## Tender Notice

### **Maharaja Agrasen Hospital Charitable Trust**

##### Road No. 35, West Punjabi Bagh, New Delhi -110026

Offers are invited upto 15 June 2022, 4:00 PM from experienced parties providing Housekeeping Services in the hospital campus on contract basis for entire Hospital premises for a period of 12 months.

Offers may be submitted in the office of President of Maharaja Agrasen Hospital Charitable Trust, which should be accompanied with the Pay Order/Demand Draft of any Scheduled Bank in favour of Maharaja Agrasen Hospital Charitable Trust payable at New Delhi for Rs. 2,00,000/- ( Two Lakhs Only ) towards earnest money.

The application form indicating terms & conditions will be available in the Society office on all workings days on payment of Rs.2,000/- plus **18%** **GST Extra Total Rs. 2,360/-**. All offers in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. If the Bidder download the tender document from the website [**www.mahdelhi.org**](http://www.mahdelhi.org)then Bidder would be required to pay the cost of the tender document of Rs. 2,360/- separately through pay order in favor of Maharaja Agrasen Hospital Charitable Trust payable at New Delhi.

**Maharaja Agrasen Hospital Charitable Trust**

Road No. 35, West Punjabi Bagh, New Delhi – 110026

Phone : 011- 40777777, 40777666, 40777555

 Fax : 011-25221802

Website : www.mahdelhi.org

Email: info@mahdelhi.org

**APPLICATION FORM**

**FOR**

**HOUSEKEEPING SERVICES**

 **APPLICATION FORM NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bid Form for Housekeeping Services**

 Dated:

The President

Maharaja Agrasen Hospital Charitable Trust

Road No. 35, Punjabi Bagh (West)

New Delhi – 110026.

**Sub.: Housekeeping Services Contract with men and machines for the entire hospital premises of the Maharaja Agrasen Hospital, Punjabi Bagh, New Delhi – 110026.**

Dear Sir,

In response to your advertisement in the Times of India dated ……….. referred to above, I / We offer for providing Housekeeping Services in the entire hospital including its campus with men and machines in accordance with the terms & conditions of the accompanying offer document on a monthly charges of Rupees**…………………/-** (in figure**)** (…………………………………………… (in words) / daily wages of each personnel / supervisors / charges for cleaning / sanitation.

I/We understand that you are not bound to accept the highest or any bid you receive without assigning any reason.

It is hereby confirmed that this bid complies with the deposit of the earnest money of Rupees 2,00,000/- as per details given below :

Pay Order / Demand Draft No**………………** dated **…………...** for Rs. ………………. drawn on **…………………………………………………,**  favouring Maharaja Agrasen Hospital Charitable Trust, Payable at New Delhi.

If this offer be accepted, I / We hereby agree to abide by and fulfill all the terms and conditions of the offer. In case I / We fail to deposit the specified security deposit within ten days of the acceptance of the offer, I / We agree that the Society shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money, otherwise the said earnest money shall be adjusted against the security deposit.

Yours faithfully,

Signature……………………….

Full Name……………………….

Designation …………...............

M/s.………………………………

Address…………………………

Contact No. ……………………

E-mail ……………………………

 Place: …………………………….

 Dated: ……………………………

**Bid Form for Housekeeping Services Material**

 Dated:

The President

Maharaja Agrasen Hospital Charitable Trust

Road No. 35, Punjabi Bagh (West)

New Delhi – 110026.

**Sub.: Housekeeping Services Material for the entire hospital premises of the Maharaja Agrasen Hospital, Punjabi Bagh, New Delhi – 110026.**

Dear Sir,

In response to your advertisement in the Times of India dated ……….. referred to above, I / We offer for providing Housekeeping Services material in the entire hospital including its campus in accordance with the terms & conditions of the accompanying offer document on a monthly charges of Rupees**…………………/-** (in figure**)** (…………………………………………… (In words)

I/We understand that you are not bound to accept the highest or any bid you receive without assigning any reason.

If this offer be accepted along with Housekeeping Services, I / We hereby agree to abide by and fulfill all the terms and conditions of the offer.

Yours faithfully,

Signature……………………….

Full Name……………………….

Designation …………...............

M/s.………………………………

Address…………………………

Contact No. ……………………

E-mail ……………………………

 Place: …………………………….

 Dated: ……………………………

**Maharaja Agrasen Hospital Charitable Trust**

Road No. 35, West Punjabi Bagh, New Delhi – 110 026

**Brief Terms and Conditions of Offers for Providing Housekeeping Services with**

**Men, Material & Machines**

1. Offers are invited upto 15 June, 2022 at 4:00 PM. for providing housekeeping Services round the clock with men, material and machines for the entire hospital premises, and to be submitted in the office of the President, Maharaja Agrasen Hospital Charitable Trust. Offers must be accompanied with Pay Order/Demand Draft of any Scheduled Bank in favour of **Maharaja Agrasen Hospital Charitable Trust** payable at **New Delhi** for Rs. 2,00,000/- towards Earnest Money.
2. The acceptance of offer, will rest with the President of Maharaja Agrasen Hospital Charitable Trust who reserves to himself the authority to reject or accept any or all the offers received without assigning any reason. Offer in which any of the prescribed conditions are not fulfilled or is incomplete in any respect will be liable to be rejected.
3. The party concerned whose offer is accepted is required to deposit interest free security deposit of Rs. 15,00,000/- (Fifteen lacs only) or as per number of manpower provided, in the form of demand draft or pay order issued by any Scheduled Bank in favour of Maharaja Agrasen Hospital Charitable Trust payable at New Delhi. Security deposit will be refunded without interest after successful completion of the contract period or will be adjusted against any dues, as the case may be. The housekeeping contractor while requesting for release of the security deposit shall certify that all the payments including labour law obligations have been fulfilled and the hospital authorities shall not be responsible for such payments to the personnel arising out of the decisions of the labour court / authority / any other concerned authority, if any.
4. The contract period will be for 12 months, which may be extended by mutual acceptance in writing.
5. The personnel engaged for providing housekeeping services will be the employees of the housekeeping contractor / agency and there will be no obligation what so ever on the part of the hospital / trust on any of the personnel so engaged. The housekeeping contractor shall ensure that its employees will not participate in any trade union activities in the premises of the hospital or outside the hospital.
6. The requirements of the hospital is for providing housekeeping services, with men, material & machines including Supervisor, Ward Boys , Ward Ayas, Safai Karamchari ,Sweepers. The contractor is required to submit the separate bid form for Housekeeping Services and another bid form for the Housekeeping Material.
7. The personnel engaged for providing housekeeping services to the Hospital must be trained personnel on housekeeping related aspects and should be properly dressed as per the uniform code approved by the Management of the Hospital.
8. The contractor shall carry out the housekeeping and certain other specified works in the hospital as specified from time to time through its own personnel working in shifts, 24 hours of the day and housekeeping personnel, including supervisory staff, as required or advised by the hospital authorities, who will be exclusively employed and deployed by the contractor, shall have no privity of contract whatsoever with the hospital / society and they will not be considered as employees of the hospital / society for any legal and practical purpose. Their work will be exclusively supervised by the contractor and their attendance will also be marked by the contractor through its Biometric Attendance Machine, their wages and other dues shall also be paid by the contractor. The contractor will be wholly and exclusively responsible for payment of monthly wages, other statutory applicable dues like EPF, ESI, minimum wages notified by the Department of Labour, Govt. of NCT of Delhi, bonus, gratuity and other terminal dues, if any, to the persons engaged by it and compliance of all statutory obligations under Central and State Government Acts, Rules and Regulations, on its part in respect of Delhi Shops and Establishment Act, 1954, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees’ Provident Fund and Misc. Provisions Act, 1952, Employees’ State Insurance Act, 1948, Employee’s Compensation Act, 1923, Contract Labour (Regulation and Abolition) Act, 1970, Gratuity, Bonus, Leaves and all other related legislations as applicable and the hospital shall not incur any liability or additional expenditure whatsoever for the persons employed by the contractor on account of payment of monthly wages, EPF, ESI and other terminal dues, if any, and on account of the above mentioned obligations or any other obligations. The contractor will provide the necessary documents and details such as EPF account numbers, ESI Card numbers, Bank Name & Account number, bio-data affixing a photograph alongowith their signatures in Hindi & English, Appointment Letters , movement letters etc. of the personnel deployed by it in the hospital premises including copies of distinctive challans of deposit of contributions with EPF & ESI authorities, rendition of half yearly/yearly returns etc. Monthly bill will invariably be supported by copies of the distinctive challans pertaining to Maharaja Agrasen Hospital only of amount deposited with EPF and ESI authorities and GST authorities for the previous month with regard to employees deployed in the hospital.
9. The hospital shall not be liable to any claim or damages or compensation that might become payable to the employees of housekeeping contractor in the event of accident resulting in any loss, injury or death during performance of duties within/outside the Hospital premises or damage of any other kind. The housekeeping contractor shall always keep the hospital and Society fully indemnified against any such claim, loss or damage.
10. If the hospital / Society suffers any loss or damage during performance of duties of the personnel of the housekeeping contractor then the housekeeping contractor shall reimburse the same to the hospital / Society. The housekeeping contractor shall keep the hospital/ Society fully indemnified against any such loss or damage.
11. The housekeeping contractor shall obtain necessary license(s)/registration(s)/ permission(s) etc. which are/may be applicable and required for providing the housekeeping services etc. under the laws of the State and Central Government already in existence or enforced in the future pertaining to Housekeeping services provided to the hospital and shall submit a copy thereof to the management of the hospital.
12. The housekeeping contractor shall not engage any sub-contractor or transfer the contract to any person / Firm / Company.

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1. The housekeeping contractor shall observe all laws, rules, regulations, orders, directions and policies issued by the Central or State Govt. or Local Authorities concerning the discharge of obligations. Any contravention of such laws, rules, regulations, orders, directions and policies will be deemed to be a breach and the housekeeping contractor shall be liable for all such consequences and in case of any such breach, if the hospital incurs any obligation then the housekeeping contractor shall be responsible to reimburse the hospital any loss monetary or otherwise occasioned on account of any such breach or contravention.
2. The housekeeping contractor shall maintain the following registers, as per the Contract Labour (Regulation & Abolition) Act, 1970 and rules framed thereunder:

 (a) Register of Workmen as per Form XIII of Rule-75

 (b) Muster Roll Register as per Form XVI of Rule-78

 (c) Employment Cards as per Form XIV of Rule-76

 (d) Register of Wages as per Form XVII of Rule-78

And any other register/record required by Labour Authorities from time to time, shall also be maintained by the contractor and shall produce the copies of the same alongwith originals to the hospital authorities as and when required.

1. The housekeeping contractor shall be personally available at the Hospital as and when required to solve or attend to any matter, dispute or complaint, if any, arising out of the services being rendered by the housekeeping contractor.
2. The housekeeping contractor shall ensure and guarantee of good conduct, behaviour and honesty of the personnel engaged by it. In case of any misconduct or any other damage of the property of the Hospital , then the housekeeping contractor shall be responsible for all such losses and damages.
3. The Trust reserves it right to amend the terms & conditions of the offer, if so required.
4. The Management of the hospital reserves its right to change the scope and quantum of work and charges will be paid accordingly.

1. The housekeeping contract shall be deemed to have been terminated in the event of breach of any of the condition and the Society shall be empowered to forfeit the security deposit.
2. The Housekeeping Contractor shall submit the copy of the salary sheet alongwith bank statement to distribute the wages to their employee.
3. The contractor shall comply with all the orders/awards passed by the competent authority/court in respect of the personnel engaged by it. If, any personnel of the contractor will engage in any litigation with the hospital / Society, the same shall be contested at the costs of the contractor and entire litigation expenses will be deducted on monthly basis/lump sum basis or form the security deposit and the contractor will have no objections in this regard.
4. The housekeeping contractor shall submit the copy of E.S.I. challan alongwith its bank statement as proof of the payment of same of E.S.I. Contribution to the E.S.I. Authorities and attach the copy of the E.S.I. challan with the subsequent bill.
5. The housekeeping contractor shall submit the copy of E.P.F. challan alongwith its bank statement as proof of the payment of same of E.P.F. Contribution to the E.P.F. Authorities and attach the copy of the E.P.F. challan with the subsequent bill.
6. The housekeeping contractor shall submit the copy of G.S.T. challan alongwith its bank statement as proof of the payment of same of G.S.T. Contribution to the G.S.T. Authorities and attach the copy of the G.S.T. challan with the subsequent bill.
7. The Housekeeping contractor shall deploy atleast one supervisor per shift and wages / GST / salary and other applicable legal benefits of the supervisor shall not be claimed from the Hospital / Society.
8. The successful bidder for housekeeping contract will execute a formal agreement for providing housekeeping services.
9. Each and every page of the tender document must, invariably, be signed by the housekeeping contractor / agency.

UNDERTAKING

I / We ……………………………. have carefully gone through the contents of the offer document and I / We undertake to abide by all the terms and conditions set forth.

 Signature ………………………

 Name……………………………

 Designation ……………………

 Address…………………………

 Mobile No……………………

**QUALIFICATION AND EXPERIENCE DATA**

**Name** **……………………………………………**

**Address of the Applicant** **……………………………………………**

 **……………………………………………**

**Principal place of business with address ……………………………………………**

 **……………………………………………**

 **……………………………………………**

 **……………………………………………**

**Constitution of the Firm**

(Attach copy of Articles and

Memorandum and Articles of Association

of the Company/Partnership Deed etc.) **……………………………………………**

 **……………………………………………**

**Registration No. of Agency ……………………………………………**

**G.S.T. No. ……………………………………………**

**Income Tax Pan Number ……………………………………………**

**E.P.F Code No.** **……………………………………………**

**E.S.I. Code No. ……………………………………………**

**Experience of running Housekeeping Services**

**with details and name of clients**

(attach document if any) **……………………………………………**

 **Signature:............................................**

 **Full Name & Address:........................**

 **………………………………………………**

Encl: 1. Copy of GST Registration Certificate

 2. Copy of EPF Registration Certificate

 3. Copy of ESI Registration Certificate

 4. Copy of PAN Card

 5. Copy of the Registration Certificate of the Firm / Company.

 6.Details of the material and equipments to be used.

 7. Photograph

**Annexure– A**

**MACHINES TO BE PROVIDED FOR USE IN THE HOSPITAL PREMISES**

**S. No. Name of the Machines / Equipments**

1. Heavy Duty Floor Scrubbing and Polishing Machine – Two

2. Heavy Duty Vacuum Cleaner – One

3. Small Skirt Cleaning Machine – One

4. Mop and Wringer Trolley – Each Floor, Wards & as required

5. Any other machine/equipment as per requirement to be provided by Contractor time to time.

**Annexure – B**

**Material for Housekeeping Services to be supplied by the Second Party**

**S. No. Item Name**

1. Polythene Black Medium 20 X 24

2. Polythene Black Big 40 X 45

3. Colin 500Ml

4. Dust Controller

5. Feather Brush

6. Floor Duster

7. Hand Duster

8. Harpic 500ML

9. Lizol 500ML

10. MUG Plastic

11. MOP Wiper Kent

12. Naphthalene Ball

13. Urinal Cubes

14. Odonil

15. Phenyle – White/Clenzo

16. Room Freshner

17. Rubber Butch 4 Inch

18. Scrubber – 150gm

19. Scrubber Juna Plastic

20. Stick for brrom

21. Surf Excel

22. Taski R/R2/R3/R4/R5/R6/R7/R9 & Taski Spiral

 Or

FCC/K1/K2/K4/K5/K6 of SGS Herbals Pvt. Ltd.

23. Terranova

24. Toilet Brush

25. Nirma

26. Vim – 1KG

27. Lifeboy/Savlon/Dettol Liquid Handwash/Soap with Dispenser

28. Plastic Bucket

29. Dust Pan Plastic

30. Jala Brush

31. Drum – 100 Ltr. Plastic

32. Brush Nylon with handle

33. Rubber Gloves / Mask

34. Duck Shoes

35. Scotch Brite

36. Tissue Roll

37. Tissue Box

38 Metal rust cleaner for sanitation

39. Wiper Small & Big

40. Any other material as per requirement

41. Brasso