



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी
All India Institute of Medical Sciences, Guwahati

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक
निकाय
statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

DISCLAIMER

This tender is not an offer by the All India Institute of Medical Sciences, Guwahati, 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 authorized officers of AIIMS, Guwahati with the selected bidder/firm/agency.

All India Institute of Medical Sciences, Guwahati
Changsari, District- Kamrup, Pin – 781101, Assam

Email: procurement@aiimsguwahati.ac.in

Website: www.aiimsguwahati.ac.in



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी
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Tender Document
For
“Mechanized & Automated Cleaning Works”

At

All India Institute of Medical Sciences, Guwahati

CRITICAL DATE SHEET

E-Published Date	29/04/2023	Time 06.00PM
Online Bid Document Download / Sale Start Date	04/05/2023	Time 10.00 AM
Clarification Start Date	09/05/2023	Time 10.00AM
Clarification End Date	18/05/2023	Time 02.00PM
Pre bid meeting	19/05/2023	Time 03.30PM
Bid Submission Start Date	22/05/2023	Time 03.00 PM
Online Bid Submission End Date	26/05/2023	Time 03.00 PM
Online Bid Opening Date	26/05/2023	Time 03.30 PM
Earnest Money Deposit	Rs. 15,00,000/- (Rupees fifteen Lakh only)	
Tender Processing Fees	As Applicable Online (Through Debit Card, Credit Card, Net Banking & UPI)	



All India Institute of Medical Sciences, Guwahati
(Assam)
Changsari, District- Kamrup, Pin-781101
Website: www.aiimsguwahati.ac.in
e-mail :procurement@aiimsguwahati.ac.in

1. The Executive Director, AIIMS Guwahati invites online bids in single stage two bid system from Reputed, Eligible and Qualified Tenderer agencies to enter into Mechanized & Automated Cleaning of Works of Hospital, Hostels, Guest House & other Building of AIIMS Guwahati on Contract Basis.
2. Tender document may be downloaded from AIIMS, Guwahati web site www.aiimsguwahati.ac.in (for reference only) and TENDERWIZARD site <https://www.tenderwizard.com/AIIMSG> as per the schedule as given in CRITICAL DATE SHEET.
3. Bid shall be submitted online at TENDERWIZARD website <https://www.tenderwizard.com/AIIMSG>.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Tenderer who has downloaded the tender from the AIIMS, Guwahati web site www.aiimsguwahati.ac.in and TENDERWIZARD e- Procurement website <https://www.tenderwizard.com/AIIMSG> 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 Guwahati.
6. **Manual bid shall not be accepted in any circumstance.**
7. The complete bidding process is 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.
8. Tenderers are advised to follow the instructions provided in the Instructions to the Tenderer for the e-submission of the bids online through the TENDERWIZARD e Procurement at <https://www.tenderwizard.com/AIIMSG>
9. The Tender/Bid will be opened online at website <https://www.tenderwizard.com/AIIMSG> in procurement office at AIIMS Guwahati Premises at the time of bid opening.
10. The bidder must be able to provide the service within specified time period as prescribed in the Work Order, failing which the PSD will be forfeited. Furthermore on completion of the stipulated time period, Work Order may be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions as per Institutes norms.
11. **The Technical qualifications and documents required with technical bid are mentioned in Annexure – C**

12. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
13. All disputes shall be subject to Guwahati Jurisdiction only.
14. AIIMS Guwahati reserves the rights to accept/reject any bid in full or in part or accept any bid other than the lower bid without assigning any reason thereof. Any bid containing incorrect and incomplete information shall be liable for rejection.
15. The Tender/Bid will be opened online at website <https://www.tenderwizard.com/AIIMSG> in Stores office at AIIMS Guwahati Premises at the time of bid opening.
 - Only those financial bids will be opened whose technical bids are found suitable by the expert committee appointed for the scrutiny of the tender.
 - No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the bid.
16. Tenderer to submit the 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.
17. The competent authority reserves all rights to reject the service if the same are not found in accordance with the required description / quality.
- 18. Earnest Money:**

The declaration of EMD exemption is attached on **Annexure- B**. It must be uploaded on the letterhead of the tenderer.
19. The Executive Director, AIIMS, Guwahati reserves the right to accept or reject any or all the tender without assigning any reason thereof.
20. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact AIIMS Guwahati through e-mail procurement@aiimsguwahati.ac.in on or before 04-05-2023 at 2:00 PM.

Faculty in charge -Procurement Committee
For and on behalf of The
Executive Director, AIIMS Guwahati

General Conditions:

- 1.0 The work in general shall be carried out in accordance with the AIIMS GUWAHATI specifications and as per directions of Sr. Sanitation officer/Engineer-in-charge/Officer nominated by AIIMS Guwahati.
- 1.1 The work shall be carried out in the manner complying in all respects with the requirements of relevant by -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 livable 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 GUWAHATI, Medical, Nursing College, Guest House, IPD, OPD, Emergency/ Trauma care center/ Hostels/ Doctors Quarters and all other premises of AIIMS Guwahati.
- 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 Guwahati.
- 1.10 All the materials and chemicals required for purpose of cleaning should be of best quality available in the market. Refer 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.

Special conditions:

- 1.13 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.
- 1.14 The Contractor should provide satisfactory evidence acceptable to the AIIMS GUWAHATI 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.
- 1.15 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.
- 1.16 The tenderer whose tender is accepted shall follow housekeeping scope of work as mentioned in the tender, so as to help AIIMS GUWAHATI, to monitor and check that the housekeeping work is being done according to the contract.
- 1.17 The contractor shall work in close coordination with officials working in various rooms/halls, including staff Hospital etc. and modify working area if required as per user's convenience. No claim whatsoever on this account shall be entrained.
- 1.18 AIIMS GUWAHATI, 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.
- 1.19 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.
- 1.20 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 GUWAHATI.
- 1.21 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.
- 1.22 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.

- 1.23 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.
- 1.24 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.
- 1.25 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.
- 1.26 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.
- 1.27 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.
- 1.28 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.
- 1.29 The chemicals should be Eco-friendly, Bio-degradable of international quality as mentioned in Annexure of the tender document.
- 1.30 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.
- 1.31 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 Guwahati for official purpose on demand.
- 1.32 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.
- 1.33 If any complaint towards non-payment of wages, other liabilities & statutory obligations is received by Administration, AIIMS Guwahati, the due amount will be paid by AIIMS Guwahati & same will be deducted from monthly bills/Performance Security & also lead to strict

1.34 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.

Additional conditions:

1.35 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.

1.36 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.

1.37 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.

1.38 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.

1.39 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.

1.40 In the event of any restriction being imposed by the security agency, AIIMS, GUWAHATI, 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.

1.41 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.

1.42 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 behavior and conduct of his workers. No workman with doubtful integrity of having bad record shall be engaged by the contractor.

- 1.43 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 programmes/ activities are not hindered in any manner while executing the work.
- 1.44 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.
- 1.45 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.
- 1.46 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.
- 1.47 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.
- 1.48 The Contractor should deploy adequate number of Sanitary Attendants each day for the service. 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 adequate number of manpower, he will have to increase the manpower as per direction of the department and nothing extra will be paid on this account.

ELIGIBILITY CRITERIA

1. Eligibility and Experience Criteria

Post qualification shall be done in the present bid. However, only those bidders who meet the eligibility/ experience criterion shall be considered for evaluation of technical bid. The eligibility/experience criteria shall be as below. Tenderer shall submit documentary proof of eligibility criteria, failing which the tender will be summarily rejected. Bids who do not qualify as per requirement of eligibility norms shall be considered non-responsive and shall be rejected without any further evaluation.

- The tenderer should have satisfactorily completed either three similar works each costing not less than ₹ 5,00,00,000/- in last 5 years Ending 31st March 2023.

OR

Two **similar works*** in each costing not less than ₹ 7,00,00,000/- in last 5 years ending 31st March, 2023.

OR

One similar work each costing not less than ₹ 10,00,00,000/- in last 5 years Ending 31st March, 2023.

- Tenderers have to produce supporting documents/certificates in the form of Completion certificates from the clients and copies of work orders for the subject work.

*Bidders to note that **similar work shall mean “Mechanized Cleaning”** in 500 or more bedded Hospitals under central government/autonomous body/state government/reputed private organization, which shall include Mechanized & Automated cleaning of buildings.

The average annual turnover of the bidder in the last three financial years ending 31.03.2023 should be not less than ₹ 14,00,00,000/- (Rs. Fourteen Crore). The bidder should submit a certificate issued by Chartered Accountant verifying the annual turnover.

- Should possess Machines equipment's to be used in House Keeping work of book value of not less than costing ₹ 60,00,000/- (Rs. Sixty Lakh) and submit the list of owned machine & equipment indicating the value of each item with supporting bill vouchers.
- Bid should be complete and covering the entire scope of job and should confirm to the General and Special Conditions indicated in the bid documents. Incomplete and non- confirming bids will be rejected outright.
- **No Joint Venture/ Consortium are allowed to participate in the Tender Process and submit an undertaking on the letter head.**
- Should produce a Solvency Certificate from a reputed bank for an amount not less than ₹ 5,00,00,000/- (Rs. Five Crore). Note- the Banker should be any of the Scheduled Bank as per RBI Act.
- Should possess latest and valid ISO Certificate 9001:2015 of Mechanized Housekeeping services.
- Should not have been blacklisted by any Central/State/Govt. agency and submit an undertaking on firms letter head in this respect.
- Tenderer should enclose Certified Scan Copy of registration certificate under Employees State Insurance Act, and under Employee Provident Fund Act and also latest proof of the same (Challans to be attached) if applicable.
- Tenderer should submit Certified Scan Copy of License from Labour Commissioner to Employ Contract labour under Contract Labour Act, if applicable.
- Tenderer should submit Certified Scan Copy of Income Tax, PAN Card No. of the Party/ Agency/ Organization to be enclosed. Also latest copy of Income tax return to be submitted.
- Tenderer should submit Certified Scan Copy of GST Registration certificate which should be in the Name of the Tenderer (Latest paid Challans to be submitted), if applicable.
- Tenderer should submit a Scan copy of TDS Certificate along with the Completion Certificate for the work done in Private/Non-Govt. Organization.
- Further that, if such a violation comes to the notice of department or any information furnished shall be found to be untrue or false at any stage, I/We shall be liable to be disqualified and the Earnest Money accompanying the tender shall stand forfeited to the AIIMS Guwahati, then I/we shall be debarred for tendering in AIIMS contracts in future. Also, if such a violation comes to the notice of Institute after award of work to us, AIIMS Guwahati shall be free to forfeit the entire amount of Performance Guarantee.

2. **TECHNO – COMMERCIAL AND PRICE EVALUATION**

- The constituted bid evaluation Committee, on behalf of the purchaser shall determine the substantial responsiveness of each bid in accordance with the terms and conditions of the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations.
- The Committee may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- The Committee's determination as to the substantial responsiveness or otherwise on each bid or consideration of a minor informality or non – conformity or regularity is final and conclusive.
- The price bid of only techno – commercially responsive bids / items shall be evaluated by the bid evaluation committee after opening of the bids.
- The bidder will further be liable for disqualification if it has:
 - I. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the tender document,
 - II. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses, unsatisfactory performance etc.
 - III. if the bidder, or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for poor performance by any organization at any time or ever been convicted by a court of law, their application will be summarily rejected.
- **The tendering evaluation shall be done on weightage with 70% to Technical Evaluation and 30% to Financial Evaluation.**
- Tenders not accompanying with required information, fees and documents shall be rejected outrightly. Any request for subsequent submission/ alteration/ addition/ modification/ amendment/ extension of due date etc. will not be entertained.
- Technical Bids will be opened first. Technical Evaluation of the Tenders will be done and Tenderers who qualify in Technical Bid will be considered for opening of their Price Bid.

Technical Bid Evaluation Criteria

The technical bid evaluation committee will be constituted by the hospital to evaluate the Technical Proposals on the basis of their responsiveness to the tender terms, applying the evaluation criteria, sub-criteria and point system specified.

During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks, as per the criteria specified below:

Tender No- 4-40/2022/2023/AIIMS/GHY/PROC-HOUSEKEEPING

Sl. No.	Criteria	Range				
1.	Years of experience in executing single Mechanized Housekeeping contract in a Government Medical College/Government Hospital Minimum 500 beds of national Importance.	3 to 5 years	> 5 to 7 years	> 7 to 10 years	> 10 to 15 years	> 15 years
		5 marks	10 marks	15 marks	20 marks	25 marks
2.	Number of Housekeeping manpower supplied against a single housekeeping contract of at least Three-year duration in any government medical Collage/ Government Hospital of national Importance.	100 up to 200 Manpower	>200 up to 300 Manpower	>300 up to 400 Manpower	>400 up to 500 Manpower	> 500 Manpower
		5 marks	7.5marks	10 marks	12.5 marks	15 marks
3.	Average Annual Turn Over of the bidder for preceding three financial Year (2020-21, 2021-22, 2022-23) based on its audited financial statement. (Turnover should be exclusive of GST)	14 Cr. - 20 Cr.	>20 Cr. -25 Cr.	>25 Cr. -50 Cr.	>50 Cr. -100 Cr.	>100 Cr.
		5 marks	10 marks	15 marks	20 marks	25 marks
4.	Cumulative Value of the top 3 Mechanized Housekeeping work executed in the last three years (valid from 1 st Apr 2020 to 31 st March 2023 with minimum duration of each contract being not less than one year) duly certified by the statutory auditor in any Government Departments/ Government Institutions/ Public Sector Undertakings / Public Sector Banks/Public Ltd. Companies/Government Hospital/Government Medical Colleges/Autonomous Institutions Note :- The values should be exclusive of GST	5.0 Cr. - 10 Cr.	>10 Cr. - 20 Cr.	>20 Cr. - 30 Cr.	>30 Cr. - 40 Cr.	>40 Crore
		5 Marks	7.5 marks	10 marks	15 marks	20 marks
5.	Number of Running contract of similar nature (housekeeping Manpower) in hand during the financial year 2022-23 in Central/State Government Organizations, PSU, Public Sector Banks and Government Hospitals	6 Contracts up to 8 Contracts	>8 Contracts up to 10 Contracts	>10 Contracts up to 15 Contracts	>15 Contracts up to 20 Contracts	>20 Contracts
		5 marks	7.5 marks	10 marks	12.5 marks	15 marks

*Technical criteria and weightage matrix for evaluation (Total: 100 marks)

*Minimum score for the technical bid shall be 60 marks for qualification.

*Firms with average annual turnover for last 3 financial years less than Rs. 14 Cr will not be considered. Chartered Accountant verified / audited turnover statements to be furnished as proof for the same.

The weightage for technical and financial bid should be 70:30 while arriving at the final grading on the basis of technically being qualified (60% score) and financially lowest bidder awarded 100% marks and other bidder will be evaluated in proportionally manner. Services provider will need to submit a standard operational procedure (SOP) proposed to display competency in upkeep of hospital.

Preference for green/eco-friendly cleaning agents may be given.

Minimum score for the technical bid shall be 60 marks for qualification.

Illustration 1 (for Technical Weightage)

If a Bidder has secured 80 marks out of the total 100 marks in technical evaluation, the technical evaluation value shall be: 56 i.e. {80 x 70%}

Financial/ Price Bid evaluation Criteria:

The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage. The Bidder with the lowest bid Prices (L1) shall be assigned full 30 marks (i.e. 30% x 100).

The total marks obtained by a Bidder in the technical bid shall be allocated 70% of technical weightage and the financial bids shall be allocated 30% of the financial weightage, and thereby making a total of 100% weightage for the complete bidding

Illustration 2

If the Bidder at Illustration 1 is L1 and quoted Rs.100/-, then his total score shall be **86** i.e. (56 Technical Score + 30 Financial Score)

The financial scores of the other bidders (i.e. L2, L3... and so on) shall be computed as under and as explained at illustration 3 below:

$30 \times \text{Lowest Price (L1 Price)} / \text{Quoted Price (L2 OR L3.)}$

Illustration 3

If the Bidder at Illustration 1 is L2 Bidder and he quoted Rs.125, therefore 30% being the weighted value, the financial scores for L2 shall be computed as under

$30 \times 100 (\text{lowest prices L1}) / 125 (\text{quoted prices} - \text{L2}) = 24 (\text{financial score})$

Therefore, L2 Bidder shall have total score of **80** (56 Technical Score + 24 Financial Score)

FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER

The Bidder meeting the minimum eligibility criteria and with the **highest marks/ rank** (i.e. the **total** of technical evaluation marks and financial evaluation marks) shall be deemed as the **successful Bidder** and shall be considered eligible L1 Bidder for further process.

*In case of tie i.e. same score for two or more firms the L1 will be decided on the basis of the highest marks scored by vendor in first 3 rows of criteria of Technical Bid Evaluation Criteria at Page 12.

Faculty in charge, Procurement committee

For and on behalf of
Executive Director, AIIMS, Guwahati.

Terms & Conditions:

1. Fees and Payments:-

In consideration of agency providing the services, as defined in this agreement, Institute shall pay to the agency at the rates prescribed BoQ which shall be valid throughout the contract period subject to the conditions that the minimum wages rates announced by CLC, Guwahati 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.

2. Earnest Money:-

The scanned copy of Earnest money of ₹ **15,00,000/-** by means of Bank Demand Draft to be attached with online bid documents. It is also clarified that the bids submitted without earnest money will be summarily rejected. The original DD prepared in the favor of **“AIIMS Guwahati” payable at Guwahati should reach at the office of Procurement Cell, AIIMS Guwahati, Changsari, Kamrup District, Pin: 781101** within one week after 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 Guwahati in respect of any previous supply will be entertained. Bidders shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the bidders 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 be entertained against the AIIMS Guwahati in respect of erosion in the value or interest on the amount of EMD.
- iv. If MSME firm is registered for above service, then the firm will be exempted for submission of EMD amount. Firm must upload scanned copy of following document in support of exemption.
 - a) National small Industries Corporation (NSIC) certificate in relevant field.
- v. The earnest money will be returned/refund to the unsuccessful bidders after the tender is decided.
- vi. EMD will be forfeited if the selected bidder fails to make agreement with AIIMS Guwahati for said work or fails to submit performance security deposit within the stipulated time.

3. Performance Security Deposit:-

- a) The successful bidder shall have to submit a 3% Performance Security Deposit (PSD) 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

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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 supplier/firm should submit Performance Security Deposit in favour of "AIIMS, Guwahati" to be received in the of Faculty in charge, Procurement committee, AIIMS Guwahati, Changsari, Guwahati , District Kamrup, Pin-781101 before the date of 21 days from the date of acceptance of the LOA. The Performance Security Deposit shall be furnished in the form of FDR/DD/Bank Guarantee or performance guarantee bond as per proforma given in the tender documents.
- c) The Performance Security should be established in favor of "AIIMS Guwahati" through any Schedule Bank with a clause to enforce the same on their local branch at Guwahati.
- 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 GUWAHATI 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 GUWAHATI 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.

4. 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, Guwahati.*

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, Guwahati.

However, AIIMS Guwahati 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.

5. **Validity of the bids:** The bids shall be valid for a period **of 180 days** from the date of opening of the tender.

In exceptional cases, the tenderers may be requested by the purchaser to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender.

6. **Right of Acceptance:-** AIIMS, Guwahati reserves the right to accept or reject any or all bids without assigning any reasons. AIIMS, Guwahati 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

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tenderers who are found of canvassing in any form are liable to have their tenders rejected out-rightly.

7. **Late Tender:** There is **NO PROVISION** of uploading late tender beyond stipulated date & time in the e-tendering system.
8. **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.

To assist in the scrutiny, evaluation and comparison of Tenders, the AIIMS Guwahati may, at its discretion, ask some or all Tenderer for technical clarification of their Tender. The request for such clarifications and the response shall be in writing. To speed up the Tender process, the AIIMS, at its discretion, may ask for any technical clarification to be submitted by means of facsimile/email by the Tenderer. In such cases, original copy of the document describing the technical clarifications must be sent to the AIIMS by means of courier/in person/ if required AIIMS officials may visit.

9. Rights of the AIIMS GUWAHATI:

- a) The AIIMS GUWAHATI reserves the right to increase/ reduce the scope of work mentioned this Tender. In case of item rate contract, AIIMS GUWAHATI 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 GUWAHATI shall be final and bindings on all Parties.

10. Terms of payment:-

Monthly bills for reimbursement may be submitted in triplicate, along with attendance sheet, EPF, ESI deposit slip, GST challan, Professional tax challan, salary sheet & RTGS (monthly wages Bank statement) only for personnel deployed at AIIMS Guwahati. 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, Guwahati. It may be noted that under the provision of the Indian Income Tax Act and other statutory Tax, AIIMS GUWAHATI 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 Guwahati per month basis as per tender terms and conditions on certification by the users.

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

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materials for another 2 years. No any other charges shall be payable.

11. 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.

12. 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, Guwahati and without deducting any commission except that for PF, ESI and P- Tax from the wages paid by the AIIMS, Guwahati. **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.
- (i) The Assam Professions, Trades, Callings And Employments Taxation Act, 1947

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.

13. Penalties :-

In case the contractor fails to commence/execute the work as stipulated in the agreement or there is a breach of any terms and condition of the contract the hospital reserves the right to impose the penalty as detailed below:

Offence	Penalties (In Rupees)
Not found displaying photo ID	100/- per instance.
Worker not in proper Uniform	500/- per instance.
Indulging in smoking/drinking/sleeping or any other misconduct during duty hours	1000/- with removal of the offender

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Duty performed by a worker for more than one shift in 24 hours	With Due permission from the Sanitary Officer/Hospital Administration, linked to Biometric attendance system, Not more than 5% of the total attendance. Penalty of 200/- per instance in case of non-compliance
Unsatisfactory performance	Individual Complaint: 1000/- per instance Adverse report by ad hoc Committee for inspection: 5000/- per instance Adverse Monthly report: 10,000/- per report
Machine out of order/deploying lesser no. of Machines	2000/- per machine per day
Wrong/Improper chemical	5000/- per instance
Absenteeism/Under deployed	1000/- per instance
Complaints are not registered or not Redressed	500/- per instance
Absence of personal protective gears	200/- per instance
For any other breach, violation or contravention of any terms and conditions	Rupees 5000/- will be imposed per day
In case the services remain consistently unsatisfactory for a period of more than 2 Weeks	Penalty of 5% of the annual contract value will be imposed

- 2% of cost of order/agreement (Annual cost to Hospital as quoted in tender) per week, up to 2 weeks delays for non-execution of contract after award of work.
- After 2 weeks delay, the hospital reserves the right to cancel the contract and withhold the agreement and get this job to be carried out from L-2 bidder. The defaulting L-1 bidder may be debarred/blacklisted for a period of 4 years (i.e. 2 terms). The security deposited by the contractor shall also be forfeited.
- During the interim period of award of work and taking over of contracted work by the successful bidder, the on-going system by earlier service provider will continue.
- In case of default/cessation of work by the service provider during the currency of contract, the organization reserves the right to make interim alternate arrangements from the market/L2/L3 bidders and any excess amount payable arising thereof will be the liability of the defaulting Service Provider.
- Equipment uptime should be 100%. The bidder should keep adequate spare equipment in stock to maintain the 100% uptime.
- The amount payable for the preceding month will only be released after certification of satisfactory performance by the authorized officer. Penalty will be recovered from the preceding month bill or from the performance security. In case it is recovered from the performance security than the bidder will have to deposit the corresponding amount before release of further payments.
- In case of any damage/loss/theft of property attributed to the personnel deployed by the Service Provider the cost of the same will be recovered from the service provider.
- If the quality of work is found un- satisfactory or any such complaint in this regards is registered either by patients or the hospital staff, a penalty of ₹1000/-day for inside area of work place will be charged to the contractor per

instance per day.

- It is mandatory that the supervisor should be present on daily basis. If the same is found to be absent, an alternative arrangement needs to be done within 2 hours, failing which a penalty of ₹1000/- per instance will be charged.
- If during inspection, the workers are not found in uniform, a penalty of ₹1000/- per employee will be charged per instance per day.
- if the contractor fails to dispose the garbage in any day & any locations, the penalty shall be imposed @₹2000/- per day/location and garbage may be disposed of at his risk & cost at the direction of Sr. Sanitation officer/Administrative Officer.

14. Breach of a 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.

15. 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.

16. Corrupt or Fraudulent Practices:

AIIMS, GUWAHATI 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, GUWAHATI 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 GUWAHATI, 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 GUWAHATI of the benefits of the free and open competition.

AIIMS GUWAHATI 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 GUWAHATI 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.

17. **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. The tenders will be opened in the presence of Tenderers or their authorized representatives who choose to remain present.

18. **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.

19. **Preliminary Scrutiny:**

AIIMS, GUWAHATI 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 GUWAHATI 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 GUWAHATI'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 GUWAHATI and may not subsequently be made responsive by the Tenderer by correction of the non- conformity. AIIMS GUWAHATI 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 GUWAHATI reserves the right of such waivers.

20. **Licenses:** - Wherever relevant, before commencing the Work/Service the successful Tenderer shall be required to produce to the satisfaction, of AIIMS, GUWAHATI 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 PSD is liable to be forfeited.

21. **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.

22. **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 uncalculated 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.

23. 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.

24. 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 GUWAHATI 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.

25. 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, Guwahati would periodically draw swab samples from the areas allotted to the contractor to check sterility & cleanliness.
- b) AIIMS Guwahati 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.

26. 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`
- e) The contractor will be responsible for damage/accident of staff deployed by him in the premises.

27. 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.

28. 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.

29. Manpower Regulations:

- a) The conduct/characters/antecedents and proper behavior 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 Guwahati, is not rendering proper service or is otherwise guilty of any misdemeanor or is found otherwise undesirable, the Agency shall forthwith remove that person from AIIMS Guwahati Campus, with immediate effect and replace him with a suitable person.

30. Legal Jurisdiction: -

The agreement shall be deemed to have been concluded in Guwahati, Assam and all

obligations hereunder shall be deemed to be located at Guwahati, Assam and Court within Guwahati, Assam will have Jurisdiction to the exclusion of other courts.

31. 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.

32. Interpretation: -

Any dispute regarding the interpretation of this Agreement shall be submitted to the Director, AIIMS Guwahati for consideration. The decision on such dispute by the Director, AIIMS, Guwahati shall be final and binding on both parties.

33. 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 within a period of 30 days, either of the parties may make a request to the Director, AIIMS Guwahati to settle the dispute by Sole Arbitrator. Sole Arbitrator will be appointed by the Director, AIIMS Guwahati. 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.

34. Option Clause/ Tolerance Clause:

- a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 50% to 60%, the services mentioned in the schedule (s) in the (rounded off to next whole number) without any change in the unit price and other terms & conditions quoted by the bidder.
- b) If the quantity has not been increased at the time of the awarding the contract, the purchaser reserves the right to increase by 25% to 30%, the services mentioned in the contract (rounded off to next whole number) without any change in the unit price and other terms & conditions mentioned in the contract, during the currency of the contract.

35. 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

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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.

Faculty in charge, Procurement committee
For and on behalf of
Executive Director, AIIMS, Guwahati.

ALL INDIA INSTITUTE OF MEDICAL SCIENCE, GUWAHATI
Score Report for Monthly Payment

Score Report for the Month of _____

Name of Work Place _____

S. No.	Date	Cleaning of Floor	Cleaning of Wall, Doors, Windows	Cleaning of Table, Beds, Instruments	Dress code / Attitude	Obeying workers	Aggregated
Total		20	20	20	20	20	100
1	Day by day						
Total Score = AVERAGE score for the month/Total Working Days.							

Note:-

- All unit of AIIMS, Guwahati Designated by Hospital In-charge/Administration will use the same score card.
- Average score of every unit same thus total average of all units will be taken final consideration.
- The outcome of the average percentages score will be considered as a figure / data for the final payment for that month.
- Minimum payment will be made upto 95%.
- Suppose in a given month, total average score of all units derived as 95% then, the payment to successful bidder will be 95% of their quoted figure.

FORM “A”

FINANCIAL INFORMATION

- I. Financial Analysis- Average Annual Turnover
- II. 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

2018-2019	2019-2020	2020-21	2021-22	2022-23

- (i) Gross Annual turnover on Mechanized & Automated Cleaning
- (ii) Profit/Lost

II. Financial arrangements for carrying out the proposed work.

III. Solvency Certificate from Bankers of the bidder in the prescribed Form “B”.

Signature of Chartered Accountant with Seal

Signature of Bidder(s)

FORM "B"

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 up to a limit of
 Rs..... (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 "C"

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST FIVE YEARS
 ENDING LAST DAY OF THE MONTH 31.03.2023**

Sl No.	Name of work/ Project and location	Owner of sponsoring organization	Cost of work in crores of rupees	Date of commencement as per 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

Note:

- a. User List (List of Govt./Semi Govt./Reputed Pvt. Hospital/Organization) where the work has been done.
- b. Copies of works orders attached (without hidden price).
- c. Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Bidder(s)

FORM "D"

PROJECTS UNDER EXECUTION OR AWARDED

Sl No.	Name of work/ Project and location	Owner of sponsoring organization	Cost of work in crores of Rupees	Date of commencement as per 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 the information given is correct to my knowledge and belief.

Signature of Bidder(s)

FORM "E"

PERFORMANCE REPORT OF WORKS REFERRED TO INFORMS "C" & "D"

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 "F"

STRUCTURE & ORGANISATION

1. Name of 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
5. Particulars of registration with various Government Bodies (attach attested photocopy)
Organization/Place of registration.
6. Name and titles of Directors & Officers with designation to be concerned with this work.
7. Designation of individuals authorized to act for the organization
8. Was the bidder ever required to suspend construction for a period of more than six months continuously after the commenced the construction? If so, give the name of the project and reasons of suspension of work.
9. 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.
10. 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
11. Has the bidder or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.
12. In which field of Civil Engineering construction the bidder has specialization and interest?
13. Any other information considered necessary but not included above.

FORM "G"

DETAILS OF TECHNICAL, ADMINISTRATIVE PERSONNEL MAN POWER TO BE EMPLOYED FOR THE WORK

S. 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 "H"

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

S. 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	4								
2.	Single Disc machine	5								
3.	High pressure machine	4								
4.	Dry vacuum cleaner	5								
5.	Ride on road sweeper	2								
6.	Steam Cleaning machine	3								
7.	Ride on scrubber driver	2								
8.	Other Equipment {Please specify as per requirement (attach separate list)}									

Note: -

1. Nos. of Machine which is shown in column no. 3 is totally tentative which will be increase/decrease as per the requirement of Administration, AIIMS Guwahati at any stage of contract Period.
2. If any other equipment will required in future for execution of work which shall be provided by the contractor.

Signature of Bidder (s)

Declaration by the Bidder:

(On ₹ 100 Stamp Paper)

1. I am authorized signatory of the agency/firm and am competent to sign this declaration and execute this tender document.
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law
3. 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 Guwahati and/or prosecuted as per laws.
4. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned/suspended/blacklisted business dealings. I/We further undertake to report to the Stores-in-Charge Procurement Cell, AIIMS, Guwahati immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.
6. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address:

Annexure- B

It should be uploaded on letter head.
EMD Declaration Form

Date:

To,
Faculty in charge, Procurement cell
All India Institute of Medical Sciences (AIIMS),
Guwahati

Ref: TENDER no. _____

Dear Sir,

I/We accept that I/We may be disqualified/debarred from bidding for any contract with you for a period of **one year** from the date of notification, if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended from the tender, my/our Bid during the period of bid validity specified in the NIT; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - i fail or refuse to execute the contract, if required, or
 - ii fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

The validity of this declaration will remain till the announcement of the name of the successful Bidder & if, I am/we are not the successful Bidder.

Yours faithfully,

Place:

(Signature of Bidder with seal)

Name of Bidder :

Seal :

Address :

Important Points to be noted by the Tenderer: -

1. The Sanitary staff will be considered under the Un-skilled category. Rates quoted by the firm will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R & A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes & other charges etc. of the agency.
2. ASSIGNMENT OF CONTRACT, ALTERATION IN FIRM: Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior consent of the Director.
3. The AIIMS 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. The AIIMS 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.
4. 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 due to it, the AIIMS shall, without prejudice to its other rights and remedies hereunder or at the Applicable Law, be entitled to call in, retain and appropriate the Performance Security. Nothing herein mentioned shall debar the AIIMS 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 shall exceed the amount of the Performance Security.
5. DISPUTES & ARBITRATION: The AIIMS and the Contractor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract. If a disputes of any kind whatsoever that cannot be resolve the same shall be referred to the sole arbitration of the Director, AIIMS, it is also a term of this Contract that no person other than a person appointed by the Director, AIIMS as foresaid should act as an Arbitrator. As aforesaid the provisions of the Arbitration and conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.
6. 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 the AIIMS and all other actions to be taken on its behalf may be given or taken by the Competent Authority. If sent by

Tender No- 4-40/2022/2023/AIIMS/GHY/PROC-HOUSEKEEPING
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.

7. **PUBLICITY:** Any publicity by the Contractor in which the name of the AIIMS is to be used should be done only with the explicit written permission of the AIIMS.
8. **GOVERNING LANGUAGE:** Governing language for the entire contract and communications thereof shall be in English only.
9. **LAW:** The Contract shall be governed and construed in accordance with the law in India.
10. **LEGAL JURISDICTION:** No Legal suit or other proceedings relating to performance or breach of Contract shall be filed or taken by the Contractor in any Court of Law except principal court of Ordinary Civil Jurisdiction at Guwahati which shall have exclusive jurisdiction to the exclusion of any outside court.
11. **STAMP DUTY:** The Contractor shall bear and pay any stamp duty and registration charges of the Contract.
12. **JOINT VENTURE:** Joint venture not allowed.

13. SHIFT & SHIFT TIMINGS:

1st Shift : 6.30 am to 2.30 pm.

2nd Shift : 2.30 pm to 10.30 pm.

3rd Shift : 10.30 pm to 6.30 am.

General Shift : 8.30 am to 4.30 pm.

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. Declaration for EMD (Annexure **B**) on letterhead 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. From A, should submit with relevant documents.
6. From B, should submit with relevant documents.
7. From C, should submit with relevant documents.
8. From D, should submit with relevant documents.
9. From E, should submit with relevant documents.
10. From F, should submit with relevant documents.
11. From G, should submit with relevant documents.
12. From H, should submit with relevant documents.
13. 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.
14. **Should be registered with relevant labour licensing authority. A copy of valid Labour license should be enclosed.**
15. **Bidder should have a valid License CLC/RLC of Assam,** if yes please provide the copy of License. If not, then undertaking (on letter head) for providing the same within 30 days from the award of work.
16. Undertaking in letter head of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in AIIMS Guwahati.
17. Copy of Employee's Provident Fund (EPF) registration should be submitted.
18. Copy of Employee's State Insurance (ESIC) registration should be submitted.
19. Copy of GST Registration certificate should be submitted.
20. Copy of PAN card should be submitted.
21. Copies of returns of Income Tax for last three financial years (2019-2020, 2020-2021, 2021- 2022) should be enclosed.
22. Annual Turnover of bidder in each of the last three year must not be less than ₹ **14.00 Cr.**
23. Annual Accounts (Balance sheet & P/L Account) of the agency, duly certified by Chartered Accountant for last three financial years. (2019-2020, 2020-2021, 2021- 2022) should be attached with bid.
24. "Declaration by the Bidder" (On ₹ 100 Stamp paper) as mentioned in tender document should be uploaded.
25. Duly filled Form –A to Form – H with supporting documents.

26. Valid ISO 9001:2015 certificates of cleaning services.
27. The bidder should have their registered office / branch in Guwahati. If not, than undertaking (on letter head) for setting up same within 30 days from the award of work.
28. 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 Guwahati 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.

PRICE BID

Price Bid in the form of BOQ_XXXX.xls.

SCOPE OF WORK

1. Very High/High Risk areas: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-E. Frequency of cleaning will be as per cleaning schedule at Annexure- E
2. Moderate Risk areas: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-E (1-14). Frequency of cleaning will be as per cleaning schedule at Annexure- E
3. Minimal Risk areas: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-E (15-16). Frequency of cleaning will be as per cleaning schedule at Annexure-E
4. Terrace Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-E (17). Frequency of cleaning will be as per cleaning schedule at Annexure- E-17.
5. Glass windows, doors and aluminium partition: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-E-18. Frequency of cleaning will be as per cleaning schedule at Annexure- E-18
6. Underground and Overhead water tanks: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-E-19. Frequency of cleaning will be as per cleaning schedule at Annexure- E-19
7. OUTER AREA: Cleaning is to be as per standard procedure of the specific area/facility as at Annexure-E-16.

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.

- ☒ (OTs/ICU/CSSD ETC.) [EXCLUDING OPERATION AREA]
- ☒ Pre/Post operative units.
- ☒ Trauma & Emergency Units.
- ☒ ALL WARDS/In-patient rooms.
- ☒ ISOLATION WARDS
- ☒ Path Labs./Micro-biology/Blood Bank etc.
- ☒ I.C.C.U.s
- ☒ I.C.U.s
- ☒ Recovery Units.
- ☒ Mortuary, Forensic.

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

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

HOSTELS

Administrative Block.

KITCHEN & Dietetics Department

Outer Area, Parks, Lawns Road & Other Areas

Activity	Material Used
Dusting	Damp Duster with 1% Bacilloid/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 Bacilloid 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-D-3

STANDARD OPERATING PROCEDURE OF SETTING OF DIRTY UTILITY ROOM. Objective: To set up and maintain hygiene standards in Dirty Utility Room.

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

Description:

1. Three different bins (Red, Yellow, Blue, Black) 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% Bacillocid.
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 you place the garbage collection area on the ground floor according to the color-coding.
9. During the night shift, dirty utility room bins are washed, dried and relined with bags.

STANDARD OPERATING PROCEDURE OF CORRIDOR CLEANING.

Annexure D-4

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.

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.

SCHEDULE FOR CLEANING ELEVATORS

9:00 A.M.	10:00 P.M.	11:00 A.M.
2:00 P.M.	12 MIDDAY	1:00 P.M.
5:00 P.M.	3:00 P.M.	4:00 P.M.

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 D-8

STANDARD OPERATING PROCEDURE OF CLEANING THE CONSULTANT ROOM/FACULTY 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.

STANDARD OPERATING PROCEDURE OF CLEANING OF OPERATION ROOM/OT Objective: To prepare the Operating room for surgery.

Description: -

1. Basic principles of septic techniques dictate the procedures that are carried out immediately after completion of a surgery. The OTs is always kept clean & sterile.
2. The following housekeeping duties should be done at least one hour before scheduled incision time.
3. Removable tables and equipments to be kept outside the room.
4. Damp dust tops and rims of autoclave, washer sterilizer and counter top in sub sterile room adjacent to the operation theatre.
5. Wash the tiles / floor with sodium hypo chloride / Bacilloid solution.
6. After the room is clean - let the surface dry.
7. Mop the floor with disinfectant 2% Mikrobac forte solution.
8. After each case O.T should be cleaned with 2% Bacilloid Solution and keep ready for next case.
9. At the end of the day O.T should be cleaned thoroughly for next day with Bacciollocid solution.
10. Bio-Medical waste to be removed after each case.

STANDARD OPERATING PROCEDURE OF ICU'S

Objective: To keep the area hygienically clean, spic & span and see high service standards round the clock.

Description: -

1. Remove the soiled linen and garbage.
2. Damp dust the entire area with 2 % bacilloid solution.
3. Vacuum clean the entire area especially the corners, crevices, door edges, a/c grills, ducts, etc.
4. Spot cleaning for removal of stains.
5. Wet mop entire floor with Mikrobac Forte solution
6. Maintenance to be checked and followed up for rectification and pending jobs.
7. Floor should be free of dust / Dirt / and stain.
8. Workstation should be free of dust.
9. Ceiling lights/A.C grills should be free of dust / insects and should be correct form the maintenance points of view.
10. Dustbins should be cleared as and when required.
11. Floor scrubbing should be done once a week as per the schedule / as and when required.
12. Garbage should be cleared at the end of each shift.
13. In case of infected case mops needs to be thrown. Can use old towel as mop.
14. Check for the cobwebs on regular basis.

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, brush,
8. Wiper,
9. Scrapper,
10. Helmet,
11. Bucket,
12. Duster

CLEANING SCHEDULE

NABH Policy: Cleaning Schedule

NABH reference: HIC 2

NABH Version No.: LAU/HIC2/ Cleaning Schedule/ver 1.0, 1st Dec 2008

VERY HIGH RISK AREA

S.No.	Activity	Frequency	Agents Used	Responsibility
1 -- OT Area / Labour Room				
I	Garbage Removal from OT to DU and from DU to Central Garbage Room	After every Case	As per the BMW guidelines	Safai karamchari
II	Feather Brushing	After every case	Feather Brush	Safai karamchari
III	1 st Mopping	Before start 1 st patient & after every case	Wizard	Safai karamchari
IV	2 nd Mopping	Before start of 1st patient & after every case	1% Sodium Hypo chlorite	Safai karamchari
V	Garbage removal from the DU to Central Garbage Room	12:30pm and 3.30pm and as when require	As per BMW guidelines	Safaikaramchari
VI	Brushing in the OT corridor	In continuation	Flat Mop	Safaikaramchari
VII	Wiping of doors and windows in OT Corridor	After every 1 hr	Duster	Safaikaramchari
VIII	Mopping with Wizard in OT corridor	After every 1 hr	Wizard	Safaikaramchari
IX	Mopping with Sodium Hypochlorite n OT corridor	After every 4 hr	1% Sodium Hypochlorite	Safaikaramchari
2 - ICU, CCU, ICCU, NICU, PICU				
I	Removal of Garbage	8.00am, 12:30pm and 3.30pm	As per the BMW guidelines	Safaikaramchari
II	Brushing	Thrice in a day 08.00am, 12.30noon, 03.30pm	Feather Brush	Safaikaramchari
III	Wiping	After every 1 hr	Duster	Safaikaramchari
IV	Mopping with wizard	After every 1 hr	Wizard	Safaikaramchari
V	Mopping with Sodium Hypochlorite	After every 4 hrs & As and when required	1% Sodium Hypochlorite	Safaikaramchari
VI	Toilet & Washroom cleaning with Wizard	Cleaning after every half an hr	Wizard	Safaikaramchari
VII	Toilet & Washroom cleaning with Sodium Hypochlorite	Cleaning after every 4 hr & As and when required	1% Sodium Hypochlorite	Safaikaramchari

HIGH RISK AREA

3 -- EMERGENCY				
I	Removal of Garbage from patient side to DU and from DU to Central Garbage Area	8.00 am, 12.30pm and 3.30pm	As per the BMW guidelines Feather Brush	Safaikaramchari
II	Brushing	Thrice in a day 9.00am, 3.00pm, 9.00pm		
III	Wiping	After every 2 hrs as and when required	Dusters	Safaikaramchari
IV	Mopping with wizard	After every 2 hrs as and when required	Wizard	Safaikaramchari
V	Mopping with Sodium Hypochlorite	After every 6 hrs as and when required	1% Sodium Hypochlorite	Safaikaramchari
VI	Toilet & Washroom cleaning with Wizard	Cleaning after every half an hr.	Wizard	Safaikaramchari
VII	Toilet & Washroom cleaning With Sodium Hypochlorite	Cleaning after every 6 hrs As and when required	1% Sodium Hypochlorite	Safaikaramchari
4- CSSD AND MICROBIOLOGY				
I	Removal of Garbage from the area to Central Garbage Area	Twice in a day 12.30 pm and 3.30 pm as and when required	As per the BMW guidelines	Safaikaramchari
II	Brushing	Thrice in a day 9.00am, 3.00pm, as and when required	Feather Brush	Safaikaramchari
III	Wiping	After every 2 hrs	Dusters	Safaikaramchari
IV	Mopping with wizard	After every 3 hrs as and when required	Wizard	Safaikaramchari
V	Mopping with Sodium Hypochlorite	After every 6 hrs as and when required	1% Sodium Hypochlorite	Safaikaramchari

MODERATE RISK AREA

5- IPD ROOMS/WARDS/ CONSULTANT ROOMS/ DUTY ROOMS				
I	Removal of Garbage from patient room to DU and from DU to central Garbage area as per the timings of disposal	Thrice in a day from DU 9.00am, 12.30pm and 3.30 pm as and when required	As per the BMW guidelines	Safaikaramchari
II	Brushing	Twice in a day 7.30am and 4.00pm as and when required	Feather Brush	Safaikaramchari
III	Wiping	Twice in a day 1 st from 7.30am and 2 nd from 4.00pm as and when required	Dusters	Safaikaramchari
IV	Mopping with wizard	Twice in a day 1 st from 7.30am and 2 nd from 4.00pm as and when required	Wizard	Safaikaramchari
V	Mopping with Sodium Hypochlorite	Twice in a day 1 st from 11.00am and 2 nd from 6.00pm as and when required	1% Sodium Hypochlorite	Safaikaramchari
VI	Toilet & Washing cleaning	Three times in a day 1 st start from 7.30am 2 nd from 11.00am 3 rd from 4.00pm as and when required	Wizard and 1% Sodium Hypochlorite	Safai karamchari
VII	Brushing in the Corridor in Moderate area	In continuation	Flat Mop	Safaikaramchari
VIII	Wiping in the corridor area	Twice in a day it starts from 7.30am onwards	Dusters	Safaikaramchari
IX	Mopping with wizard in Corridor	In continuation	Wizard	Safaikaramchari
X	Mopping with Sodium Hypo chlorite in Corridor	After every 8 hrs	1% Sodium Hypochlorite	Safaikaramchari

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After 7.30pm in the Evening Housekeeping services will be provided on call. If there is request from the attendant, Patient and from Nursing.

6- CAFETARIA				
I	Removal of Garbage to central Garbage Room	Twice in a day 12.30pm and 3.30 pm	Black Garbage bag	Safaikaramchari
II	Brushing	Thrice in a day 8.00am, 12.00pm and 3.30pm and after every meal	Flat Mop and Feather Brush	Safaikaramchari
III	Wiping	Thrice in a day 8.00am, 12.00pm and 4.00pm and after every meal	Duster	Safaikaramchari
IV	Mopping with wizard	After every three hrs and after every meal as and when Required	Wizard	Safaikaramchari
7 - ALL LABORATORIES & SAMPLE COLLECTION ROOMS				
I	Removal of Garbage from Area to DU from DU to Central Garbage Area	Thrice in a day 9.00am, 12.30pm and 3.30pm as and when required	As per the BMW guidelines	Safaikaramchari
II	Wiping/Brushing	Thrice in a day 8.00am and 4.00pm and as and when Required	Duster	Safaikaramchari
III	Mopping with wizard	After every three hrs as and when required	Wizard	Safaikaramchari
IV	Mopping with Sodium Hypochlorite	After every 8 hrs as and when required	1% Sodium Hypochlorite	Safaikaramchari
8 - DIAGNOSTIC AREA				
I	Removal of Garbage from Area to DU from DU to Central Garbage room	Twice in a day from Central Garbage Area 12.30 pm and 3.30pm as and when required	As per the BMW guidelines	Safaikaramchari
II	Wiping	Twice in a day 8.00am and 3.00pm as and when required	Duster	Safaikaramchari
III	Brushing	Twice in a day 8.00am and 3.00pm as and when required	Feather Brush	Safaikaramchari
IV	Mopping with wizard	After every 3 hrs as and when required	Wizard	Safaikaramchari

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V	Mopping with Sodium Hypochlorite	After every 8 hrs as and when required	1% Sodium Hypochlorite	Safaikaramchari
9 - PUBLIC AREA TOILET AND WASHROOM				
I	Cleaning with Wizard	Cleaning will be done after half an hr and boy will be stationed there	Wizard	Safaikaramchari
II	Toilet & Washroom Cleaning with Sodium Hypochlorite	Cleaning will be done after every 8 hrs as and when required.	1% Sodium Hypochlorite	Safaikaramchari
10 - 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
11- 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
12 - OPD AREA				
I	Removal of Garbage from area to Central Garbage Area	Twice in a day 12.30 pm and 3.30pm as and when required	As per the BMW guidelines	Safaikaramchari
II	Brushing	In continuation	Feather Brush	Safaikaramchari
III	Wiping	Twice in a day 7.30am and 3.00pm as and when required	Duster	Safaikaramchari
IV	Mopping with wizard	Twice in a day 7.30am and 3.00pm as and when required	Wizard	Safaikaramchari
V	Mopping with Sodium Hypochlorite	After every 8 hrs as and when required	1% Sodium Hypochlorite	Safaikaramchari
13 - PHARMACY				
I	Removal of Garbage from area to Central Garbage Area	Thrice in a day 9.00am,12.30pm and 3.30pm as and when required	As per the BMW guidelines	Safaikaramchari
II	Brushing	Twice in a day 9.00am and 3.00pm as and when required	Feather Brush	Safaikaramchari
III	Wiping	Twice in a day 9.00am and 3.00pm as and when required	Duster	Safaikaramchari
IV	Mopping with Wizard	After every 3 Hrs as and When required	Wizard	Safaikaramchari
V	Mopping with Sodium Hypo Chlorite	After every 8 Hrs as and When required	Sodium Hypochlorite	Safaikaramchari

14 - PROCEDURE / TREATMENT ROOM				
I	Removal Garbage From Area to Central Garbage Area	Thrice in a day Starts from 9.00am, 12.30pm and 3.00pm as and when Required	As per the BMW Guidelines	Safaikaramchari
II	Brushing	Twice in a day Starts from 9.00am, 12.30pm & 3.00pm As and when required	Feather Brush	Safaikaramchari
III	Wiping	Twice in a day 8.00am and 3.00pm As and when required	Dusters	Safaikaramchari
IV	Mopping with Wizard	After every 3 Hrs As and when required	Wizard	Safaikaramchari
V	Mopping with Sodium Hypo Chlorite	After every 6 Hrs As and when required	1% Sodium Hypochlorite	Safaikaramchari

MINIMAL RISK AREA

15-ADMINISTRATION BLOCK/STORAGE ROOM/ENGINEERING OFFICE/OTHER OFFICES/GUEST HOUSE/HOSTELS/FACULTY, NURSING, STAFF QUARTERS/ DINING HALLS				
I	Brushing	Once in a day it starts from 8.30am as and When required	Feather Brush	Safaikaramchari
II	Mopping with Wizard	Once in a day it starts from 8.30am as and when required	Wizard	Safaikaramchari
III	Wiping	Once in a Day At 8.45 AM	Duster	Safaikaramchari
16-OUTSIDE AREA/ ELEVATOR AND STAIRCASES				
I	Outside area Brushing	Cleaning starts from 8.30am onwards. A boy will already be stationed there.	Hard Broom	Safaikaramchari

17. Terrace Cleaning:-

The Contractor shall clean the terrace periodically as per instructions. The Contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

18. Glass Windows, Doors & Aluminum Partitions:-

Thorough cleaning of all toilets with phenol, removing all dust and unwanted material, keeping dry, cleaning of window grills/glass once in a day. Naphthalene balls should be put in wash basins and toilets. Lifting, carrying and disposing the dead birds animals, rats, insects etc, if found in and around the hostel/other buildings. Cleaning and sweeping of open area including balconies and roof tops with brooms.

All glass windows, doors and aluminum partitions of Building & Hostel should be cleaned with appropriate soap solution on daily basis. Glasses shall be wiped with dry

cloth to remove fingerprints at regular intervals.

19.Underground & Overhead Water Tanks:

The Contractor shall clean & disinfect the Under Ground & Overhead Tank periodically after emptying the water from the tanks as per instructions. The Contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

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 wash & dry.

Buckets – Detergent wash & dry

(If contaminated 1% sodium hypochlorite overnight rinse & dry)

ANNEXURE F-1

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 F-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 odor 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.

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 F-4

Subject: Cleaning of Chrome fittings

Materials required

1. Cleaning agent-R-1 D-7
2. Discard
3. Toothbrush
4. Sponge
5. Chrome polish

Procedure

1. Clean the surface with a cleaning agent and a sponge.
2. Rinse thoroughly
3. Wipe dry with a towel discard.
4. Apply chrome and shine.

Standards to be maintained

1. Check for any loose screws, corroded or tarnished fittings, leakage, bends and dents, rust, salt deposition, detached chains.
 2. All fixtures should be free of dust and depositions.
 3. They should be chromed as and when needed, it tarnished.
 4. If polish is not available use Vim to shine.
-

ANNEXURE F-5

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.
-

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 of 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 F-7

Subject: Cleaning of Telephones.

Material required:

1. Dettol
2. Cleaning agent
3. Discards
4. Toothbrush

Procedure

1. Check the telephone for loose wires, clarity of voice, proper functioning of the buttons, proper dial tone etc.
2. Clean the telephone with the help of a tooth brush and the cleaning agent.
3. Clean the hand set, around the buttons, grooves and the corners and telephone cradle.
4. The telephone should be cleaned patiently as it takes a long time to remove accumulated dirt from the grooves of the telephone.
5. The wire should also be cleaned with a wet cloth starting from the end pulling to the other end. If the wire is too dirty or has carbon stains it should be washed after soaking it in mild detergent for a few minutes.
6. Lastly disinfect the mouthpiece with a fresh Dettol duster.

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.
8. Change personal cloths every day. Uniforms should not be worn outside the working premises and when not on duty.
9. Shoes must be kept clean and free of stains. Shoes must be aired daily. Use socks that absorb moisture and change them every day.
10. Talcum powder must be used in between toes to keep it from the smelling.
11. Adequate sleep and rest, maintaining healthy diet, with regular exercises will contribute in enhancing our Alertness, our attentiveness and our overall personalities.

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 and wearing a mask.
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
11. Stand erect, balancing the weight on both the feet and keeping the shoulders straight with the stomach in.
12. 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.
13. Do not lean against a counter or against a wall or any other thing.
14. Maintain poise at all times.
15. Never move around in groups cause you are view in the Patient / attendant
16. Walk at even pace without making any sound of the footsteps or running.

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17. Give patient / attendant way if approaching or if you are near door, then open the door for the patient / attendant.
18. Always walk on the left hand side.
19. Walk erect, maintaining poise at all the time.
20. Speak softly & politely in patient floor / critical areas.
21. Do not use slangs or abusive language.
22. Be aware of telecoms while in floor / public areas.
23. Do not shout in to the phone.
24. Never keep the patient / attendant waiting to use a telephone.
25. Avoid personal calls at work.

LIST OF CHEMICALS REQUIRED FOR HOUSE KEEPING WORK

A) M/S JOHNSON AND DIVERSEY or equivalent

S.No.	Chemicals	Items to be cleaned
1.	R1	Bathroom Items
2.	R2	Rooms, Offices, Items, laminated furniture, PC, marbles, granite floors
3.	R3	Glass surfaces
4.	R4 Shine UP	Wood polish furniture
5.	R5	Room air freshener (Spray)
6.	R6	WC Urinals
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 or equivalent

S. 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
	<input checked="" type="checkbox"/> OC Glass Cleaner	Glasses
	<input checked="" type="checkbox"/> OC Air Fresh	Air-Freshener
	<input checked="" type="checkbox"/> OC Neutral Cleaner	
	<input checked="" type="checkbox"/> 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: Disinfectant to be use (High Risk Area)

BACILOCID EXTRA

SODIUM HYPOCHLORIDE

And for hand wash use FEM (general washroom use) DETTOL (doctors use)

- The consumption of various chemicals shall be regulated as per the manufactures specifications.
- 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 AIIMS, Guwahati.

Financial Bid

Sl.No.	Description of Work/Item (s)	Tentative Area/ Nos	Rate/Unit
1.00	In - side Area		
1.01	Mechanized & Automated cleaning works of Very High/High/ Moderate Risk Areas of AIIMS Guwahati (including toilets). (The payment shall be made on basis of floor area)	32845.00	Per sq. mtr. Per month
1.02	Mechanized & Automated cleaning works of Minimal Risk/Low Risk Areas of AIIMS Guwahati (including toilets). (The payment shall be made on basis of floor area)	56489.00	Per sq. mtr. Per month
2.00	Out - Side Area		
2.01	Mechanized and Automated cleaning of outer area of Hospital, i.e. foot path/parks/roads etc as per scope of work at AIIMS Guwahati. (The payment shall be made on the basis of road area)	60228.00	Per sq. mtr. Per month
2.02	Disposal & dumping of general garbage from different location inside the campus as per instruction of the competent authority & in coordination with Municipal Co-operation.	1.00	Per month lump sum (in rupees)

Note: -

1. All the above area is tentative. The Competent Authority of AIIMS, Guwahati has reserving the right to relax/amend/change any of the above parameter (i.e. area increase or decrease).
2. Bidder is required to quote per sqm (except at point 2.02 above) on the Price bid. The quoted price will be calculated according to above areas.
3. L1 will be decided on total price quoted per sqm per month after adding the cost at S. No.1.01, 1.02,2.01 & 2.02.
4. These rate are exclusive of GST. GST would be paid as per actual.
5. The contractor has to use the all kinds of consumable as per requirement & no extra payment will be made.
6. Pest control of above area is responsibility of L1 contractor. No extra payment will be made for pest control.
7. The area shall be measured by Engineer In-charge of AIIMS, Guwahati and shall issue work order in phase manner as per increase/decrease area of area of cleaning.

Areas of Hospital & Others Buildings

SN	DESCRIPTION	STOREY	Total Covered Area in sq. Meters (Approx.)
1	OPD & Diagnostic Block	G + 2	19599
2	Hospital (Including OTs, Emergency, Ward, ICUs etc.)	G + 7	45093
3	AYUSH Block	G + 2	2348
4	Medical College, Nursing College and Administrative Block	G + 3	22253
5	Housing Type II Block	G + 7	4966
6	Housing Type III (1 Block)	G + 4	1919
7	Housing Type IV & V (1 Block)	G + 7	4052
8	Guest House	G + 2	1025
9	Nursing Hostel (Student & Working)	G + 5	7379
10	Boys Hostel	G + 5	3590
11	Girls Hostel	G + 5	3590
12	Hostel PG Students	G + 4	2882
13	Night Shelter	G + 3	2136
14	Auditorium	G	2044
15	Shopping Complex	G	192
16	ESS & HVAC Plant Room	G	1846
17	Fire Station	G	153
18	Central Dinning & Mess	G	1535
19	Cafeteria	G	175
20	MGPS Manifold Room	G	204
21	Water Management Service Block	G	432
22	Road Area		60228

Total Area

187641

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 GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED)

To,

**The Executive Director
All India Institute of Medical Sciences (AIIMS), Guwahati
Changsari, District- Kamrup, Assam, Pin-781101**

LETTER OF GUARANTEE

WHERE AS All India Institute of Medical Sciences (AIIMS) Guwahati (Buyer) have invited Tenders vide Tender NoDt.....for providing ofAND 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 Guwahati" 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) Guwahati on demand and without protest or demur(Rupees).

This Bank further agrees that the decision of All India Institute of Medical Sciences (AIIMS) Guwahati (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) Guwahati(Buyer).

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

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

c. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if AIIMS Guwahati serve upon us a written claim or demand on or before.....(Date), Claim period should be beyond six months 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 Guwahati 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

P.C. connected with internet (Preferred broadband).

Registration with Service provider portal <https://www.tenderwizard.com/AIIMSG>

The vendor should possess a Class III Digital Signature certificate (Mandatory). Bids will not be recorded without Digital Signature Certificate.

For registration, Submission procedure and method of correspondence etc. please visit website-
<https://www.tenderwizard.com/AIIMSG> and click on the link. Vendor Help and download the manuals.

Help for participating in e-tender:

The detailed method for participating in the e-procurement is available in the website
www.tenderwizard.com/AIIMSG . Bidders have to log on to Tenderwizard's web site and then click on the specified link "Vendor Help" to start participating in the e-procurement process.

Digital Certificates:

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC) also referred to as Digital Signature Certificate (DSC), of Class 3, issued by a Certifying Authority licensed by Controller of Certifying Authorities [refer <http://www.cca.gov.in>].

Method for submission of bid documents:

In this tender the bidder has to participate in Tenderwizard e-tender portal
(<https://www.tenderwizard.com/AIIMSG>) through online.

Registration

To use the Portal (<https://www.tenderwizard.com/AIIMSG>) vendor needs to register on the portal by uploading the PAN & GST Registration Certificate.

Note: Please contact Tenderwizard Helpdesk (as given below), if facing any kind of problem to get register or during the tender submission process.

Helpdesk No. 9073677150/151/152

Mr. Rishi Shankar Chatterjee: - 09674758726

Mrs. Saswati Majumder – 09674758722

Note: Any support related mail problem should be sent to helplinetenderwizard@gmail.com and helpline8tenderwizard@gmail.com

Price schedule / BOQ

Utmost care may kindly be taken to upload price schedule / BOQ. Any change in the format of price schedule / BOQ file shall render it unfit for bidding. Following steps may be followed:

Download price schedule / BOQ in .xls format.

Fill rates in downloaded price schedule / BOQ as specified in .XLS format

Price has to be filled in the same file and the same has to be uploaded.

Save filled copy of downloaded price schedule / BOQ file in your computer and remember its name & location for uploading correct file (duly filled in) when required.

Other Instructions:

For further instructions, the vendor should visit the home-page of the portal
(<https://www.tenderwizard.com/AIIMSG>) and go to the Register link. A vendor Registration page will be opened and their all required information regarding online registration process mentioned read carefully and

register.

Bidder shall have to pay one-time annual registration fee through electronic transfer for participating any e-bid published by AIIMS, Guwahati through Tenderwizard portal only. On registration with Tenderwizard bidder shall be provided access to AIIMS Guwahati e-Tender web portal for accessing and down loading and uploading bid document. It may please be noted that bidder can access and download bid document but cannot participate in tendering process without registering themselves with Tenderwizard e-tender portal.

Minimum Requirements at Bidders end 2 Mbps Broadband connectivity with UPS.

Microsoft Internet Explorer 10.0 or above

Best view in Google Chrome & Firefox.

Computer System with good configuration (Min P IV,2 GB RAM, Windows 7)

Digital Certificate(s) for user

Total tender document along with all the documents required for qualifying for opening of price bid as per the technical evaluation criteria mentioned in the tender should be submitted through online. Kindly note that no physical submission of duly filled in BOQ is required and it is to be uploaded only on e-tendering portal only i.e. <https://www.tenderwizard.com/AIIMSG> .
