



BHEL, BHOPAL

**NIT No. MED/Mechanised Sanitation & Non-sanitation work/M-01**

**Sub:- Mechanized Sanitation & Non-Sanitation work of Kasturba Hospital, Habibganj, BHEL, Bhopal.**

**(The Special terms and conditions given hereunder supersede the relevant terms & conditions given in 'Instruction to tenderers and General Terms and Conditions').**

**1.0 Introduction**

**1.1** This section of the tender defines the scope of the contractor's work. The requirement and conditions mentioned in this section are in addition to what are stated in Section - I (Instructions to Tenderers) and Section- II( General terms and condition).

**1.2 In case of any variation in the specification in Section – III (Special Conditions) & Section – I (Instructions to bidders) and/or Section – II (General Terms and Condition), the specification given in the Section –III (Special Conditions) shall prevail.**

**1.3 Brief Description of Work Site:** - The work is to be performed in Kasturba Hospital, Habibganj, BHEL, Bhopal.

**1.4** The bidders are advised to take into account all factors and any fluctuations in the market rates etc having effect on prices. No claim will be entertained on this account after acceptance of the tender or during the currency of the contract.

**2.0 QUALIFYING CRITERIA - The bidders should fulfil following qualifying criteria:**

2.1 The bidder should have the experience of minimum two years for carrying out Mechanised Cleaning work in at least 100 bedded hospital/ 3\* hotel/ or an establishment of Government / Public / Private Sector.

2.2 Tenderer should submit satisfactory work completion/ Performance certificate of successful execution of work for a period of minimum one completed year.

2.3 The bidder should meet all statutory requirements of Central / State Govt. like PF , ESI , PAN, Labour License, Service Tax Registration etc. as may be applicable. Self attested photocopy of the relevant documents to be submitted by the bidder in fulfilment of this criterion.

**Note:**

**1.0 Above mentioned criteria should be met by the bidder himself and not by associate bidder.**

**2.0 The bidder is required to submit documentary evidence in support of each of the above qualifying criteria.**

Prepared by

(D.C Patnayak)

Approved by

(Dr.A.K.Chamania)

Date of issue



BHEL, BHOPAL

**3.0 Scope of Work**

The mechanized Sanitation & Non- Sanitation cleaning work shall be performed in the Kasturba Hospital & it's surrounding in such a manner that the hospital should be available in Spic and Span condition at any point of time. To achieve this, the mechanised cleaning work shall be carried out in 1<sup>st</sup> , 2<sup>nd</sup> & 3<sup>rd</sup> shifts regularly.

Scope of work includes Mechanized Cleaning of all Floor areas, all corridors, chambers, all OPDs & it surrounding areas, all wards including isolation ward, OT, Labour room hospital kitchen, Library, all the toilets, bath rooms and all offices of the hospital, surrounding areas of the hospital premises with out leaving any areas and bio waste collection etc. Mechanised Non-sanitation work comprises of dusting and cleaning of all furniture, Equipments, Machines & Plants, Panels, Cub Boards, Steel Structures, Pipes, Stands, Platforms, Walls & Partitions, Chairs, Tables, Computers, Glasses, Columns, Overhead Roof, Fans, Tube lights etc. as per schedule "A" enclosed.

**The work shall be execute as per schedule – " A " below**

**Schedule-'A'**

**Scope of the work:**

**Name of Work - Mechanized Sanitation & Non-Sanitation work at Kasturba Hospital  
(03 SHIFT WORK)**

<b>SR.</b>	<b>ITEM</b>	<b>JOB</b>	<b>MODE OF CLEANING</b>	<b>FREQUENCY</b>
1.	All Wards, Cabins, OPDs, offices, stores, Kitchen etc	Floor Scrubbing	Single disc Scrubber & Wet / Dry Vacuum Cleaner	Fortnightly Once
2.	All Wards, Cabins, OPDs, offices, stores, Kitchen etc	Daily Moping & sweeping	Manual with Acrylic Mop with Dettol disinfectants	Twice in each shift
3.	ALL Corridors, Public areas etc	Daily Moping & sweeping	Manual with Acrylic Mop with Dettol	Twice in each shift



BHEL, BHOPAL

**MEDICAL DEPARTMENT**

Page 3 of 12

**SPECIAL CONDITIONS****REV. 01**

			disinfectants	
4.	ALL Corridors, Public areas etc	Floor Scrubbing	Auto Scrubber Cum Dryer with Dettol Disinfectants	Once in a Day
5.	Toilet	Cleaning of stains & disinfecta nts	Cleaning with descaling chemicals	Twice in each shift & AWR
6.	Drinking water taps & associated area	Cleaning of Muck	Cleaning with descaling chemicals & disinfectants	Twice daily
7.	Fans & Tube lights	Removal of dust & cob webs	Manual Dusting	Monthly
8.	Tiles other than toilet	Removal of dust & cob webs	Hand cleaning	Daily
9.	Office Glass & Windows	Cleaning of stains	Hand cleaning	Daily
10	Waste material	Hand pick	Hand pick up & cleared in dust bin	4 times/day
11	Clearing of dust bin	Emptying of dust bins	12:00 Hrs & 16:00 Hrs	Twice daily
12	Other glass & window	Cleaning of stains & dirt	Manual	Monthly
13	Cob webs	Removal of dust & cob webs	Manual & Vacuum cleaning	Weekly
14	Roads & surroundings	Fine sweeping	Mechanical sweeper	Twice Daily



BHEL, BHOPAL

**MEDICAL DEPARTMENT**

Page 4 of 12

**SPECIAL CONDITIONS****REV. 01****PROPOSED MAN POWER DEPLOYMENT FOR MECHANIZED SANITATION AND NON-SANITATION WORK IN KASTURBA HOSPITAL, BHEL, BHOPAL.**

Sl.	Area of deployment of man power	1 <sup>st</sup> . Shift	2 <sup>nd</sup> . Shift	3 <sup>rd</sup> . Shift	Total manpower
1	Casualty Doctor's duty room, OPD areas of Medicine, Neuro, Surgical, ECG room, Emergency ward, minor OT, adjacent toilets, dressing room, ambulance counter.	1 Male	1 Female	1 Male	3 (Male 2 + Female 1)
2	Cardiology OPD, ECHO room, TMT, Plaster Room, Ortho OPD, Eye OPD, Refraction room, USG Room, ENT, Chest., Skin & Dental OPDs, Yaga OPD, Registration counter, Security room, Indoor registration area	1 Male	--	--	1 Male
3	All X-Ray rooms, Physiotherapy, CSSD	1 Male	--	--	1 Male
4	Gynaec OPD, all rooms of it's OPD area and one portion of Medical store	1 Female	--	--	1 Female
5	Maternity ward, Gynaec Ward and other portion of main medical store	1 Female	1 Female	1 Female	3 Female
6	ANC, Labor Room	1 Female	--	1 Female	2 Female
7	Male Medical Ward	1 Male	--	1 Male	2 Male
8	Female medical ward	1 Female	1 Female	1 Female	3 Female
9	Male surgical ward,	1 Male	1 Male	--	2 Male
10	Neuro-surgical, Record Room, Birth & death, Medical purchase	1 Male	--	1 Male	2 Male
11	CMS Office, Cash Office, Cash counter, Conference Hall, CMS chamber, FP Room, Medical Library	1 Male	--	--	1 Male
12	Female Surgical Ward, Children ward, Hbj. HC, Kitchen, B.Sc. Nursing room, CSSD Supply Room	1 Female	1 Female	1 Female	3 Female
13	Operation Theatre	1 Male	1 Male	--	2 Male
14	Private ward (Old)	1 Male	--	1 Male	2 Male
15	ICU	1 Male	1 Female	1 Male	3 (1 F+2 M)
16	Private ward (Dlx.), Pathology, Vatika	1 Male	--	1 Female	2 (1 M + 1 F)



BHEL, BHOPAL

**MEDICAL DEPARTMENT**

**SPECIAL CONDITIONS**

**REV. 01**

17	Isolation ward, Medical Maintenance	1 Male	--	--	1 Male
18	Bio-waste Collection, Hospital surrounding cleaning	1 Male	--	--	1 Male
<b>Total Male 20 + 15 Female = 35</b>		<b>13+5</b>	<b>2+5</b>	<b>5+5</b>	<b>20+15</b>

**4.0 Terms & Conditions of Mechanised Cleaning.**

- 4.1 The Mechanised Sanitation & Non-Sanitation work shall be done in three shift. The major cleaning activities involving scrubbing and detailed cleaning of hospital working floor areas are to be carried out during non operational Hours. Cleaning has to be carried out in such a manner that all premises look always clean. All necessary Mechanised cleaning equipments, machines & tool and tackles which are required to be used to carry out the cleaning work effectively shall also be in the scope of the contractor.
- 4.2 It shall be the responsibility of the Contractor to arrange all the consumable & required machines, cleaning material etc. and any other materials relating to the cleaning work of standard quality and maintain hygienic conditions.
- 4.3 Adequate / sufficient quantity of Chemicals, Detergents, Consumables like, Deodorants, Tablets, Aerosols etc. shall be used for the specified work by the contractor so as to have good quality of cleanliness.
- 4.4 Required power plug points will be provided by BHEL for running the equipments.
- 4.5 Contractor shall maintain the attendance register for all the shift staff , if short deployment of staff then the deduction shall be as per daily wages.
- 4.6 That the cleaning work is subject to supervision by BHEL and subject to such time and period specified for each work by the BHEL and any irregularity observed or any area left un-cleaned, will entail deduction of Rs.500/- per default per day.
- 4.7 It will be the responsibility of contractor to maintain the high standards of cleaning of the areas with specified machines & other materials and should ensure that cleanliness is maintained to the satisfaction of Authorised Executive of the Medical Department.
- 4.8 The contractor shall take a certificate from the officer in-charge regarding performance each month for having finished cleanliness job satisfactorily and successfully.
- 4.9 In the event of unsatisfactory performances or non-compliance of any of the Terms and Conditions of the contract by the Contractor, BHEL, shall have the right to terminate the contract with 02 months advance notice.



BHEL, BHOPAL

**MEDICAL DEPARTMENT**

Page 6 of 12

**SPECIAL CONDITIONS**

**REV. 01**

- 4.10 The contractor will be responsible for enforcing all safety regulations as applicable to BHEL and is advised to take adequate insurance cover of its representative, labourers, machines & equipment, etc.
- 4.11 Personal protective equipment including disposable clothing, gloves, etc. shall be worn during the cleaning activity.
- 4.12 The contractor has to provide a distinct uniform different from BHEL employees. The Uniform shall be kept in neat, tidy and wearable condition.
- 4.13 The tenderer shall follow Safety measure for carrying work at Heights handling chemical cleaning agents as per Labour Laws.
- 4.14 BHEL, Bhopal shall provide free water & electricity at the cleaning work site.
- 4.15 The contractor shall be responsible for all acts and omissions of their staff and liabilities arising out of the acts and omissions of such staff shall be borne by the contractor, BHEL shall in no way be responsible for any such acts, omissions or any liabilities arising there from.
- 4.16 The Contractor shall arrange necessary Insurance cover with appropriate Third Party Liability cover for any loss/ ill health/ occupational hazards to the man power deployed. If any accident/injury/loss occurs due to the operation of the cleaning work in the defined areas, contractor shall have to pay necessary compensation and other expense, so decided by the appropriate authorities/victims.
- 4.17 Only the authorized staff attached to the contracted work or representative nominated by the contractor shall be allowed entry inside the company's or any other premises during the period of contract.
- 4.18 The persons employed by the Contractor in respect of the work will be treated as the authorized representative(s) and shall also be held responsible along with the contractors, for any breach of the terms and conditions as provided in this contract.
- 4.19 The contractor shall be responsible for providing necessary staff in adequate number for satisfactory execution of work with the prescribed uniform.
- 4.20 If BHEL Authorised Executive of the Medical Department feels that the persons deployed on job are not having required skill to perform the job, the contractor will have to replace those persons by adequately trained staff.
- 4.21 Accident occurred during the course of company's work should be reported by the Contractors to BHEL immediately and certainly not later than 24 hours. This should be followed by a detailed report from the Contractor.



BHEL, BHOPAL

**MEDICAL DEPARTMENT**

Page 7 of 12

**SPECIAL CONDITIONS**

**REV. 01**

- 4.22 The Contractor will have to indemnify BHEL against -
- a) All claims for injury or damage to any person or property caused by his negligence or negligence of his employees whilst in BHEL premises.
  - b) Observance of Labour & Industrial Laws, including regular remittance to EPF and ESI.
  - c) All claims by way of compensation and all other types of unforeseen claims, which may arise in the period of contract.
  - d) The Contractor will accept liability for compensation in accordance with the provision of the Indian Worker's Compensation Act, 1948, amendments thereafter and or other law for the time being in force for personal injury caused to any workmen by accident arising out of and in the course of this contract.
  - e) The Contractor will indemnify the company against all payments by way of compensation or otherwise which the company may be called upon to make under the provisions of the said Acts to any workmen as aforesaid, and any cost incurred by the company in connection with any claim preferred by such workmen and or against all actions, claims and demand whatsoever in respect thereof or in respect of any loss, injury or damages whatsoever to any third person arising out of or occasioned by the negligent, imperfect or improper performance of this contract by the Contractor, their workmen servants or agents.
  - f) The Company shall not be held liable for any loss, damage or compensation to third parties arising from or in relation to transport operations done by the bidder, such loss, damage or compensation shall be reimbursed by the Contractor to the company together with the costs incurred by the company on any legal proceedings pertaining there to.

**The contractor will be required to submit Indemnity Bond in favour of BHEL as per enclosed Performa on Non – Judicial Stamp Paper of appropriate value.**

- 4.23 This contract may be terminated at any time without paying any compensation whatsoever to the Contractor in case of misbehaviour, disobedience, dishonesty, clandestine insolvency, any court order or any other related activities on their part or their failure to fulfil the terms and conditions of this agreement.
- 4.24 In quoting their rates, the Tenderers are advised to take into account all factors, including any fluctuations in the market rates etc. . No claim will be entertained on any account after acceptance of the tender during the period of the contract. Rate escalation will not be allowed for any reasons whatsoever.



BHEL, BHOPAL

**MEDICAL DEPARTMENT**

Page 8 of 12

**SPECIAL CONDITIONS**

**REV. 01**

- 4.25 BHEL reserves the right to short close the contract at its discretion at any point of time with one month notice period without assigning any reason there of.
- 4.26 The total charges payable will be rounded off to the nearest full rupee value. Income Tax shall be deducted at source under Income Tax Act.
- 4.27 The bidders offer may be rejected based on unsatisfactory past performance in any of the contracts of BHEL Bhopal or any of its units. Further, in case of false information given by the bidder, as found at any stage of the contract, the bidder shall be black-listed and its EMD/ Security deposit shall be forfeited.

**5.0 List of Cleaning Materials & Equipment**

**A) List of cleaning material**

SR. NO.	ITEM
01	Neutral floor cleaner
02	Bathroom cleaner
03	Glass cleaner
04	Wood Furniture cleaner
05	De-Scaler
06	Flat Mop
07	Dry flat Mop
08	Glass Duster
09	Floor Duster
10	Soft Broom
11	Hard Broom
12	Dust Pan
13	Mug
14	Nylon Brush
15	Wiper
16	Room spray
17	Naphthalene Balls
18	Scotch Brite
19	Buckets
20	Squeeze



BHEL, BHOPAL

**B) List of Mechanized Equipments**

Sr.	TYPE OF MACHINE	Qty	APPLICATION BENEFITS
1.	Heavy duty Single Disc Floor Scrubber	01	Usage of clean water at all times on the floor. Scrubbing also leads to 'ACTUAL' cleaning of the floor from all embedded dirt & muck.
2.	Heavy duty Wet & Dry vacuum Cleaner	02	Effective removal of dust rather than pushing/mere displacement of dust.
3.	Heavy duty Auto Scrubber Cum Dryer	01	Very High Productivity, Floor gets scrubbed & Dry in a single pass, In tune with Public area traffic.
4.	Glass Cleaning Kit	02	To make effective cleaning of glass panels and partitions of the hospital.
5.	Cob-Web Kit	02	To remove cob-webs in different corners, roofs, toilets of the hospital.

**Note:-Note:-**

Chemicals, disinfectants, cleaning materials ( for e.g. Dettol, Phenyl, Glass Cleaners, Harpic, Taski-R9, Tile cleaner, Acid etc.) to be used will be born by the contractor for the execution of the Mechanized Sanitation and Non-sanitation work in adequate quantity so as to upkeep the hospital in excellent hygienic condition and excellent cleanness. For execution of the above work, no materials will be issued from BHEL except water and electricity.



BHEL, BHOPAL

**6.0 Safety & Occupational Health**

The contractor has to ensure full responsibility of the safety & health of the man power which shall be deployed for the Mechanised sanitation and non-sanitation work to comply with the security/safety & health regulations of BHEL.

**7.0 Contract Period:**

**7.1 Contract Period shall be of two Years i.e. 24 months (730 Working Days).**

**8.0 Price Schedule and taxes:**

- 8.1 Rate should be quoted strictly as per Price Schedule.
- 8.2 The rate quoted by Tenderer is inclusive of all duties, taxes ,fees, octroi and other levies material, labour etc. **except Service Tax will be paid** (as applicable)
- 8.3 Income Tax shall be deducted at source (TDS) as per prevailing rules of BHEL.
- 8.4 **Prices shall remain firm and no variation whatsoever shall be allowed.** The bidder is required to take into consideration any fluctuation whatsoever in the prices of wages, spare parts and other consumables after the submission of bid and during the period of contract before submission of bid.
- 8.5 **Offer to be submitted without any deviation.** Offer with deviation(s) are liable to be rejected. Any clarification required by bidder on tender conditions may be sought at least one week before the Last Date of Offer Submission.

**9.0 Terms of Payment**

- 9.1 The Payment will be made on monthly basis.
- 9.2 All the payments due to the Contractor will be made through Electronic Fund Transfer(EFT). For EFT facility the successful bidder is required to submit the details duly endorsed by their bank in the prescribed proforma as enclosed at Annexure "B".
- 9.3 Contractor shall maintain the Attendance Register for all the staff shift wise, if the short deployment of staff then the deduction shall be as per daily minimum wages.
- 9.4 Contractor will submit the bills (in duplicate) on monthly basis, which will be duly verified, checked and forwarded by concerned authorised executive of the Medical department to Finance Department for further checking , passing of bill and releasing payment to the party.



BHEL, BHOPAL

**MEDICAL DEPARTMENT**

Page 11 of 12

**SPECIAL CONDITIONS**

**REV. 01**

- 9.5 The total amount payable will be rounded off to the nearest full rupee value. Income Tax shall be deducted at source under Income Tax Act.
- 9.6 Each bill must be enclosed with work/ activity completion report duly signed by tenderer & his supervisor and BHEL representative.
- 9.7 Payment will be made to tenderer on the basis of work executed by him, which will have no relation with the payment schedule of tenderer's employees.

**10.0 Evaluation of Offer**

- 10.1 Technical cum commercial Bid shall be open first.
- 10.2 Price bid shall be opened only of Technical cum commercial qualified bidder.
- 10.3 The bidder shall submit complete price of the package.
- 10.4 Evaluation of the offer will be strictly based on information submitted by the bidder. In view of this the bidder is requested to go through tender document carefully and furnish all details clearly. Missing information may not be asked by BHEL.
- 10.5 Based on evaluation of the bids, the successful bidder shall be awarded the contract for the complete package.
- 10.6 The work is indivisible and total work in full shall be ordered on single party.

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BHEL, BHOPAL

**MEDICAL DEPARTMENT**

Page 12 of 12

**SPECIAL CONDITIONS**

**REV. 01**

**ANNEXURE "A"**

**FORMAT FOR (EFT) ELECTRONIC FUND TRANSFER**

You are requested to submit the information as per details given below at the earliest to enable processing of e-payment :

1. Name of the Contractor/ Firm (Max 60 char)
2. Account No (Max 17 char)
3. Name of the bank, branch, city (Max 60, 40 and 20 characters respectively)
4. Branch Code (Max 5 char)
5. MICR Code (Max 30 char)
6. IFSC Code (Max. 30 char) [ Every NEFT enabled bank / branch has a unique IFSC Code (Indian Financial Security Code) ] This code may differ from RTGS IFSC code.

**VENDORS / BIDDERS ARE SUPPOSED TO SUBMIT THE INFORMATION ON FIRM'S LETTER HEAD DULY ENDORSED AND STAMPED BY THEIR BANKERS.**

In addition to above information please also furnish the following details to enable faster clearance of bills.

7. E-Mail Address (Max 40 char)
8. Details of TIN No. (Max 11 char)