

MISSION DIRECTOR,
NATIONAL HEALTH MISSION,
SHANTI BHAWAN, PHASE-III, SECTOR-VI,
NEW SHIMLA, SHIMLA-171009.
Phone No. 0177-2673505

Fax No. 2673505

Website: <https://www.nrhmhp.gov.in>

Email id: md-nrhm-hp@nic.in,
ddnrhmhp@gmail.com

SHORT TERM NOTICE INVITING TENDER

Sealed Tenders are invited from the Service Providers /Contractors who have experience in providing services for sweeping, cleaning, sanitation in Govt. Departments/Board/Corporations or business establishments for providing aforesaid services. The detailed tender document can be had from this office or downloaded from website: <https://www.nrhmhp.gov.in> from 21.06.2018 to 7.07.2018 up to 11.00 AM. The Last date for submission of filled in tender documents in the office is 7.07.2018 up to 12.30 PM. The Tender will be opened on 7.07.2018 at 2.30 PM. In case date of opening of tender is declared a holiday , the tender will be opened on the next working day on the same time and venue as fixed for the original date for this purpose.. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.

Mission Director,
National Health Mission,
Himachal Pradesh,
Shimla-9

**MISSION DIRECTOR
NATIONAL HEALTH MISSION,
SHANTI BHAWAN, PHASE-III, SECTOR-VI,
NEW SHIMLA, SHIMLA-171009.**

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**TENDER FOR SWEEPING, CLEANING, SANITATION
OF OFFICE COMPLEX.**

Schedule of Tender

Date of Publication of Tender	21.06.2018
Sale/downloading of tender Document From	21.06.2018 to 7.07.2018 up to 11.00 AM
Last date and Time for submission of tenders	7.07.2018 up to 12.30 PM
Date & Time for opening of Technical Bid of Tenders	7.07.2018 at 2.30 PM
Cost of the tender document	Rs.500/-(Non Refundable)Bank Draft in favour of Mission Director, National Health Mission, H.P, Shimla payable at Shimla, H.P
Earnest Money Deposit	Rs. 10000/- (Fixed Deposit Receipt) in favour of Mission Director, National Health Mission, H.P, Shimla

Mission Director, National Health Mission, Shanti Bhawan, Phase-III, Sector-VI, Shimla-171009 invites sealed tenders from Service Providers/Contractors for providing sweeping, Cleaning, Sanitation services in the office complex for a period of one year .The running rate contract will be governed by the conditions laid down in the tender document. The tender document and other instructions can be downloaded or viewed from the **Website: <https://www.nrhmhp.gov.in>** or can be had from this office. The Cost of tender document Rs. 500/- per tender form (Non Refundable) in the shape of bank draft in favour of Mission Director, National Health Mission, H.P, Shimla payable at Shimla and Earnest Money Deposit in the shape of Fixed Deposit Receipt in favour of Mission Director, National Health Mission, H.P. Shimla should be submitted in the envelope containing Technical Bid. The FDR should be valid for a minimum period of 1 and ½ years from the date of opening of tender.

The sealed tenders received in time shall be opened on the date and time mentioned in the tender notice. If the date fixed for opening of the tender is declared a holiday, the tenders shall be opened on the next working day at the same time and venue as fixed for the original date for this purpose.

Please submit tender in an envelope duly sealed and super scribed as “Tender for

Providing sweeping, Cleaning, Sanitation services to be opened on 7.07.2018 at 2.30 PM”. This superscription should be in bold capital letters. Complete name of the bidder with full postal address, mobile No. shall be mentioned on the left-hand side corner of the envelope containing tender documents. The tenderers are required to submit the tender documents in two envelopes contained in one big envelope as under:-

- a) One envelope to be marked as **COVER -I** shall contain **Form –“A “and Form “B”** along-with cost of tender document, Earnest Money Deposit and all requisite documents ,certificates as specified in Form “A” and Form “B” duly filled in signed and stamped. Bidders are advised to submit requisite documents as per detail in **Annexure-“D”**.
- b) The other envelope to be marked as **COVER –II** shall contain only financial bid duly signed and stamped i.e **Annexure –“B”** only.

Both the above envelopes i.e. COVER-I and COVER-II duly sealed be contained in big envelope in the manner as laid down above. The respective envelopes i.e COVER-I and COVER-II should be marked boldly for distinction and name of the tenderer should also be mentioned on left hand side corner of the envelopes.

In the absence of this superscription tender documents are likely to be inadvertently opened in the receipt branch of the Mission Director, National Health Mission, Shanti Niwas, Phase –III, Sector-VI, New Shimla, Shimla-171009 for which no liability shall rest on the said office and such tenders shall be rejected.

Mission Director,
National Health Mission,
H.P

FORM -A
MISSION DIRECTOR
NATIONAL HEALTH MISSION,SHANTI BHAWAN,PHASE-III,SECTOR-VI, NEW SHIMLA,
SHIMLA-171009.

Phone No. 0177-2673505, Fax No. 2673505

Website:<http://www.nrhmhp.gov.in>

Email id: md-nrhm-hp@nic.in, ddnrhmhp@gmail.com

FORMAT FOR FURNISHING INFORMATION BY THE BIDDER FOR PROVIDING CLEANING, SWEEPING AND SANITATION SERVICES

Sr. No.	Description	Relevant details /documents to be submitted by the Bidder
1.	Name of the Bidder with complete Postal Address & Pin Code	
2.	Name of contact Person	
3.	Phone No. with STD Code	
4.	Mobile No.	
5.	Email ID	
6.	Aadhar No.	
7.	PAN No.	
8.	GST Registration No.	
9.	Cost of Tender Document	Rs. 500/- Bank Draft No. Date Amount Name of issuing bank branch
10.	Earnest Money Deposit.	Rs. 10,000/- FDR No..... Date Name of issuing bank branch..... The FDR should be valid for a minimum period of 1 and ½ years from the date of opening of tender.

The information and documents provided by me/us along with Tender document and enclosures are true and correct to the best of my knowledge and belief..

(Signature of Bidder)

Name of the Person signing Tender Documents

Capacity in which signing Tender Document

Aadhar No.....

FORM- B
MISSION DIRECTOR
NATIONAL HEALTH MISSION, SHANTI BHAWAN, PHASE-III, SECTOR-
VI,SHIMLA-171009.
Phone No. 0177-2673505, Fax No. 2673505
Website: <http://www.nrhmhp.gov.in>
Email id: md-nrhm-hp@nic.in, ddnrhmhp@gmail.com
Terms and conditions for providing ,sweeping, Cleaning, Sanitation services in the office complex

Sealed tenders are invited from Service Providers/Contractors for providing sweeping, Cleaning, Sanitation services in the office complex for a period of one year.

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

The Bidder shall submit Cost of tender document amounting to Rs. 500/- (Rs. Five Hundred only) Non Refundable in the shape of Bank Draft in favour of Mission Director, National Health Mission, H.P. payable at Shimla

1. The Bidder shall submit FDR of Rs.10,000/- (Rupees Ten Thousand only) towards Earnest Money Deposit in favour of Mission Director, National Health Mission, H.P. The FDR should be valid for a minimum period of 1 and ½ years from the date of opening of tender.
2. The bidder shall submit Copy of Experience Certificate of minimum one year for providing sweeping, Cleaning, Sanitation services to Central Govt. /State Govt. / PSUs of the State/ urban Local Bodies and Societies/Educational Institutions etc.
3. The bidder shall submit copy of PAN card.
4. The bidder shall submit copy of GST registration certificate.
5. Copy of Income tax return for the Financial year 2015-16, 2016-17.
6. Copy of registration with Employees Provident Fund Organization (EPFO) and Employees State Insurance(ESI).
7. Attested copy of Registration certificate of the firm confirming the Registration No. of the firm.
8. Attested copy of the address proof (Electricity /Telephone/Water Bill copy) establishing address of the bidder situated in H.P.

9. WORK REQUIREMENTS AND SCOPE OF WORK

Cleaning/ sweeping/sanitation activities etc. of the office premises.

The prime objective of cleaning /sweeping/sanitation services is to maintain the entire office premises in a very neat and clean condition so as to ensure a hygiene and congenial working environment . The broad details of work are enumerated as follows:

Sr. No.	Type of Area	Approximate Area in Square Feet =10000
1.	Office Rooms	
2.	Vacant Space ,Stair case(s)	
3.	Veranda(s) etc.	

It includes:

- I. Through Cleaning of toilets, wash basins and other fittings once a day and as and whenever required cleaning of all sanitary fitting, tiles, mirrors etc.
- II. Cleaning , sweeping and mopping of floor with cloth soaked in water and disinfectant for all the rooms before 9:00 AM on each working day.
- III. Cleaning/sweeping and mopping of adjoining areas such as corridors, staircase and common area once with disinfectant in the morning.
- IV. Removing dust from floors, windows, doors, furniture, fixtures, telephone, cupboard, equipment, almirahs, filling cabinets, windowpanes, computers, printers and other office gadgets.
- V. Collecting waste paper, unwanted material and its disposal .
- VI. Furniture like tables, chairs, visitor's chairs, sofas, almirahs etc. and all the electronic gadgets like computers, telephones, fax machines, photocopier machines etc., have to be dust free and dust removal has to be done daily . The doors, windows, partitions in the entire office should be cleaned daily.
- VII. Removal of cob-webs on the corridors, rooms, chambers and toilets.
- VIII. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
- IX. Care should be taken that the gadgets are not tampered with during the cleaning operation;
- X. Shifting of furniture & other articles whenever required and any other such miscellaneous work.
- XI. Cleaning of outside open area, waste and garbage and proper maintenance of outside open area in a very neat and clean condition
- XII. Cleaning material and other required articles shall be provided by the Tender Inviting Authority .

General Instructions and Terms and conditions

1. The tender document (all pages duly signed & stamped) should clearly indicate the name and designation of the person signing the tender document. All the pages in the tender documents must be serially numbered and duly signed and stamped. Form "A" and Form "B" of the tender document should also be signed and stamped along with requisite documents, certificates and enclosed in the envelop marked as technical bid.
2. Individual signing the tender document or other documents in connection with the tender must specify whether he signed the tender document as:
 - a) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - b) A partner of the firm if it is a partnership concern and should submit letter regarding authority to execute contracts on behalf of the firm.
 - c) Director or Principal Officer duly authorized by the Board of Directors of the Company.

3. Tenders received after last date & Time for submission of tenders shall be out rightly rejected.
4. Tenders received without Cost of tender document, Earnest Money Deposit, requisite documents, certificates shall be summarily rejected. However, Tender Inviting Authority reserves the right to waive minor infirmity.
5. The rates must be quoted in both words and figures so that interpolation is not possible. The figures should be clearly written and if there is variation in rates between figures and in words only the rates quoted in words shall be taken as final and the rates quoted in figures will not be considered.
6. The bidder will be required to keep the offer open for acceptance for a period of 90 days from the date of opening of Technical bid.
7. Manpower engaged by the Service Provider for carrying out tasks under this contract, shall be the employees of the Service Provider. The Contractor will ensure payment of wages and allowances as per Minimum Wages Act of State Govt. and all statutory dues to the persons employed by him. The bidder shall be solely responsible for their wages, fringe benefits etc.
8. The contract shall remain valid for a period of One year from the date of its award / signing of contract and can be extended on year to year basis on the satisfactory performance of the Service Provider (bidder) and after mutual consent on the same terms & conditions. Tender Inviting Authority may terminate the contract in case the approved bidder commits breach of any of terms and conditions of the contract. The successful bidder shall be liable with regard to compliance of all the laws, regulation, rule and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of H.P.
9. The rates quoted shall be considered inclusive of all taxes & Levis. No other taxes, levies shall be paid extra.
10. The Service Provider shall be responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child labourers shall be permitted by the Tender Inviting Authority under this contract. Further the Service Provider shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation by the Service Provider, the Service provider shall be responsible and liable for the same.
11. The payment shall be released on monthly basis on submission of bill in duplicate by the Service Provider.
12. The Goods and Service tax as applicable will be deposited by the service provider.
13. Income Tax (TDS) at prevailing rate will be deducted at source.
14. The Manpower deployed by the Service provider shall observe all the etiquette and protocol while performing his duty.
15. The Service Provider shall ensure that the antecedents of the Manpower deployed are verified by the Police to the satisfaction of the Tender Inviting Authority and submit identity proof of the person(s) deployed.

16. In case the services of the contractor/ services provider are not found to be satisfactory or in case of any default by the contractor / services provider, the Tender Inviting Authority shall without prejudice to any other right/ remedy, which shall have accrued or shall accrue thereafter, terminate/ service provider. The Security Deposit towards performance of contract of Rupees Ten thousand will be forfeited.
17. The contractor/services provider must comply with the rates/quotations, specifications and all terms and conditions of the contract. At no point of time the rates for the above services can be hiked during the tenure of the contract and no request would be entertained for that purpose.
18. In case the contract is terminated before completion of a month, the amount payable to services provider will be calculated on prorata basis.
19. The contractor / Services provider shall ensure proper cleaning, sanitation on all working days and also on Saturdays/ Sundays/ Holidays as per the need.
20. The contractor / Services provider will quote fixed per month and the payment will be made on that basis subject to deductions/ penalties, if any.
21. The bidder shall submit Copy of Experience Certificate of minimum one year for providing sweeping, Cleaning, Sanitation services to Central Govt. /State Govt. / PSUs of the State/ urban Local Bodies and Societies/Educational Institutions etc.
22. The services provider should have valid (as on date) Service tax Registration Certificate, EPF license, ESI License & PAN card. The self-attested copies of the aforesaid documents/certificates are required be produced in the bid document and will form part of the technical Bid.
23. The Earnest Money Deposit of unsuccessful Service Providers/Contractors/Bidders will be returned to the unsuccessful bidders at the end of the tender process. However, the EMD shall be forfeited in case the successful bidder withdraws his offer or the details/ documents furnished/submitted are found to be incorrect or false. No interest shall be paid on the EMD.
24. Services provider shall be solely responsible for timely payment/deposit of GST, PF and ESI etc. On demand, the services provider will be required to produce the necessary evidences in respect of discharge of above statutory liabilities.
25. The services provider shall ensure compliance with all labour laws/ other laws applicable. He shall pay at least the minimum wages to the contract worker(s) deployed for work in the office of Tender Inviting Authority in accordance with applicable rules and regulations issued by the central Government /State Govt. or any other Authority .
26. Insurance cover protecting the Tender Inviting Authority against all claims applicable under workmen's compensation Act, 1948, shall be taken by the Services provider. The Service provider shall arrange necessary insurance coverage for any persons deployed

- by him even for a short duration. Tender Inviting Authority shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/ claim, the same shall be reimbursed/ indemnified by the Service provider.
27. Services provider or authorized representative of the Service provider will make himself available as and when required by the Tender Inviting Authority.
 28. Services provider shall be directly responsible for any/all dispute arising between him and personnel employed by him and keep Tender Inviting Authority indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
 29. All the rates must be written both in figures and in words. In case of discrepancy between the rate quoted in words and figures, the rate quoted in figures shall prevail. All over writings/ cuttings, insertions shall be authenticated and attested.
 30. The service provider/ Contractor shall in no case lease/ transfer / sublet the contract.
 31. **TERMS OF PAYMENT**
 - I. The service provider / contractor will submit the monthly bill for payment in duplicate and the same shall be paid thereof after making recovery, if any.**
 - II. The service provider/ contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to its personnel deputed services contract and furnish necessary proof whenever required.**
 - III. Payment to service provider / contractor shall be made under account payee cheques/ bank transfer on presentation of the bill. Income Tax at source shall be deducted at source as per the rates notified by income tax department.**
 - IV. Monthly bill shall be paid after every month of services rendered if found in order. In case of any complaint , non fulfilment of any obligations under the contract or unsatisfactory work, the Tender Inviting Authority reserve the right to deduct any penalties/ deductions from the monthly bill of the contractor/ service provider.**
 32. **PENALTIES**
 - I. The Service Provider / Contractor will attract penalty of Rs. 500/- per day in case of non carrying of duties and the same will be deducted from the monthly bill.**
 - II. In the event of failure to maintain the sweeping, cleaning, sanitation services on any day up to the desired standard, in part or full the Service Provider/ Contractor is liable to be penalized@ Rs. 150 /- (Rupees One Hundred Fifty) only per day & the same shall be recovered from the due payments of the Service Provider. For the purpose of imposing penalty , the decision of the Tender Inviting Authority will be final and binding on the Service provider/ Contractor and shall not be subject to any dispute or arbitration.**
 - III. The Service Provider / Contractor would ensure that peace and order is maintained in the premises.**
 33. The successful Tenderer shall execute an agreement on a non-judicial stamp paper of value of Rs.100/-(stamp duty to be paid by the Bidder) with in 10 days from the date of intimation from Mission Director, National Health Mission, H.P. informing that his tender has been accepted. The Specimen form of agreement is enclosed as Annexure "C".

33. ARBITRATION

In case of any dispute, the same will be referred to an Arbitrator to be appointed by the Principal Secretary (Health) to the Govt. of Himachal Pradesh, Shimla whose decision shall be final and binding on both the parties. Subject as aforesaid, the provision of the Arbitration & Conciliation Act, 1996 shall apply to all proceedings of this Act.

34. AREA OF JURISDICTION

All disputes concerning this tender shall be subject to the civil jurisdiction of Municipal Limits of Shimla Town, Shimla (HP) only.

The Mission Director, National Health Mission, H.P, Shimla-171009 reserve the right to reject any or all the offers without assigning any reason.

Signature of the authorized Person
with Seal /Stamp

Date

Place

UNDERTAKING

I/WE have gone through the aforementioned Terms and conditions of the tender for providingto Mission Director, National Health Mission, H.P. Shimla-171009 (Tender Inviting Authority). I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/ourself with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of above mentioned Terms and conditions.

(Signature of the Tenderer)

Capacity in which signing the tender document i.e Sole Proprietor/Partner/Director etc. (Please specify).

Name of the

Tenderer.....

...

Aadhar No.....

Date :.....

Place:.....

Annexure- “B”

FINANCIAL BID

FINANCIAL BID FOR PROVIDING CLEANING,SWEEPING AND SERVICES IN THE OFFICE OF MISSION DIRECTOR, NATIONAL HEALTH MISSION, SHANTI BHAWAN, PHASE-III, SECTOR-VI, NEW SHIMLA, SHIMLA-171009. H.P

NAME & ADDRESS OF THE BIDDER-----

Sr. No.	Particulars	Single composite rate inclusive of all taxes , duties and statutory levies to be quoted
1.	Monthly Fixed charges for providing services for sweeping, cleaning, sanitation	Rs.....(Please mention rate in figures and words.

NOTE:

- 1. The quoted rate should be inclusive of all taxes, duties, statutory levies (including GST), No other charges shall be paid extra.**

(Signature of Tenderer with seal/stamp)

Date :

Place :

Name

Designation

Aadhar No.

Annexure-“C”

AGREEMENT

THIS AGREEMENT made the.....Day of.....,20.....Between The Mission Director, National Health Mission, Shanti Niwas, Phase –III, Sector-VI, New Shimla, Shimla-171009 ,Himachal Pradesh (Name of Purchaser) of (Here in after called “the Purchaser” on the one part and(Name of Supplier) of

(Here in after called "the Purchaser") on the one part and.....(Name of Supplier) of.....(City and Country of supplier) (Herein after called the Supplier on the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz. cleaning, sweeping, sanitation of office premises in the tender reference no.has accepted a bid by the supplier for the supply, installation and Commissioning of those goods and services for the sum of Rs.(Rupees.....) per month basis.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to ,and they shall be deemed to form and be read and construed as part of this agreement.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement , Viz:
 - (a) The letter of Acceptance issued by the Mission Director, National Health Mission, H.P. Shimla-171009.
 - (b) The Notice Inviting Tender
 - (c) The Supplier’s bid including enclosures, annexure, etc.
 - (d) The Terms and Conditions of the Contract
 - (e) The Technical Specifications
 - (f) Any other document listed in the supplier’s bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the purchaser and the entire Addendum issued as forming part of the contract.
3. In consideration of the payments to be made by the Procurement Agency to the Supplier as hereinafter mentioned, the supplier hereby enters into this contract with the Procurement Agency to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions terms and conditions in the notice inviting bids.
4. The purchaser hereby agrees to pay the supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. Brief particulars of the goods and services which shall be supplied/ provided by the Supplier are as under:-

Sr. No.	Brief Description	Item	Per Month Charges (all Inclusive)
1		2	3
1.	Cleaning, Sweeping, Sanitation Services		

Note:- Tender quantity indicated here is tentative and may vary subject to various terms and conditions of the tender and actual requirement and budget provision.

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

Signed, Sealed and Delivered by the said Mission Director, National Health Mission, Shanti Niwas , Phase –III, Sector-VI, New Shimla, Shimla-171009 **in the presence of**

.....

Signature

Name

Address

Signed, Sealed and Delivered by the said

..... (For the Supplier) **in the presence of**

Signature

Name

Address

Annexure-“D”
MISSION DIRECTOR, NATIONAL HEALTH MISSION,
Shanti Bhawan, Phase-III, Sector-VI, New Shimla,
SHIMLA-171009
Checklist of Documents .

Tender opened on at

Name of the Bidder:

Sr. No.	Particulars	Yes	NO	Page No.	Remarks
1.	Whether Cost of Tender document For Rs. 500/- deposited in the shape of Bank Draft in favour of Mission Director, National Health Mission, Shimla submitted ?				Draft no. Dated Amount Rs. 500/- Name of Issuing Bank & Branch:
2.	Whether Earnest Money Deposit For Rs. 10000/- deposited in the shape of FDR pledged in favour of Mission Director, National Health Mission, Shimla submitted ?				FDR No.: Date: Amount: Rs.10000/- Name of issuing Bank: Branch:
3.	Whether Copy of Experience Certificate of minimum one year for providing sweeping, Cleaning, Sanitation services to Central Govt. /State Govt. / PSUs of the State/ urban Local Bodies and Societies/Educational Institutions etc. submitted ?				
4	Whether copy of PAN submitted?				
5	Whether GST registration certificate submitted ?				
6	Whether Income Tax Return for the Financial year 2015-16 and 2016-17 submitted ?				

7	Whether Copy of registration with Employees Provident Fund Organization (EPFO) and Employees State Insurance(ESI) submitted ?				
8	Whether Attested copy of the address proof (Electricity /Telephone/Water Bill copy) establishing address of the bidder situated in H.P submitted ?				
9	Whether accepted and signed FORM “A” and Form “B” of the tender submitted?				
10	Whether Undertaking as per Annexure “A“ submitted ?				
11	Whether authorization letter nominating a responsible person of the tenderer to transact business with tender inviting Authority submitted?				