

Government of West Bengal
Office of the Chief Medical Officer of Health
Jalpaiguri
Notice inviting Tender No. 4/13-14 dated 2.1.14

Sealed tenders are invited from eligible bidders for Scavenging and House-keeping Services for under mentioned hospitals of Jalpaiguri District for the year 2013-14/2014-15.

**Name of Hospitals for which
tenders are floated.**

1. District Hospital Jalpaiguri
2. Mal S.D. Hospital, Jalpaiguri
3. Birpara S.G. Hospital, Jalpaiguri
4. Alipurduar S.D. Hospital, Jalpaiguri

1	Date of Application of purchase of Tender Form	:	6/1/14 to 8/1/14	Location		
				CMOH office, Jalpaiguri		
2	Date of issue of Tender Form	:	13/1/14 to 15/1/14	do		
3	Last Date of receipt of tender Form by Registered of Post / Speed Post	:	22/1/14 - 12.00 noon	do		
4	Date of Opening	:	22/1/14 - 3.00 p.m.	do		
5	Experience	:	1) 3 years of experience in providing scavenging and house keeping services to Institutions Hospitals including private institutions, having at least 500 inmates			
6	Cost of Tender Form	:	Rs. 500/- per unit to be deposited through TR Challan Form No. 7 under the Head of Account (14 Digit Code No. 02100180000114)			
7	Earnest Money	:	District Hospital- Rs. 7000 SDH/SGH - Rs. 5000 each.			
8	Essential Criteria	:	updated Income Tax /Sales Tax /Vat Returns to be attached ,EPF/ESI/Service tax regis. Nos. to be attached.			
9	Other Details	:	Attested Photocopies of the experience certificate & others essential valid documents must be submitted along with application			
10	Financial bid /Technical bid documents should be shown separately in sealed closed covered					
11	No of Sweepers & Supervisors Hospital wise	:	Dist. Hospital	Sweeper	30	The No. may vary according to need
				Supervisor	2	
			APD SDH	Sweeper	9	
				Supervisor	1	
			Mal SDH	Sweeper	6	
				Supervisor	0	
	Birpara SGH	Sweeper	11			
			Supervisor	1		

One tender form is to be submitted for each unit. Each tenderer should submit Technical Bid & Financial Bid in Separates Sealed Covers and the to be enclosed in 3rd Sealed cover. The 3rd Sealed cover should be addressed to CMOH, Jalpaiguri with name of Tender/ name of unit /hospital, name of the tenderer with complete address super cribbed on it.

CMOH, Jalpaiguri reserves the right to accept or reject any tender in part or full any or all the offers without assigning any reasons thereof.

Interested bidder may obtain further information from the office of the CMOH, Jalpaiguri any working day between 11 AM to 3PM.

Memo No. 10 / 1031 (12)

Dated, Jalpaiguri the 2.1.14

Copy forwarded for information & necessary action please:-

1. The Sabhadhipati, Jalpaiguri Zilla parishad, Jalpaiguri.
2. The District Magistrate Jalpaiguri.
3. The Additional District Magistrate (Health), Jalpaiguri.
4. The Truasury Officer, Jalpaiguri Truaseruyi-II, Jalpaiguri.
- 5-7. The Asstt. Chief Medical Officer of Health, Sadar/ Mal/ Alipurduar, Jal.
- 8-11. The Superintendent, District Hospital/ Mal S.D Hospital/ Alipurduar S.D. Hospital/Birpara S.G.Hospital, Jalpaiguri.
12. Notice Board.


Chief medical officer of Health
Jalpaiguri



C-Essential Criteria of the Bidder (Tenderer) who will provide the services of the sweepers

The engagement of the services of the sweepers will be based on the open tender called for the outsourcing of the Conservancy and housekeeping services. The criteria for participation in the tender are

All the criteria are essential and must be met for being successful in the technical bid.

1. The bidder should be competent enough to deal with the business of providing sweeping, cleaning and house-keeping services in the hospitals for which the bid is being made and should have adequate financial capability and man-power (Skilled/semi-skilled/unskilled) required for managing the business awarded.
2. The bidder must have capability to absorb all the manpower provided to carry out the order, if given to him, in other establishments under his control and under no circumstances will any of his manpower be a liability of the subsequent successful bidder or the hospital authorities. (A self declaration is to be provided)
3. The bidder must have the requisite trade and other licences to do the business of providing cleaning and house-keeping services in the hospitals for which the bid is being made
4. The bidder should be registered with the appropriate authorities (for example-Tax (PAN / TAN), EPF & ESIC Authorities, CEC for Service Tax, Sales/VAT Authorities etc), as may be required, for providing the services and material to be used for managing the work and up to date returns should be given to all the relevant statutory authorities for the previous three years.
5. The bidder or the Principals of the firm must not have been blacklisted by any hospital or any Government authority.

Guidelines for Engagement of Conservancy and House-keeping Services in Non Teaching Hospitals (March 2012)

6. The bidder must not have been convicted in any criminal case or have any pending proceeding in any vigilance commission or any criminal case pending against it or its proprietors or principal employees in any court.
7. The bidder must have at least 3 years of experience in the field of providing cleaning and house-keeping services to institutions/hospitals, including private institutions, having at least 500 beds/ inmates.
8. The annual turnover of the bidder should be at least Rs 25 (Twenty five) lakhs per annum considering the last three financial years
9. The bidder should have a cash reserve equivalent to 4 months of sweeping, cleaning and house-keeping services bills of the hospitals for which the bid is being made. (A self declaration is to be provided)
10. The bidder should be a profit making organization, having made a pre- tax profit of not less than 5% of annual turnover for the previous two financial years. (A Chartered Accountant certified copy of profit and loss statement of balance sheet for last two years is to be attached wherein the annual turnover and the pre tax profit are clearly shown and certified)

Government of West Bengal
Office of the Chief Medical Officer of Health
Jalpaiguri

**TENDER FORM FOR
CONSERVANCY & HOUSE
KEEPING SERVICE**

Name of the Tenderer: _____

Address of the Tenderer: _____

NAME OF THE HOSPITAL FOR WHICH TENDER TO BE DROPPED

DISTRICT HOSPITAL, JALPAIGURI.

ALIPURDUAR SUBDIVISIONAL HOSPITAL.

MAL BAZAR SUBDIVISIONAL HOSPITAL.

BIRPARA STATE GENERAL HOSPITAL.

Date of Issue:

Signature of Issuing Clerk

NIT NO. _____ DATED _____ OF CMOH, JALPAIGURI
FINANCIAL BID FORM

Dist hospital Jalpaiguri

Sl No	Designation of Housekeeping provider	No of housekeeping provider	Wages per month	Service charge claim in % only of col . 4 (Maximum 10%)	Remarks
1	2	3	4	5	6
1	Sweeper	30	As per minimum wages fixed by labour Deptt. And revised time to time		All deductions as per Govt rule(P Tax/EPF/ESI etc.)
2	Supervisor	2			

SD Hospital Malbazar

Sl No	Designation of Housekeeping provider	No of housekeeping provider	Wages per month	Service charge claim in % only of col . 4 (Maximum 10%)	Remarks
1	2	3	4	5	6
1	Sweeper	0	As per minimum wages fixed by labour Deptt. And revised time to time		All deductions as per Govt rule(P Tax/EPF/ESI etc.)
2	Supervisor	6			

SD Hospital Alipurduar

Sl No	Designation of Housekeeping provider	No of housekeeping provider	Wages per month	Service charge claim in % only of col . 4 (Maximum 10%)	Remarks
1	2	3	4	5	6
1	Sweeper	9	As per minimum wages fixed by labour Deptt. And revised time to time		All deductions as per Govt rule(P Tax/EPF/ESI etc.)
2	Supervisor	1			

SGHospital Birpara

Sl No	Designation of Housekeeping provider	No of housekeeping provider	Wages per month	Service charge claim in % only of col . 4 (Maximum 10%)	Remarks
1	2	3	4	5	6
1	Sweeper	11	As per minimum wages fixed by labour Deptt. And revised time to time		All deductions as per Govt rule(P Tax/EPF/ESI etc.)
2	Supervisor	1			

Signature with Seal

NIT NO. _____ DATED _____ OF CMOH, JALPAIGURI
TECHNICAL BID FORM

FORM NO : _____

1. Name of the Company/firm or

Individual : _____

2. Address : _____

Land Mark : _____

City/ Vill : _____ Post : _____

District : _____ State : _____ Pin : _____

3. Contact No: Land Phone : _____

Mobile : _____

4. Name(s) of the Hospital Applying For _____

5. Documents Enclosed:

a. EMDs Submitted: _____

b. Partnership Deed in case of Partnership Firm : (Yes/No)

c. Bank Solvency Certificate: (Yes /No)

d. Non Conviction declaration : (Yes/No)

e. Experience Certificate: (Yes/No)

Supporting Payment Details (Yes/No)

f. Attested Copy of PAN Card: (Yes/No)

g. Certified copy of Profit & Loss Statement of Balance Sheet for last three
Years : (Yes /No)

h. EPF Registration Certificate : (Yes/No)

i. ESIC : (Yes/No)

j. CEC per service tax : (Yes/No)

k. Sales/VAT Registration: (Yes/No)

Date : ____/____/2014

Signature with Seal

NIT NO. _____ DATED _____ OF CMOH, JALPAIGURI
TECHNICAL BID FORM

FORM NO : _____

1. Name of the Company/firm or

Individual : _____

2. Address : _____

Land Mark : _____

City/ Vill : _____ Post : _____

District : _____ State : _____ Pin : _____

3. Contact No: Land Phone : _____

Mobile : _____

4. Name(s) of the Hospital Applying For _____

5. Documents Enclosed:

a. EMDs Submitted: _____

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Years : (Yes /No)

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i. ESIC : (Yes/No)

j. CEC per service tax : (Yes/No)

k. Sales/VAT Registration: (Yes/No)

Date : ____/____/2014

Signature with Seal