years of incorporation) firms less than 3 years' experience will not be considered. (Total 25 marks)	5 marks	10 marks	15 marks	20 marks	25 marks
2	Total average annual turnover for last three financial years (Total 25 marks)	> 1.00 Cr. up to 1.25 Cr.	> 1.25 Cr. up to 1.50 Cr.	> 1.50 Cr. up to 1.75 Cr.	> 1.75 Cr. up to 2.00 Cr.	> 2.00 Cr.
		5 marks	10 marks	15 marks	20 marks	25 marks
3	Total number of manpower on roll. Firms with current outsourced manpower less than 100 will not be considered (Total 25 marks)	100 to 200	200 to 300	300 to 400	400 to 500	> 500
		5 marks	10 marks	15 marks	20 marks	25 marks
4	Satisfactory work performance & work plan presentation related to Manpower, Machinery and Materials (Total 15 marks)	Satisfactory Performance & work plan: - 15 marks (Site visit by a committee if required). Presentation of the work plan in consonance with the tender document and guidelines,				
5	ISO Certificate (Proof Copy) 10 Marks	10 Marks				

18. Bid evaluation criteria and selection procedure

A two-stage procedure shall be adopted for evaluating the proposals. The selection will be done using **Quality cum Cost Based Selection (QCBS)** process. 70% weightage would be given to the Technical evaluation and 30% weightage would be given to the financial bid.

19. Evaluation Criteria for Financial Proposal

The price bids of only those firm/agencies who qualify technically will be opened. The lowest responsive bid will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids. Financial bids declared non responsive will be awarded zero marks.

For e.g. assuming that out of technically qualified bids a firm "A" who has quoted ₹ 5,00,000/- is lowest one, it will be given a financial score of 100. Other technically qualified firms who have quoted above ₹ 5,00,000/- will be given the financial score as worked out in the following examples.

<u>Firms</u>	<u>Bid Rate</u>	<u>Financial Score</u>
Firm "B" -	₹ 6,00,000/-	$500000/600000 \times 100 = 83.33$
Firm "C" -	₹ 7,00,000/-	$500000/700000 \times 100 = 71.43$
Firm "D" -	₹ 8,00,000/-	$500000/800000 \times 100 = 62.50$

To workout the combined score the following formula will be used:

Total points = {T(w) x T(s)} + {F(w) x F(s)} where

T (w) stands for weight of the technical proposal

T (s) stands for technical score

F (w) stands for weight of the financial proposal

F (s) stands for financial score as worked out above

For e.g. if a firm score 50 marks in technical bid and 70 marks in financial bid the total points will be worked out as follows:-

$$\{T(w)/100 \times T(s)\} + \{F(w)/100 \times F(s)\}$$
$$(70/100 \times 50) + (30/100 \times 70)$$
$$\text{Total} = 35 + 21 = 56 \text{ Points.}$$

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract.

20. Bidders shall disclose all information correctly in forms I to VII. Concluding or submitting wrong / incomplete information in any of the forms will result in summary rejection of bidders/ cancellation of tender.

Sr. Administrative Officer

For and on behalf of **Director, AIIMS, Raipur.**

ALL INDIA INSTITUTE OF MEDICAL SCIENCE, RAIPUR

Monthly Satisfactory Work Completion Report

This is to certify that **M/s** _____, awarded the contract for Providing Mechanized and Automated Cleaning Work of Medical, Nursing College and Guest House at All India Institute of Medical Sciences, Raipur.

For the month of _____, the work performed by the agency was found to be very good/good/satisfactory/not satisfactory.

Signature of HOD

FORM 'I'**FINANCIAL INFORMATION**

1. Financial Analysis- Average Annual Turnover
2. Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

YEARS

2014-2015	2015-2016	2016-2017	2017-2018	2018-2019

- a) Gross Annual turnover on Mechanized & Automated Cleaning
 - b) Profit/Lost
3. Annual Turnover certified by CA for carrying out the proposed work.
 4. Solvency Certificate from Bankers of the bidder in the prescribed Form "II"

Signature of Chartered Accountant with Seal

Signature of Bidder(s)

FORM "II"**FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that M/s..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of ₹ (Rupees.....).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank**NOTE:**

- 1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.
- 2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM 'III'**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST FIVE YEARS
FIVE YEARS ENDING LAST DAY OF THE MONTH 31.03.2019**

Sr. No .	Name of work/ Project and location	Owner of sponsor ing organiza tion	Cost of work in crores of rupees	Date of contract	Stipula ted date of comple tion	Actual date of comple tion	Litigation / arbitratio n cases pending/ in progress with details*	Name and address/ telephone number of officer to whom reference may be made	Rema rks
1	2	3	4	5	6	7	8	9	10

*Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Bidder(s)

FORM “IV”
ALL PROJECTS UNDER EXECUTION OR AWARDED

Sr. No.	Name of work/Project and location	Owner of sponsoring organization	Cost of work in crores of rupees	Date of contract	Stipulated date of completion	Actual date of completion	Litigation / arbitration cases pending/ in progress with details*	Name and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Certified that the above list of work is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Bidder(s)

FORM ‘V’
PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS “III” & “IV”

1. Name of work/project & location
2. Agreement No.
3. Estimate cost
4. Contract cost
5. Date of start
6. Date of completion
 - i. Stipulated date of completion
 - ii. Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance Report

a) Quality of work	Very Good/Good/Fair/Poor
b) Financial soundness	Very Good/Good/Fair/Poor
c) Technical Proficiency	Very Good/Good/Fair/Poor
d) Resourcefulness	Very Good/Good/Fair/Poor
e) General Behaviour	Very Good/Good/Fair/Poor

Dated:

Signature of Bidder(s)

Executive Engineer or Equivalent

FORM "VI"
STRUCTURE & ORGANISATION

1. Name & address of the bidder
2. Telephone no. /Telex no. /Fax no.
3. Legal status of the bidder (attach copies of original document defining the legal status)
 - a) An individual
 - b) A proprietary firm
 - c) A firm in partnership
 - d) A limited company or Corporation
4. Particulars of registration with various Government Bodies (attach attested photocopy)
5. Organisation/Place of Registration
6. Name and titles of the Directors and Officers with designation to be concerned with this work.
7. Designation of individuals authorized to act for the organization
8. Has the bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the bidder or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details
10. Has the bidder or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.
11. Any other information considered necessary but not included above.

Signature of Bidder(s)**FORM 'VII'****DETAILS OF MAN POWER TO BE EMPLOYED FOR THE WORK**

Sr. No.	Designation	Total Number	Number available for this work	Name	Qualifications	Professional experience and details of work carried out	How these would be involved In this work	Remarks
1	2	3	4	5	6	7	8	9

Signature of Bidder(s)

FORM 'VIII'

DETAILS OF MECHANIZED & AUTOMATED CLEANING AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK

Sr. No.	Name of equipment	Nos.	Capacity or type	Age	Condition	Ownership Status					Current Value	Remarks supporting Bill/Voucher
						Presently owned		Leased	To be purchased			
1	2	3	4	5	6	7		8	9		10	11
1.	Automatic Scrubber Driver	02										
2.	Single Disc Machine	03										
3.	High Pressure Machine	02										
4.	Water dry Vacuum Cleaner	03										
5.	Ride on Road Sweeper	01										
6.	Steam	02										
7.	Ride on scrubber driver	1**										
8.	Other Equipment (Please specify as per requirement (attached separate list)											

Note: -

1. ** If required
2. Numbers of Machine which is shown in column no. 3 is totally tentative which may be increased as per the requirement of Administration, AIIMS Raipur at any stage of contract Period.
3. If any other equipment is required in future for execution of work it shall how to be provided by the contractor.

Signature of Bidder(s)

Important Points to be noted by the Tenderer

- (a) The financial bid shall be exclusive of GST to be paid by the Tenderer for the Work/Service and any claim for extra payment on any such account shall not be entertained.
- (b) No alterations or additions anywhere in the Tender Document are permitted. If any of these are found, the Tender may be summarily rejected.
- (c) In case of a firm, each partner or power of attorney holder shall sign the tender and the signatures shall be attested as witness by a reputed person in the space provided for the purpose. The attested copies of power of attorney of person signing the tender shall be enclosed with The Tender. The power of attorney shall be signed by all partners. In case of Private limited /public limited companies, the power of attorney shall be supported by Board Resolution and appropriate and adequate evidence in support of the same shall be provided.
- (d) The Tenderer shall submit the Tender which satisfies each and every condition laid down in this Tender Document, failing which the Tender will be liable to be rejected. Conditional Tenders will be rejected.
- (e) **SHIFT & SHIFT TIMINGS FOR MEDICAL, NURSING COLLEGE & GUEST HOUSE:-**
General Shift:- 8.00 AM to 5.00 PM (12.30 PM to 1.00 PM Lunch Time).
- (f) **JOINT VENTURE:** - Joint venture not allowed.

1. General Conditions

- 1.0 The work in general shall be carried out in accordance with the AIIMS RAIPUR specifications and as per directions of Sr. Sanitation officer/Engineer-in-charge/Officer nominated by AIIMS Raipur.
- 1.1 The work shall be carried out in the manner complying in all respects with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed or as directed by the In-charge & nothing extra shall be paid on this account.
- 1.2 The contractor shall comply with proper & legal orders & direction of the local or public authority or municipality and abide by their rules & regulations & pay all applicable fees & charges.
- 1.3 The contractor shall give due notice to municipality, police and/or other authorities which may be required under the law/rules under force & obtain all requisites licenses for temporary obstructions/enclosures and pay all charges which may be leviable on account of his execution of the work under the agreement. Nothing extra shall be paid on this account.
- 1.4 No assistance of any kind including foreign exchange shall be made available by the department for the purchase of equipment's, plants, machinery, materials of any kind or any other items required to be carried out in execution of work. Payment will be made in Indian currency only.
- 1.5 The contractor shall execute his work in such a manner that no damage is made to the existing structure, if any damage occurred it shall be made good by the contractor.
- 1.6 The contractor shall conduct his work so as not to interfere with or hinder the progress or completion of the work being performed by other contractor(s) or by the Office. Charge & shall as far as possible arrange his work and shall place & dispose of the material being used or removed so as not to interfere with the operations of other contractors, or he shall arrange his work with that of the others in an acceptable & co-ordinate manner & shall perform it in proper sequence to the complete satisfaction of Office in-charge.
- 1.7 Contractor shall be responsible for the watch and ward of the material provided by him against pilferage and breakage during the period of execution and thereafter till the work is physically handed over to the department.
- 1.8 Speed & Quality of work is very important at AIIMS RAIPUR, Medical, Nursing College & Guest House.
- 1.9 The contractor shall ensure quality work in planned and time bound manner. Any sub-standard material/work beyond set out tolerance limits shall be summarily rejected by AIIMS Raipur.
- 1.10 All the materials and chemicals required for purpose of cleaning should be of reputed brand as mentioned in the tender document. Annexure-`E'.
- 1.11 Department shall not be responsible for any loss of material used by the contractor at site.
- 1.12 After execution of work contractor shall store the cleaning Material & equipment in proper organized manner so as not to give any ill appearance to the College.

2. Special conditions

- 2.0 The tenderer shall study carefully, the materials, chemicals, machines, equipment's, quantities, the frequencies of different operations and conditions of specifications the tender documents to fully appreciate the scope of work before quoting his rates.
- 2.1 The Contractor should provide satisfactory evidence acceptable to the AIIMS RAIPUR to show that
- a) He is a reputed firm / contractor who regularly undertakes the works of Mechanized Cleaning to the subject tender and has adequate technical knowledge and experience.
 - b) He has an established proper supervisory control organization to ensure that there is adequate control at all stages of execution of the contract. He should give proper Quality assurance chart for the work.
- 2.2 The Cleaning work required at AIIMS RAIPUR Medical, Nursing College, & Guest House is a sensitive zone. The successful tenderer has to follow certain hospital rules in his day-to-day work.
- 2.3 The contractor shall have to clean the area as per minimum frequencies mentioned however, the cleaning shall have to be done more frequently if required for proper housekeeping upon the instructions of the Housekeeping-in-Charge, for which nothing extra shall be paid.
- 2.4 The tenderer whose tender is accepted shall follow housekeeping scope of work as mentioned in the tender, so as to help AIIMS RAIPUR, to monitor and check that the housekeeping work is being done according to the contract.
- 2.5 The contractor shall work in close coordination with officials working in various rooms/halls, including staff of Medical College, Nursing College and Guest House etc. and modify working area if required as per user's convenience. No claim whatsoever on this account shall be entrained.
- 2.6 AIIMS RAIPUR, shall provide space for storage of machines, material and chemicals as per availability for which no rentals for space will be recoverable. However no extra payment shall be admissible for carriage/shifting etc.
- 2.7 The information & site data mentioned in the tender documents are being furnished for general information & guidance only. Bidder is expected to survey the site physically and assess the site area and condition. The contractor shall verify such data to his entire satisfaction before quoting the rates.
- 2.8 No tools & plants including special T & P etc. shall be supplied by the department. The contractor will have to make his own arrangements at his own expense for all machines, chemicals, materials toiletries, consumables etc. However water and electricity required for cleaning will be provided by AIIMS RAIPUR.
- 2.9 Tendered rates shall be for complete work covering all operations as per like materials, labour, carriage, machinery & equipment's, royalties fees, GST, rent, labour cess, custom duty, etc., wages, tools and plants transportation risks, overheads, general and special liabilities/obligations and profits etc. Contractor shall pay necessary taxes like GST etc. to concern authorities.
- 2.10 Materials and chemicals required shall have to be brought by the contractor on advance for each month at his own cost. It may be noted that the material and

chemicals required shall have to be brought at site and shall be kept in the safe custody at designated place which will be allocated to the contractor at each medical, nursing college and guest house block free of cost.

- 2.11 All the materials/ chemicals / consumables brought to site shall be protected suitably duly Wrapped/packed& stored so as to avoid any damage during loading transportation/unloading & handling due to weather conditions etc. at any stage.
- 2.12 The standard of sanitation/cleanliness shall always be to the satisfaction of the authorized representative of the Office In- charge. In case of default Office-in-Charge may get the improvement done at the cost of agency without any notice.
- 2.13 The contractor shall appoint exclusively for this work for each building depute one Supervisor with mobile phone and one Manager for all with mobile who shall coordinate with the concerned authorities as & when needed.
- 2.14 The contractor shall arrange the necessary water supply fitting, flexible pipe etc. for taking water from the water taps provided in the building for the work of housekeeping at his own cost However water will be supplied free of cost.
- 2.15 The tenderer should deploy sufficient number of staff required for completion of the required scope of work. The staff in uniforms as approved by Office in- charge only shall be allowed for duty. The workers shall be supplied with sufficient sets of uniforms by the contractor so that they wear them at all time and keep them clean. The uniform provided to the workers should be different and distinguish from other categories of the Institute staff with name plate & badges.
- 2.16 The tenderer should procure the required equipment/machines for housekeeping within fifteen days of issue of letter of intent (before the issue of award letter). The tenderer should deploy sufficient number of machines as per requirement, for the scope of work mentioned in the tender document.
- 2.17 The chemicals should be Eco-friendly, Bio-degradable of international quality as mentioned in Annexure of the tender document.
- 2.18 Every Supervisor deputed by the firm should maintain a register for keeping the daily record for cleaning & should take signature from the concerned department for their comments.
- 2.19 The agency shall have to maintain the various registers for deployment of labourer/workers, working hours, payment of wages, etc. which has to be duly signed by the contractor and his supervisor and produce before the Inspecting Authority of the AIIMS Raipur for official purpose on demand.
- 2.20 For any stolen, missing or defective items related to Civil, Electrical or A/C, machinery, equipment's, computers etc. persons in charge of outsourced facility of respective area shall lodge complaint with the concerned Engineering staff/section for getting the item replaced or repaired. Failing which the responsibility will lie with the outsourcing agency.
- 2.21 If any complaint towards non-payment of wages, other liabilities & statutory obligations is received by Administration, AIIMS Raipur, the due amount will be paid by AIIMS Raipur & same will be deducted from monthly bills/Performance Security & also lead to strict administrative action against the contractor as per extent Rule of Govt. Of India.

- 2.22 Union Activities: Sanitation and House-keeping staff engaged by the contractor shall not take part in any staff union and association activities while on duty in the premises of the Department.

3. Additional conditions

- 3.0 Detailed technical schedule for automated housekeeping along with the details of chemicals to be used (with specified brands & makes) shall be as per list enclosed in tender form.
- 3.1 Bidder will provide good quality materials and chemicals manufactured by reputed company. The consumption of material / chemicals shall be regulated as per manufacturer's specifications.
- 3.2 Bidder will provide good quality Machinery / equipment manufactured by reputed company. Machines procured by agency are the property of the contractor and will be maintained by agency at his own cost.
- 3.3 For maintaining the machinery in running condition, the contractor shall carry out the AMC for the machines which he has procured for the purpose of carrying out the work from the manufactures of the machines or from a reputed agency. In case of out of order of machines alternate machines shall be made available in working conditions at site of work. The cost of Machine maintenance will be borne by the contractor.
- 3.4 Utmost care shall be taken to keep the noise level to the barest minimum so that no disturbance as far as possible is caused to the students of the college.
- 3.5 In the event of any restriction being imposed by the security agency, AIIMS, RAIPUR, Corporation, Traffic or any other authority having jurisdiction in the area on the working or movement of labour/material, the contractor shall strictly follow such restrictions and nothing extra shall be payable to the contractor on this account.
- 3.6 Contractor/service provider shall get medical examination of the staff deployed to ensure that they are free from any contagious diseases and/or are fit for discharge of duties or are assigned to him/her. Medical certificate every six months shall be provided from the date of start of work.
- 3.7 General Security restriction are given as under :**
- a) Labour huts/stay of workmen will not be allowed at site
 - b) After verification of antecedents, badges will be issued to them by the contractor under the seal of the Office In- charge or his representative. The cost of badges would be borne by the contractor.
 - c) In case of the security requirements certain additional restriction can be imposed as per the requirement of the situation.
 - d) The contractor shall be responsible for behaviour and conduct of his workers. No workman with doubtful integrity of having bad record shall be engaged by the contractor.
- 3.8 The tenderer shall visit the site & examine the availability of space in detail for execution of the work and deployment of machinery. For the meetings, cultural & political activities taking place in the campus, the contractor has to ensure that the above programmers/ activities are not hindered in any manner while executing the work.

- 3.9 No inflammable materials i/c POL shall generally be allowed to be stored at site. However reasonable quantity may be permitted for storage subject to the compliance of all rules/instructions issued by the Competent Authority and as per the direction of Administration.
- 3.10 The Contractor is to execute the different items of Housekeeping work for all floor for all heights & level for which nothing extra shall be paid over and above the quoted rates for different items as per price bid of quantities.
- 3.11 If for any reason any area is whole or part of the work is not available for work, the agreed execution area shall be suitably modified. However under no circumstances the contractor shall be entitled to any claim of financial damages, whatsoever, on this ground and he shall reorganize his resources to suit the revised work within the stipulated time of completion.
- 3.12 The tender being a composite tender, will be evaluated on the basis of total cost for all the items mentioned in the price bid and H1 will be decided on the basis of QCBS.
- 3.13 Minimum number of Sanitary Attendants to be deployed by Contractor on each day for the service shall be 35. Deployment of manpower will be as per direction of the user department. In case the Contractor fails to provide the services to the satisfaction of the department with the minimum number of manpower mentioned above, he will have to increase the manpower as per direction of the department and nothing extra will be paid on this account.

Form-A**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER
RTGS / National Electronic Fund Transfer (NEFT) Mandate Form**

1.	Name of the Bidder	
2.	Permanent Account No(PAN)	
3.	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No.	
	i) NEFT/IFSC Code	
	g) RTGS Code	
	h)Type of Account	
	j) Account No.	
4	Email id of the Bidder	
5.	Complete Postal Address of the bidder	

Form – B

Declaration by the Bidder:

1. I/We have downloaded the tender from the internet site and I/We have not tampered /modified the tender documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business with AIIMS Raipur and/or prosecuted as per laws.
2. I/We have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract& rules and I/we agree to abide them.
3. The bidder should not have been blacklisted before at any government organisation/institute etc.
4. The bidder should not be prosecuted by any court of law defaulter for any Bank/Financial organization etc.

Place:-.....

Date:-

(Signature of Bidder with seal)

Name :

Seal :

Address :

TECHNICAL QUALIFICATIONS AND DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID

The following documents are required to be uploaded by the Bidder along with Technical Bid as per the tender document:-

1. Scanned Copy of EMD documents must be uploaded.
2. Name & Address of the Tenderer Organization/ Agency with phone number, email and name and telephone/mobile number of contact person (On Letter Head).
3. State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization (On Letter Head).
4. Power of Attorney Authorization for signing the Bid documents in case of Partnership firm or a company or a Government Department or a Public Sector Organization & different person other than proprietor.
5. Bidder must have experience of providing Cleaning Services in Central/State Government/ PSUs/Public Sector Companies/Limited companies in last three financial years (2017-18, 2018-19, 2019-20).
 - a) Three similar completed services costing not less than the amount of ₹ 35.00 Lakh.
OR
 - b) Two similar completed services costing not less than the amount of ₹ 50.00 Lakh.
OR
 - c) One similar completed services costing not less than the amount of ₹ 1.00 Cr.(A copy of the satisfactory work certificate from the authorized person should be attached. Copies of work order showing the value of order to be attached.)
6. Details about the agency, clearly indicating details of managerial, supervisory and other staff. Also state the number of muster roll staff available for performing the proposed work.
7. Is the agency registered with the appropriate Government; please give details with document / evidence.
8. **Should be registered with relevant labour licensing authority. A copy of valid Labour license should be enclosed.**
9. **Bidder should have a valid License CLC/RLC of Chhattisgarh,** if yes please provide the copy of License. If not, than undertaking (on letter head) for providing the same within 30 days from the award of work.
10. Undertaking in letter head of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in AIIMS Raipur.
11. Copy of Employee's Provident Fund (EPF) registration should be submitted.
12. Copy of Employee's State Insurance (ESIC) registration should be submitted.
13. Copy of GST Registration certificate should be submitted.
14. Copy of PAN card should be submitted.
15. Copies of returns of Income Tax for last three financial years (2016-2017, 2017-2018, 2018- 2019) should be enclosed.
16. Annual Turnover of bidder in each of the last three year must not be less than ₹ 1.00 Cr.
17. Annual Accounts (Balance sheet & P/L Accountant) of the agency, duly certified by Chartered Accountant for last three financial years. (2017-2018, 2018-2019, 2019- 2020) should be attached with bid.
18. Please submit on company/firm letter head that:-

- i) No case is pending with the police against the Proprietor/partner or the Company (Agency). Indicate convictions if any against the Company/firm/partner.
 - ii) Proprietor/firm has never been blacklisted by any organization.
19. Duly filled Form–A & Form–B.
20. Duly filled Form – I to Form – VIII with supporting documents.
21. Valid ISO 9001 certificates of cleaning services.
22. The bidder should have their registered office / branch in Raipur. If not, than undertaking (on letter head) for setting up same within 30 days from the award of work.
23. The tenderer should submit an undertaking on their letter head that “in case of any complaints towards non-payment of wages, other liabilities & statutory obligations, AIIMS Raipur may make payment directly to employees & same will be deducted from the monthly bills/Performance Security & also lead to strict administrative action against the contractor as per extent Rule of Govt. of India.
24. All the pages of the tender should be signed by the owner of the firm or his legal Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
25. A copy of this tender documents with signature on each page must be submitted with the technical bid as of acceptance of all terms, conditions and provisions mentioned therein.

PRICE BID

Price Bid in the form of BOQ_XXXX.xls.

(To be made on Rs 100.00 Non Judicial Stamp Paper) DRAFT
AGREEMENT FORMAT

This agreement is made at Raipur on the _____ day of January Two Thousand Twenty between the Director, All India Institute of Medical Sciences, Raipur, **acting through Senior Administrative Officer, AIIMS, Raipur, having its office at AIIMS, G.E. Road, Tatibandh, Raipur-492001** (*hereinafter* called the '**Institute**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part.**

AND

M/s, _____, having its corporate office at _____ (*hereinafter* called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part.**

WHEREAS the 'Institute' is desirous to engage the 'Agency' for providing Mechanized & Automated Cleaning Work of Medical, Nursing College and Guest House at AIIMS Raipur on the terms and conditions stated in this agreement and its annexures. All the terms & conditions mentioned in the Notice inviting the tender will also form as the part of this agreement.

1. **Contract Term:-** The duration of the contract shall be ***for a period of One (01) year which may be extended or curtailed, at the discretion of the Institute.*** *Extension(s), if any, may be granted for a period of 1 year at a time, on mutually agreed terms and conditions, subject to successful/satisfactory completion of initial contract. The Agency, however, will have no right to claim extension on the basis of satisfactory completion of the initial contract. The extension will be entirely at the discretion of the Institute.*
2. **Scope of Work as per Annexure – A**
3. **Fess and Payments:-**
In consideration of agency providing the services, as defined in this agreement, Institute shall pay to the agency at the rates prescribed in Annexure - which shall be valid throughout the contract period subject to the conditions that the minimum wages rates announced by CLC, Raipur from time to time will be maintained. No claims whatsoever for increase of wages other than increase in minimum wages rate or revision of statutory payments shall be entertained and it will be the responsibility of the Agency to bear such unforeseen expenses.
4. **Management, Control and Supervision:-** The contract will be under the general supervision of the Institute. Details of the extent and nature of control and supervision to be exercised have been set forth in **Annexure A** of this agreement.
5. **Performance Security Deposit :-** The Agency has submitted an amount of ₹ ----- (refundable without interest after two month of successful completion of contract)

submitted in the form of BG no. ____, dated __/__/2020 issued by ____ Bank, valid upto __/__/2020 as performance security deposit to the Institute.

6. **Forfeiture of Performance Security Deposit** :- If during the term of this contract, the Agency is in default of the due and faithful performance of its obligations under this contract, or any other outstanding dues by the ways of fines, penalties and recovery of any other amounts due to it, the Institute shall without prejudice to its other rights and remedies hereunder or under the applicable Law, be entitled to call in, retain and appropriate the Performance Security. Nothing herein mentioned shall debar the Institute from recovering from the Agency by a suit or any other means, any such losses, damages, costs, charges and expenses as aforesaid, in case the same exceeds the amount of the Performance Security. Performance Security Deposit may be forfeited in case of failure to fulfil any of the terms & conditions of contract by the Agency.

7. **Terms of payment:-**

Monthly bills for reimbursement may be submitted in triplicate, along with attendance sheet, EPF, ESI deposit slip, GST challan, salary sheet & RTGS (monthly wages Bank statement) only for personnel deployed at AIIMS Raipur. Printout of the banking transaction is to be submitted to the AIIMS along with the monthly wage bill for payment & also submitted satisfactory work completion report in every month by the contractor at the end of every month. Any other related documents, if asked for, will have to be submitted before the competent Authority of AIIMS, Raipur. It may be noted that under the provision of the Indian Income Tax Act and other statutory Tax, AIIMS RAIPUR is required to deduct Tax with surcharge at source at prevailing rates from the gross amount of each bill submitted.

The payment shall be made for actual area/quantity covered for cleaning duly certified by competent authority of AIIMS Raipur per month basis as per tender terms and conditions on certification by the users.

GST as per actual will be applicable and paid extra on production of challan.

8. **Right to call upon information regarding status of contract:-**

The Institute will have the right to call upon information regarding status of contract, statutory/legal compliances at any point of time and the Agency will be obligated to provide the same to the complete satisfaction of the Institute within 48 hours of being called upon to do so.

9. **Laws / Acts / Statutory provisions : -**

- a) The Agency shall be solely responsible for compliance of the provisions of various Labour and industrial laws, relating to wages, allowances, compensations, EPF, Gratuity, ESI etc. relating to personnel deployed by it at the premises of the Institute or for any accident caused to them and the Institute shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by **07th of every month** without fail and irrespective of any delay for whatever reason in settlement of its bill by the Administrative Department, at AIIMS, Raipur and without deducting any commission except that for PF & ESI, from the wages paid by the AIIMS, Raipur. **The agency is required to pay the monthly wages to its workers through**

online/net banking only directly to the saving bank accounts of all the workers. The Agency shall specifically ensure compliance of various Laws/Acts, including but not limited to the following and their re-enactments/amendments/modifications:-

- (a) The Minimum Wages Act 1948
 - (b) The Employees Provident Fund & Misc. Provision Act, 1952
 - (c) The Contract Labour (Regulation & Abolition) Act, 1970
 - (d) The Payment of Gratuity Act, 1972
 - (e) The Employees State Insurance Act, 1948
 - (f) The Child Labour (Prohibition and Regulation) Act, 1986
 - (g) The Pradhan Mantri Rojgar Protshan Yojana
 - (h) The payment of Bonus Act.
- b) The Agency shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Agency shall keep the Institute fully indemnified against liability of tax, interest, penalty and any other legal liability etc. of the Agency in respect thereof, which may arise. The books of accounts of the Agency as regards this outsourcing work shall be open for examination by the Institute as and when required.

10. Breach of Contract:-

- a) If the agency fails to fulfil any of the terms and conditions of this agreement, including its annexures and schedules, or if the working or service of the Agency is found to be defective/unsatisfactory, the agency will be deemed to be in breach of this contract. In case of breach of contract, the Institute, at its discretion, will have the right to either impose penalty up to 10% of the Total Annual Value of contract for each such violation or to cancel the contract forthwith and arrange to procure similar service from any other source available, at the risk and cost of the Agency. In event of cancellation due to breach of contract, the performance security deposit shall stand forfeited.
- b) The Agency will be bound by the details furnished by it to the Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract and forfeiture of the performance security.

11. Subletting of contract:-

The contract is not transferable. The firm shall not assign or sublet the contract or any part of it to any other person or party without having first obtained permission in writing of the Institute, which will be at liberty to refuse, if thinks fit.

12. Termination:-

- a) The Institute, may at its discretion, foreclose or curtail the agreed period of this agreement, without assigning any reason thereof, by given one month's notice in writing, to the Agency. The Agency however, shall give, one month notice in writing to the Institute if it wants to exit the contract.

- b) If at any stage, the involvement of the Agency or any person employed by it or any other person who does or is deemed to represent the Agency, is found to have indulged in any uncalled for activity, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the contract is liable to be terminated by the Institute with or without one month's notice, at the discretion of the Director of the Institute, at the risk and cost of the Agency. The Institute, in such an eventuality, will be entitled to make good any losses suffered by it out of the performance security deposit submitted by the Agency. The decision of the Institute regarding indulgence of the Agency or its employees/representatives in such act will be final and binding on the Agency.

13. Force Majeure:

- a) Neither the Agency nor the Institute shall be considered in breach of this Contract to the extent that performance of their respective obligations is prevented by an event of Force Majeure that arises after the effective Date.
- b) The Party (the "Affected Party") prevented from carrying out its obligations hereunder shall give notice to the other Party of an Event of Force Majeure upon it being foreseen by, or becoming known to, the Affected Party.
- c) If and to the extent that the Agency is prevented from executing the Services by the event of Force Majeure, while the Agency is so prevented it shall be relieved of its obligations to provide the services but shall endeavor to continue to perform its obligations under the contract so far as reasonably practicable and in accordance with Good Operating Practices.
- d) The Agency shall not be entitled to payment of the Monthly Charge for the period of interruption caused by the event of Force Majeure.
- e) Irrespective of any exemption of performance granted under this clause, if an event of Force Majeure occurs and its effect continues for a period of [21] days, either party may give to the other a notice of termination. [If the Institute is paying fee during Force Majeure, then Agency should not have a termination right, as it is being paid.], which shall take effect [7] days after the giving of the notice. If, at the end of the [7]-day period, the effect of the Force Majeure continues, the contract shall terminate.

14. Mode of Serving Notice:

Communications between parties which are referred to in the Contract are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act.) subject to as otherwise provide in this contract all notices to be issued on behalf of AIIMS RAIPUR and all other actions to be taken on its behalf may be given or taken by the Competent Authority. If sent by registered post to the last known place or abode or business of the contractor, it shall be deemed to have been served on the date when in the ordinary course of post these would have been served on or delivered to it.

15. Review & Termination:

- a) It may be noted that quality of Housekeeping service and operations as per Annexures are the essence of the Contract. If at any time it is seen that, a result of the poor quality of cleaning work continues for a period of 15 days, the

contract may be terminated. AIIMS, Raipur would periodically draw swab samples from the areas allotted to the contractor to check sterility & cleanliness.

- b) AIIMS Raipur has the absolute right to terminate the contract at any time by giving one month notice in writing without assigning any reason whatsoever and Institute shall not be responsible for any loss, damage etc. suffered by the firm/agency/ company as a result of such termination of contract.

16. Hygiene Standards for the Staff

- a) The employees should be in proper uniform at the time of work.
- b) They should be presentable in appearance i.e. well cut and groomed hair, properly combed, shaved etc.
- c) Contractor/service provider shall get medical examination of the staff deployed to ensure that they are free from any contagious diseases and/or are fit for discharge of duties as are assigned to him/her. Medical certificate every six months shall be provided starting from the date of start of work.
- d) To be maintained as defined at Annexure-`D`

17. Indemnity :-

- a) The Agency shall indemnify the Institute from, and defend and hold the Institute harmless from and against, any losses suffered, incurred or sustained by the Agency or to which the Agency becomes subject, resulting from or arising out of any third party claim:
 - i. due to negligence in performance of the Services provided by the Agency;
 - ii. relating to the failure by the Agency to obtain, maintain or comply with the Statutory provisions, Consents, and Governmental Approvals;
 - iii. relating to personal injury (including death) or property loss or damage to the extent caused by the Agency or due to its employees' acts or omissions;
- b) The Agency shall also be responsible for obtaining workman's compensation insurance of its personnel. In case of death, disability or any injury caused to them due to any accident in the premises of the Institute, during working hour or otherwise, the Institute shall not be liable to pay any compensation to the person or his/her dependents in this regard. In case any financial liability devolves upon the Institute under any present or future act, law or court order the same shall be recoverable from the Agency.
- c) There may be certain cases where negligence on the part of the Agency or the Institute for accident in the premises of the Institute causing death, disability or injury to its personnel cannot be substantiated for want of sufficient proof. Even in such cases, the agency will be liable to pay compensation to the victim or his dependents, as the case may be. The amount of compensation in such cases will be decided by the Institute which will be final and binding upon the agency.
- d) All the workers providing the services under this Agreement shall be employees of the Agency and the Institute shall not have an employer-employee relationship with the employees of the Agency. The Agency undertakes to keep the Institute indemnified against any demand/claim of

wages, provident fund, Employees State Insurance and any other such dues of its employees. The relationship between the Agency and the Institute is purely contractual and the Institute is not responsible/liable for the employees and for staff of the Agency.

- e) The Agency shall undertake that any act of omission or commission including theft, by its staff shall be its sole responsibility and further that it would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
- f) The Institute shall not be a party in case any dispute takes place between the Agency and his employees.

18. Representation and warranties :- The agency represents and warrants that

- a) It has all requisite competence and expertise to execute, deliver and perform its obligations under this Agreement;
- b) The execution, delivery and performance of this Agreement by the Agency (a) has been duly authorized by all its owners/partners (if any), and (ii) will not conflict with, result in a breach of or constitute a default under any other agreement to which the Agency is a party or by which the Agency is bound;
- c) The agency is duly licensed, authorized or qualified to do such business and are in good standing in every jurisdiction in which a license, authorization or qualification is required for the transaction of business of the character transacted by them, except where the failure to be so licensed, authorized, or qualified would not have a material adverse effect on its ability to fulfill any of the its obligations under this Agreement;
- d) The agency is in compliance with all Laws applicable to it for delivery of the proposed services and it has obtained all applicable permits and licenses required of it in connection with its obligations under this Agreement;
- e) The performance of Services shall be in accordance with the Service Levels and meet the highest professional standards.

19. Manpower Regulations:

- a) The conduct/characters/antecedents and proper behaviour of the workers in the Institute shall be the sole responsibility of the Agency. However, the Agency should provide the necessary details of all its employees (permanent, temporary, casual) to the Institute.
- b) The Agency shall only employ in its service such persons whose antecedents have been verified by the police and who have also been medically examined at the Agency's own cost and to the satisfaction of the Institute. The Agency shall be required to give an undertaking to the Institute to this effect. **Employment of minors is strictly prohibited.**
- c) The Agency shall register all its employees who will be working in the Institute's premises indicating name, age, home address, qualifications, etc, and would intimate at administration section and Security Officer, as and when any change takes place.
- d) The Agency shall ensure that the person deployed are disciplined and well behaved in office premises, and do not indulge in consumption of alcoholic drinks, paan, smoking, loitering without work and engaging in gambling, satta or any immoral act.

- e) Notwithstanding anything contained in the above clauses if any employee/staff member of the Agency in the opinion of AIIMS Raipur, is not rendering proper service or is otherwise guilty of any misdemeanour or is found otherwise undesirable, the Agency shall forthwith remove that person from AIIMS Raipur Campus, with immediate effect and replace him with a suitable person.

20. Penalties:

- a) If the quality of work is found un- satisfactory or any such complaint in this regards is registered either by officer or the staff, a penalty of ₹ **1,000/-** day for will be imposed on the contractor per instance per day.
- b) It is mandatory that the supervisor should be present on daily basis. If he is found to be absent, an alternative arrangement needs to be done within 2 hours, failing which a penalty of ₹ **1,000/-** per instance will be charged.
- c) If during inspection, the workers are not found in uniform, a penalty of ₹ **1,000/-** per employee will be charged per instance per day.
- d) If the contractor fails to dispose the garbage in any day & any locations, the penalty shall be imposed @ ₹ **2,000/-** per day/location and garbage may be disposed off at his risk & cost at the direction of Sr. Administrative Officer.

21. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Raipur, Chhattisgarh and all obligations hereunder shall be deemed to be located at Raipur, Chhattisgarh and Court within Raipur, Chhattisgarh will have Jurisdiction to the exclusion of other courts.

22. Amendment to the Contract:-

- a) The Institute reserves the right to amend the scope and value of the contract.
- b) For any of the above actions, the Institute shall neither be liable for any damages, nor be under any obligation to inform the Agency of the grounds for the same.

23. **Interpretation:-** [Any dispute](#) regarding the interpretation of this Agreement shall be submitted to the Director, AIIMS, Raipur for consideration. The decision on such dispute by the Director, AIIMS, Raipur shall be final and binding on both parties.

24. **Pre-Institution mediation settlement:-** Provision relating to pre-Institution mediation settlement would apply to the present contract.

25. Arbitration:

If any difference arises concerning this agreement, its interpretation or payment to be made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result with in a period of 30 days, either of the parties may make a request to Director, AIIMS Raipur to settle the dispute by Sole Arbitrator. Sole Arbitrator will be appointed by the Director, AIIMS Raipur. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

26. Entire Agreement:-

This Agreement and the Annexures and Schedules to this Agreement represent the entire agreement between the Parties with respect to its subject matter, and there are no other representations, understandings or agreements between the Parties relative to such subject matter.

27. Notices :-

Except as otherwise specified in this Agreement, all notices, requests, consents, approvals, agreements, authorizations, acknowledgements, waivers and other communications required or permitted under this Agreement shall be in writing and shall be deemed given when sent by e-mail, facsimile to the facsimile number specified below or delivered by hand to the address specified below.

28. On this ____ Day of month, 2020 both the parties hereunto have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Raipur in the presence of the witness

THIS AGREEMENT will take effect from ____ Two thousand Twenty and shall be valid for one years, contract will be extendable as per clause no 01 of agreement.

For and on behalf of the '**Agency**'
Signature of the authorized Official

For and on behalf of the '**Institute**'
Signature of the authorized Official

SEALED, SIGNED AND DELIVERED

By the said _____

on behalf of the '**Agency**'

By the said _____

on behalf of the '**Institute**'

IN PRESENCE OF

Witness _____
Name _____
Address _____

Witness _____
Name _____
Address _____

SCOPE OF WORK

Mechanized & automated cleaning of:

1. High Risk areas: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A1 Frequency of cleaning will be as per cleaning schedule at Annexure- B1.
2. Low Risk areas: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A2 Frequency of cleaning will be as per cleaning schedule at Annexure- B1.
3. Dirty Utility Room: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A3. Frequency of cleaning will be as per cleaning schedule at Annexure- B1.
4. Toilets Cleaning: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A-9. Frequency of cleaning will be as per cleaning schedule at Annexure- B1.
5. Corridor Cleaning: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A-4 Frequency of cleaning will be as per cleaning schedule at Annexure- B1.
6. Elevator Cleaning: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A-5 Frequency of cleaning will be as per cleaning schedule at Annexure- B1.
7. Staircases: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A-6 Frequency of cleaning will be as per cleaning schedule at Annexure- B1.
8. Window Cleaning: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A-7 Frequency of cleaning will be as per cleaning schedule at Annexure- B1.
9. Consultant Room/Faculty Room i/c attached toilet: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A-8 Frequency of cleaning will be as per cleaning schedule at Annexure- B1.
10. OUTER AREA: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A-10.
11. STRUCTURAL GLAZING/CURTAIN GLAZING OF DESIRED AREA: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-A-11.

N.B: There shall be zero tolerance for dust and dirt in the Institute. The contractor is required to maintain very high standards of sanitation.

STANDARD OPERATING PROCEDURE OF HIGH RISK AREA.

Objective: To clean and maintain sterile areas as per highest cleaning standards.
Identified sterile areas

- Labs – Biochemistry, Microbiology and Pathology etc.
- Practical room of Anatomy
- Mortuary, Forensic

Activity	Chemicals used
- Dusting of All Areas	Bacillocid Solution/Hypo chlorite
- Scrubbing	2% Hypochlorite Solution/Mikrobac Forte & R-2
- Spray & Shield Areas	1% Bacillocid
- Mopping	Mikrobac Forte/Hypo chlorite
- Disinfection	2% Bacillocid
- Mattress Disinfection	Bacillocid Solution

- Cleaning of sputum mug & urine pot

Description:

1. Remove all soiled Linen and garbage.
2. Check for cobwebs.
3. Possibly remove or keep aside machines and instruments.
4. Dust the entire area.
5. Scrub thoroughly with Mikrobac Forte/1% hypochlorite solution/R-2.
6. Disinfect the entire area including walls, floor, tiles and skirting with steam cleaner.
7. Arrange the machine and instrument in their respective places.
8. Re-dust the area again with bacillocid solution.
9. Every week all sterile and sub sterile areas are thoroughly washed and scrubbed with hypo chloride solution/R-2 to ensure a completely disinfected area.
10. Change the mop if you can after using it with each individual. You can use old OT Sheets.
11. Dip used mops in 2% sodium hypochlorite for half an hour.
12. Maintenances to be checked and fed in the computer on daily basis.
13. Curtain or divider should be washed and change weekly.
14. In case, of infected case discard towel or O.T. sheet can be used and thrown.
15. For mopping 3 color bucket system will be used.
16. In Dissection Hall, the phenyl should be in good quality.
17. All glassware & plastic-wares to be cleaned with "Extran".
18. All liquid waste to be treated with 1% Hypochlorite.

Annexure- A 2**STANDARD OPERATING PROCEDURE OF CLEANING OF GENERAL/LOW RISK AREA**

Objective: To clean and maintain general/Low risk areas as per highest cleaning standards. Identified low risk areas.

Public areas

Waiting areas

Corridors

Basement

Staircases

Elevators

LIBRARY/STORE

ADMIN. OFFICES

Outer Area, Parks, Lawns Road & Other Areas

Activity	Material Used
Dusting	Damp Duster with 1% Bacillocid/2% R-2
Hovering	Vacuum Cleaner
Scrubbing	2% R-2 & Spiral
Mopping	1% Hypo chloride/Mikrobac Forte

Description:

1. Remove all garbage from the dustbins.
2. Dust the entire area with a damp cloth or when necessary with Bacillocid solution.
3. Vacuum cleans the entire area.
4. Mop the floor with 1% Hypo Chloride/Mikrobac Forte.
5. After each shift mops should be dip into 1% Sodium Hypo chlorite for re-use.
6. Scrubbing of the above mentioned areas to be done thoroughly every Weekly with 2% R-2
7. Spiral solution.
8. Once a week area to be polish with terenova.
9. Polished area needs to be buffed on daily basis.
10. Curtain or divider should be washed / changed on weekly basis.
11. Through cleaning of the areas to be done once in a week.
12. Maintenances to be noted in checklist and fed in the computer on daily basis.

Annexure- A 3**STANDARD OPERATING PROCEDURE OF SETTING OF DIRTY UTILITY ROOM.**

Objective: To set up and maintain hygiene standards in Dirty Utility Room.

PUNCTURE PROOF CONTAINER SHARPS, Used, Blades Needles, Scalpels, Broken Glass etc.	BLUE. Infected, Non-Infected Plastic, IV Sets ,Gloves, Tubing's, Micro- biological Waste, Catheters Urine/ Stool, Container, Urobags, Vacutainers etc.	YELLOW ANATOMICAL & PATHO- LOGICAL waste, Cotton Gauze, Linen, Contaminated with blood or other body Fluids: Cytotoxic drugs
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Description:

1. Three different bins (Red, Yellow, Blue,) lined with colour-coded bags are used for the segregation of wastes depending on the type of waste generated in an area. The bags have to be arranged by the contractor.
2. The garbage bags from areas of generation will be brought to the dirty utility room.
3. The smaller tied bags brought from the areas will be placed in the respective garbage bins in the dirty utility rooms.
4. At the end of every shift, garbage will be brought down from all the dirty utility rooms to the garbage collection area.
5. The dirty utility room is disinfected /scrubbed clean and the dustbins are damp dusted with Hypochlorite/2% Bacilloid.
6. While getting the garbage downstairs, make sure there is no spillage.
7. Gloves & masks are necessary to be worn while disposing garbage.
8. Make sure to place the garbage in the collection area on the ground floor according to the color-coding.
9. During the night shift, dirty utility room bins are to be washed, dried and relined with bags.

Annexure- A 4**STANDARD OPERATING PROCEDURE OF CORRIDOR CLEANING.**

Objective: To clean corridor within the facility safely and with as little interference as possible with daily activities and to minimize the potential risk associated with wet floor.

Description:

1. Place "Wet floor" caution signs at both ends of corridor to alert staff and visitors to a potential risk.
2. Brush the floor with feather duster.
3. Check the cobwebs in and around the wall and pillars.
4. Wet mop all corridor, covering only half of the width at time. This allows safe foot traffic at all times.
5. Wet mop the remaining half of the corridor only when the first half has dried completely.
6. React to an emergency code in the area being cleaned by moving all equipment and supplies (except "Wet floor" signs, which should remain in place to mark potentially slippery areas) out of the main traffic area to avoid interfering with emergency personnel.

Annexure- A 5

STANDARD OPERATING PROCEDURE FOR ELEVATOR CLEANING

Objective: To clean elevator cars, tracks, interiors and exterior of doors safety with as little inconvenience to the passengers.

Material required

- Step ladder
- Rags
- Dust Mop
- Bucket with wringer
- Wet Mop
- Disinfectant detergent
- Hand vacuum
- D-7/Steel polish
- Small brush
- Rubber gloves

Description:

1. Take the elevator to a non-patient, non-public floor for cleaning and turn off with key.
2. Mix Disinfectant detergent in pail and bucket.
3. Remove the light diffusers carefully & clean with damp cloth soaked in disinfectant detergent. Wipe dry to prevent streaking and replace.
4. Dust mop the floor.
5. Vacuum the tracks with vacuum equipped with crevice tool.
6. Spray D-7 into the stainless walls if wall are stainless, rinsing thoroughly with Warm water, then apply very thin coat of baby oil and buff it properly.
7. Clean channel on regular basis.
8. Weekly cleaning with cleaning kit as per standard practice.

Annexure- A 6

STANDARD OPERATING PROCEDURE OF CLEANING THE STAIRCASES

Objective: To clean staircases with as little inconvenience to the users

Description:

1. Dusting of stair case railing.
2. Sweeping with feather brush/vacuum clean. Corners cleaning weekly.
3. Pay attention to hand marks, smudges, and snuffs on the railing and glass panels.
4. Finally mop the floors.
5. Report any maintenance requirement to the supervisor immediately.
6. Hourly mopping/touch up with hand mop to be given to maintain it.
7. Heavy cleaning and scrubbing should be carried out at night.
8. Check corner properly for the dirt.
9. Check for the cobwebs on regular basis.

STANDARD OPERATING PROCEDURE OF WINDOW CLEANING

Object: To maintain a clean and smudge-free surface on interior and exterior glass and mosaic tiles (Excluding item covered in Item No. 3 of Schedule- 1)

Equipment:

1. R-3
2. SQUEEZEE WITH HANDLE
3. WINDOW CLEANER
4. SMALL PLASTIC BUCKET
5. CLEAN RAGS
6. SPONGE
7. GLASS SCRAPER
8. WINDOW BRUSH

Description:

1. Prepare window cleaning solution.
 2. Place window brush into solution.
 3. Apply solution to window surface using 's' strokes.
 4. Use squeegee, starting at bottom corner and working upward along outside edge, across top, then downward using 's' stroke.
 5. Dry squeegee blade as needed with clean dry cloth.
 6. Remove any solution remaining on window frames or ledge with clean cloth.
 7. Clean equipment and store properly.
 8. Some areas may require the use of a glass scraper to remove tough stains.
-

Annexure- A 8**STANDARD OPERATING PROCEDURE OF CLEANING THE CONSULTANT ROOM/FACULTY ROOM/OFFICERS ROOM**

Objective: To clean and service consultant room to provide the patient & Consultant with clean, hygiene & aesthetically appealing room on checkup

1. Open the room
2. Open the blinds, Check cords / louvers etc.
3. Check the air conditioning, water supply, light, partition curtains etc.
4. Note down damage or missing items. Inform supervisor if anything misplaced, damaged or needing repair.
5. Remove garbage from garbage bins & change garbage bags.
6. Clean the room with feather brush and dustpan.
7. Make the examination bed with fresh stain free linen.
8. Dust items located on wall & high area clockwise and anti-clock wise around the room. Items include: - picture frame, light fixture, & glass panes & ledge.
9. Check for the cobwebs in and around the wall and pillars.
10. Dust air conditioning vents with feather brush.
11. Dust the table beginning with top surfaces and working your way down to the base & legs.
12. Chairs / sofa repositioning.
13. Wipe down light switches & clean any smudges on surrounding wall areas.
14. If there is any stain on the wall please try to remove it if can be removed if not in form engineering for touch up.
15. Scrub floor with spiral and scrubbing machine.
16. Remove the water with wet vacuum.

17. Wash flask, tray, and glass.
 18. Replace tissue box, Fill up the soap solution.
 19. Mop the room with disinfectant.
 20. Take one last look to see everything is in order, clock is working etc.
 21. Spray a whiff of freshener and close the room door.
 22. Corner to be cleaned thoroughly once a week for the dirt not to be accumulated There.
-

Annexure- A 9

OPERATING PROCEDURE FOR TOILETS CLEANING

Objective: To provide clean, hygiene and bacteria free toilet to the patient and for our guests.

Material/Chemicals used

- R-2 Hygienic hard Surface Cleaner concentrate (Normal area 20-50 ml. In 1 Liter of water).
- R-3 Glass cleaner concentrate (Normal area 20-50 ml. In 1 Litter of water).
- R-4 Furniture Maintainer (Ready to use product).
- R-5 Room Freshener (Ready to use product).
- R-6 Toilet bowl/W.C. cleaner (Ready to use Product).
- R-9 Bathroom Cleaner Concentrate (Normal area 50-100 ml. In 1 Litter of water).
- Spiral Solution Floor cleaner concentrate (Normal area 20 ml. In 1 Litter of water). Toilet Brush.

Scrubber/Scotch brite. Hand mop

Dusters Corner brush Soap solution

Toilet Roll, Odonil, urinal cubes & naphthalene bowl

Description:

Check all maintenance in washroom.

Remove all garbage from garbage bins and change garbage bag. Apply R-6 in w/c/toilet pot properly.

Scrub tiles, washbasin all fittings & fixtures nicely with R-9. Wash tiles, washbasin all fittings & fixtures nicely.

Scrub toilet bowl from inside and outside

Wipe all tiles, fixtures, fittings, washbasin & w/c (seat cover & outside w/c). Clean mirror with R-3, no water marks, frame edges clean

Scrub & Mop washroom floor from inside to outside

Check & fill liquid soap, toilet roll, tissue paper, odonil, urinal cubes & naphthalene bowl. Spray air freshener.

Sign on toilet check list bind main door.

STANDARD OPERATING PROCEDURE FOR CLEANING THE OUTER AREA.

Objective: To provide clean environment to the visitors, patients & out guests regularly.

Description:

1. Outer area should be cleaned thoroughly at night.
2. Pick up the things littered around the hospital premises in the morning.
3. Brooming of heavy traffic area includes emergency, IPD, OPD & front area have to be done first.
4. Brooming of courtyard, cascade area & back area of hospital to be done afterwards.
5. Once area is thoroughly cleaned, touch ups to be given to the heavy traffic areas till evening.
6. Every Sunday thorough cleaning of cascade, courtyard & fountain area to be done.
7. Once a month total areas should be washed properly.
8. Check for cobwebs on wall and pillars of outer areas on regular basis.
9. Area should be brush abled thrice a day.

STANDARD OPERATING PROCEDURE FOR CLEANING THE STRUCTURAL GLAZING / CURTAIN GLAZING OF DESIRED AREA

Objective: To provide clean environment to the visitors, patients & out guests regularly

Cleaning of fixed glass panes/ structural glazing/exterior mosaic tile area curtain glazing of desired area from out sides, using Spiderman method including removal of bee hives if any once in a month and bird dropping etc. including cleaning on Polycarbonate sheds provided on all three ramps and other area at Trauma Centre

1. Dynamic Rope
2. Seat Harness,
3. Gri Gri
4. Shunt
5. Suction pad,
6. Cleanser (all clean),
7. R3, bursh,
8. Wiper,
9. Scraper,
10. Helment,
11. Bucket,
12. Duster

ANNEXURE-B1**CLEANING SCHEDULE
CORRIDOR**

I	Mopping with dry mop	In continuation	Flat Mop	Safaikaramchari
II	Mopping with wizard	After every 3 hrs as and when required	Wizard	Safaikaramchari
III	Mopping with Sodium Hypochlorite	After every 8 hrs as and when required	1% Sodium Hypochlorite	Safaikaramchari

Lobby

I	Wiping	In continuation	Duster	Safaikaramchari
II	Brushing with Dry Mop	In continuation	Flat Mop	Safaikaramchari
III	Mopping with wizard	After every 3 hrs as and when required	Wizard	Safaikaramchari
IV	Mopping with Sodium Hypochlorite	After every 8 hrs as and when required	1% Sodium Hypochlorite	Safaikaramchari

MINIMAL RISK AREA**ADMINISTRATION RECORD ROOM / STORAGE ROOM / ENGINEERING OFFICE**

I	Brushing	Once in a day it Starts from 8.30 Am As and When required	Feather Brush	Safaikaramchari
II	Moping with Wizard	Once in a day it Starts from 8.30 Am As and When required	Wizard	Safaikaramchari
III	Wiping	Once in a Day At 8.30 AM	Duster	Safaikaramchari

OUTSIDE AREA

I	Outside area Brushing	Cleaning starts From 8.30Am Onwards. As boy is already stationed there	Hard Broom	Safai karamchari
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Dilution of Wizard in all areas = 40ml in 1 liter of water

Cleaning of spillage of Blood / Body fluids-

1. Use disposable Gloves
2. Cover area with 1% Sodium hypochlorite
3. Leave for 20 minutes
4. Collect residue with disposable paper. Wipe and discard in bag
5. Wash surface with detergent and dry.
6. All waste, gloves, wipe, discard, seal and dispose as Clinical waste. Mops Cleaning – Detergent washes & dry. Buckets – Detergent wash & dry (if contaminated 1% sodium hypochlorite overnight rinse & dry)

Subject: Cleaning of the water closet

Materials required:

1. R-6/Harpic
2. Vim powder (To be used as per the supervisor instructions)
3. Pine gold/Disinfectant
4. Dettol
5. Nylon scrubber
6. WC brush
7. Discard towels

Check For:

- (a) Continuous flow of water,
- (b) Flush timer,
- (c) Missing or broken shoes/buffers,
- (d) Stained/scratched/broken/cracked/WC or WC seat,
- (e) Leakages under WC.

Process:

1. Flush out the water and spread R-6 all over the rim of WC and leave it for five minutes.
2. Scrub the seat and the seat cover with cleaning agent.
3. Wash it with water.
4. Using the WC scrub brush, thoroughly clean the WC and flush.
5. With a clean discard, wipe the WC, WC pipes and underneath the WC bowl.
6. Push out the water from the bowl and put pine gold in it.
7. Wipe the WC with clean discard.
8. Wipe the WC with dettol.
9. In case of any stubborn stains, report to the supervisors.
10. Do not use any hard abrasive on the WC.
11. Check under the grooves and rim of WC for sparkling cleanliness.

Annexure C-2

Subject: Cleaning of the Washbasin.

Materials required:

1. Cleaning agent-R-1
2. Nylon scrubber
3. Discard towel
4. Toothbrush

Procedure:

1. Check the washbasin for cracks, loose fitting.
2. With the scrubber and cleaning agent scrub the washbasin and counter taking care to scrub the rim and the drain corners properly with a toothbrush. Remove all the trays and other item from the counter before starting.
3. Take out the washbasin stopper and remove any hair sticking on the washbasin stopper jail.
4. With the help of a toothbrush, clean the plastic jail properly removing any slime or stains from it.
5. Rinse the cleaning agent properly from the basin and dry it with a dry discard.
6. With a wet discard, wipe the bottle trap to remove any dust or cobwebs from it.
7. Lastly, pour some pine gole into the drain so that the water in the bottle does not give any or and the washbasin is properly sanitized.

Standards to be maintained

1. Washbasin should be sparkling clean.
2. Fitting should be shining after cleaning them with a mild-cleaning agent. There should be not watermarks.
3. Polish the fitting with chrome polish.
4. The bottle trap should be free of dust and cobwebs.
5. No hard abrasive to be used to prevent scratching.
6. In case of any stubborn stains, report to supervisor immediately.

Annexure C-3

Subject: Cleaning of Marble surfaces/Granite/Tiles.

Materials required:

1. Mild cleaning agent.(Bath/Spiral Solution)
2. Scrubber
3. Clean discard

Procedure:

1. Scrub the surface with mild cleaning agent and a scrubber.
2. Rinse the surface thoroughly.
3. In case of excessive stains seek marble polisher's help.
4. For any stubborn white water marks on floor corners spray super gel and leave for 5 minutes and rinse with wet and dry the floor with the help of discard.
5. Once a week area needs to be polished with terenova.
6. Daily areas need to be buff.
7. Use only dry mops.

Annexure C-4

Subject: Cleaning of looking mirrors.

Material required:

1. Glass cleaner
2. Feather duster
3. Flannel cloth
4. R-3

Procedure

1. Dust the top of the glass with the feather duster to remove dust.
2. Neatly fold the glass cloth and spray glass cleaner on it and wipe the surface in a sideways motion or top to down.
3. Clean any oil stains or smudges on the mirror.
4. Finally, wipe with a lint free cloth.
5. The mirror should be sparkling after being cleaned.

Annexure C-5

Subject: Cleaning a glass window.

Materials required:

1. Glass cloth
2. Glass cleaner
3. Damp cloth should be lint free
4. 2" paint brush
5. Dust pan
6. Feather duster

Procedure

1. Check the cracks, loose glass.
2. Wipe the window glass and frame with a dry cloth or feather duster to remove loose dust.
3. Take a brush and clean the grooves.
4. Check the window or lock hinges. The latch should not be creaking.
5. Spray some glass cleaner onto a cloth and start wiping the outside of the window from top to downward.
6. Check the window for any stubborn stains.
7. Clean the glass from inside. Finally wipe with a yellow flannel cloth.
8. Check for any stains and fingerprints.

Annexure D

A. Personal Hygiene & Etiquette and Manners Personal Hygiene

1. Staff must have bath daily.
2. Staffs to have regular haircuts and keep it clean. It should not appear greasy, oily or unclean.
3. Men must shave daily. Those sporting moustaches must keep them clean & trimmed. Moustaches must not be below upper lip.
4. Teeth must be brushed immediately before coming on duty. Do not eat onion or garlic or smoke before the beginning of the shifts. Please use a mouth wash.
5. Nails should be kept short & clean.
6. Hands must be free of stains and skins break. Cut & burns must be covered with the correct dressings and do not be left exposed. Wash hands with soaps after using toilet or after eating or handling refuse.
7. Uniforms should be clean, laundered & ironed. Change uniforms regularly. Change personal cloths every day. Uniforms should not be worn outside the working premises and when not on duty.
8. Shoes must be kept clean and free of stains. Shoes must be aired daily. Use socks that absorb moisture and change them every day. Telcum powder must be used in between toes to keep it from the smelling.
9. Adequate sleep and rest, maintaining healthy diet, with regular exercises will contribute in enhancing our Alertness, our attentiveness and our overall personalities.

a) Etiquette and Manners Talking to patients / Attendants

1. While talking to patient / attendant always smile.
2. Maintain interest & helpful expressions.
3. Always look into the eyes of the person, maintaining eye contacts.
4. Keep a distance of 2' while addressing them.
5. Speak softly & clearly in your natural tone without using unnecessary hand movements & facial expressions.
6. Maintain a very professional relationship with them & avoid getting personal.
7. Never speak poorly of any colleague or of the organization with them.
8. Do not bite nails or run hands through the hairs.
9. Do not touch the nose or eyes or ears or the face. Chewing gums or other eatables must not be in the mouth.
10. Cover your mouth with a handkerchief while coughing or sneezing.

b) While standing in public areas

1. Stand erect, balancing the weight on both the feet and keeping the shoulders straight with the stomach in.

2. Hands should be kept on the side or behind. Hands must not be in the pockets or on the hips or folded across the chest.
3. Do not lean against a counter or against a wall or any other thing.
4. Maintain poise at all times.
5. Never move around in groups cause you are view in the Patient / attendant

c) While Walking

1. Walk at even pace without making any sound of the footsteps or running.
2. Give patient / attendant way if approaching or if you are near door, then open the door for the patient / attendant.
3. Always walk on the left hand side.
4. Walk erect, maintaining poise at all the time.

d) While talking to colleague

1. Speak softly & politely in patient floor / critical areas.
2. Do not use slangs or abusive language.
3. Be aware of telecoms while in floor / public areas.
4. Do not shout in to the phone.
5. Never keep the patient / attendant waiting to use a telephone.
6. Avoid personal calls at work.

ANNEXURE-E

LIST OF CHEMICALS REQUIRED FOR HOUSE KEEPING WORK

A) M/S JOHNSON AND DIVERSEY

Sl. No.	Chemicals	Items to be cleaned
1.	R1	Bathroom Items
2.	R2	Rooms, Offices, Items, laminated furnitures, PC, marbles, granite floors
3.	R3	Glass surfaces
4.	R4 Shine UP	Wood polish furniture
5.	Good sense	Room air freshner (Spray)
6.	R6	WC Urnials
7.	R9	Bathroom cleaner (hard water)
8.	R20+	Floor stripers
9.	Complete	Kota, Vynil, Mosaic tiles- polish
10.	Nobile	Marble Floors-polishing
11.	Spiral	Kota and hard floor
12.	Snapback	Kota Vinyl, Mosaic tiles
13.	Lever Star	Hand disinfectant before/after going into critical areas
14.	Emerel	Restorative product for fixtures
15.	Lineo	Wooden polish
AND/OR		

B) M/S ECO LAB-HENKEL

Sl.No.	The following chemicals should be of Oasis Compac Range and these chemicals are to be dispensed through a sleek Oasis compact dispenser.	
1.	OC Bath room Cleaner	Bath Room fittings & fixtures
	OC Glass Cleaner	Glassess
	OC Air Fresh	Air-Feshner
	OC Neutral Cleaner	
	OC Counter Act	
2.	SIGLA	Floor mopping & scrubbing on daily basis.
3.	NETTOKLAR	Marble crystallization on as and when required basis.
4.	BENDUEOL	Stripping of floor
5.	POLLI	Regular buffing of Granite
6.	HELIOS	Stainless steel/chrome shining
7.	OPTI	Wooden furniture polish

Note:

1. The consumption of various chemicals shall be regulated as per the manufactures specifications.
2. The chemicals regarding toiletries etc. not mentioned above shall be from M/s Johnson and Diversey and for M/s ECO Lab-Henkel as approved by the Engineer-in-charge.

Areas of Medical College, Nursing College and Guest House.

Sr. No.	Description	Area
1	Mechanized & Automated cleaning of different parts of Medical /Nursing college & guest house as per scope of work and operations described as per Annexure A1,A2,A3,A5 & B1 to C3 (The payment shall be made on basis of floor area)	27960.00 / Sq. Mt.
2	Mechanized & Automated cleaning of toilets in different parts of Medical /Nursing college & guest house as per operations described as per Annexure A-6, B1 & C1 to C-4 (The payment shall be made on the basis of number of toilets)	106.00 Nos.
3	Cleaning of structural glazing / curtain glazing/ of desired area from out sides, using spiderman method including all material, tools and tackles like dynamic rope, seat harness, Gri Gri, shunt, suction pad, cleanser (all clean), R3, bursh, wiper, scrapper, Helment, Bucket, duster etc. all complete as per direction of AO Including removal of bee hives if any. as per scope of work and operations described as per Annexure A-4,A7,C5	5080.00 / Sq. Mt.
4	Mechanized & Automated cleaning of outer area of Medical College, Nursing College & Guest House, i/c footpath, Landscaping, Road and Open Area etc. As per scope of work and operations described as per Annexure B1, (The payment shall be made on the basis of road area)	30000.00 / Sq. Mt
5	Disposal of general garbage (non-plastic) by mechanical transport as approved by AIIMS RAIPUR dumping ground from the following locations daily as per directions of Sr. Sanitation Officer & Engineer in charge i. Garbage collection point of Medical/Nursing Collage & Guest House (in non-plastic bags). ii. Dustbin with one trip/truck load per day.	Per Month

- All the above area are tentative. The Competent Authority of AIIMS, Raipur has reserving the right to relax/amend/change any of the above parameter (i.e. area increase or decrease).

PARTICULARS FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Two Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE SCHEDULED BANK/ NATIONALIZED BANK(WHETHER SITUATED AT RAIPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT RAIPUR. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED)

To,

The Director

All India Institute of Medical Sciences (AIIMS),

Tatibandh, GE Road, Raipur-492 099 (C.G.)

LETTER OF GUARANTEE

WHERE AS All India Institute of Medical Sciences (AIIMS) Raipur (Buyer) have invited Tenders vide Tender No.....Dt.....for providing of.....AND WHERE AS the said tender document requires the service provider whose tender is accepted for the providing of mechanized & automated cleaning services. in response there to shall establish an irrevocable Performance Guarantee Bond in favour of "AIIMS Raipur" in the form of Bank Guarantee for Rs.....[10% (ten percent)of the purchase value] which will be valid for the said Performance Guarantee Bond is to be submitted within 30 (Thirty) days from the date of Acceptance of the LOA.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said firm failing to abide by any of the conditions referred to in tender document/work order/performance of the services, this Bank shall pay to All India Institute of Medical Sciences (AIIMS) Raipur on demand and without protest or demur(Rupees.....).

This Bank further agrees that the decision of All India Institute of Medical Sciences (AIIMS) Raipur (Buyer) as to whether the said firm has committed a breach of any of the conditions referred in tender document/ work order shall be final and binding.

We,.....(name of the Bank & branch) here by further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the firm and/or All India Institute of Medical Sciences (AIIMS) Raipur(Buyer).

a. Our liability under this Bank Guarantee shall not exceed`..... (Indian Rupees.....only).

b. This Bank Guarantee shall be valid upto..... (date) and

c. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if AIIMS Raipur serve upon us a written claim or demand on or before.....(Date), Claim period should be beyond six month from the date of validity i.e. (b) above.

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at Raipur situated at.....(Address of local branch).

Yours truly,

Signature and seal of the Guarantor

Name of the Bank:.....

Complete Postal Address:

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

- 3) Number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) The documents being submitted by the bidders would be encrypted using PKI encryption all techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that

is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.

- 8) Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.
