No.F.3(4-59)-PLAN/DHS/2013
GOVERNMENT OF TRIPURA
DIRECTORATE OF HEALTH SERVICES

July, 8,2016
EXPRESSION OF INTEREST

Expression of Interest (EOI) in plain paper in two Bid system is invited from Financially Sound Registered
Local Self-Help Group or Society for providing services of sweeping, cleaning & round the clock up-keeping of different Hospitals under the Health and Family Welfare Department, Government of Tripura on contract basis subject to fulfilling of terms and conditions. Preference will be given to Organization having experience to provide services to the Govt. Sector Institutions/Hospitals, SHG with higher gradation as per rules will get preference in selection.
The offer in sealed cover should be submitted to the office of the undersigned on or before 30-07-2016 up
to 4.00 PM positively.
Terms & Condition may be obtained at free of cost from the office of the undersigned on any working day during office hours up to 30-07-2016 or may be downloaded from the website www.health.tripura.gov.in

Director of Health Services
Government of Tripura.

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Name of the Hospitals where the services shall be provided:
1. Cancer Hospital, Agartala.
2. District Hospital, North District at Dharmanagar, North Tripura.
3. Sub-Divisional Hospital at Kanchanpur, North Tripura.
4. L.T.V. Sub-Divisional Hospital at Chailengta, Dhalai Tripura.
5. Sub-Divisional Hospital at Gandachara, Dhalai Tripura.
6. BSM Sub-Divisional Hospital at Kamalpur, Dhalai Tripura.
7. District Hospital Khowai at Khowai Tripura.
8. Sub-Divisional Hospital at Melaghar, Sepahijala Tripura.
9. Sub-Divisional Hospital at Amarpur, Gomati Tripura.
10. Tripura Sundari Sub-Divisional Hospital at Udaipur, Gomati Tripura.
11. Sub-Divisional Hospital at Sabroom, South Tripura.
12. Sub-Divisional Hospital at Belonia, South Tripura.
13. R.G.M Sub-Divisional Hospital at Kailashahar, Unakoti Tripura.
14. South District Hospital at Santirbazar, South Tripura.

The offer in sealed cover should be submitted to the office of the undersigned on or before 30-07-2016 up
to 4.00 PM positively and will be opened on 04-08-2016 at 12.00 PM.
Terms & Condition may be obtained at free of cost from the office of the undersigned on any working day during office hours up to 30-07-2013 and may be downloaded from the website www.health.tripura.gov.in

JOB DESCRIPTIONS
a) Cleaning & sweeping of all rooms of OPD and IPD, Laboratory, Bathrooms, Corridors, Staircase, Ramps
etc twice daily (7-8 AM & 5-6 PM).
b) Cleaning of drains around the Hospital building once daily.
c) Cleaning of wash basins, toilet pans etc; twice daily (7-8 AM & 5-6 PM).
d) Cleaning of courtyard of Hospital building once daily.
e) Cleaning of electric fans & light fittings of hospital building once a month (any holiday)
f) Cleaning of walls and roof of the hospital building once in a month (second Friday).
g) Cleaning of window panels of the hospital building once a month (any holiday).
h) Cleaning of Laboratory Tables, glass-wares, equipments daily in presence of on duty Attendant from 9.00 AM to 4.00 PM on all working days in laboratory of hospital building.
i) Besides these services, 24 hours coverage at Labour Rooms, Bathrooms, Corridors, Staircase, O/o the Head of Office(s) should be maintained.

TERMS & CONDITIONS

1. The interested Firm(s)/ Organization(s) shall pay a physical inspection(s) and quote institution-wise rate mentioning floor area & other area in squ. metres separately for each Hospital for cleaning & sweeping in consultation with the respective Head of Office(s).
2. The applicant Agency should be a Registered Organization & must have the Trade License issued by the Competent Authority of the Government of Tripura.
3. Organization should have experience to provide services to the Govt. Sector Institutions/Hospitals.
4. The Expression of Interest (EOI) is “Two Bid System” i.e. “Technical Bid” and “Financial Bid.” The Technical Bid shall contain all papers/ documents including Bank Draft/D. call of Rs.10,000/- (Rupees ten thousand) for each Institutions only as earnest money drawn in favour of the Director of Health Services, Govt. of Tripura, Agartala except the rate(s) and the Financial Bid shall contain the Rate(s) only which are to be put in separate envelope and to be sealed. The two sealed envelopes may be put in a common & larger envelope and should be submitted through Registered Post/ Speed Post/Courier Services to the office of the undersigned. The EOI inquiry number, due date of opening and name of bidders should be mentioned on the top of the envelope.
5. The contract period shall be for 2(two) years, which can be extended on mutual consent.
6. The successful bidder shall be required to enter into an Agreement and deposit Rs.20,000/- (Rupees twenty thousand) only for each Institutions as Security Money in the form of bank Guarantee.
7. The amount of Earnest Money will be refunded to unsuccessful bidders, but in case of the successful bidder it will be adjusted against security money. It is also to be noted that the EMD/Security Money will be forfeited if the successful bidder fail to comply or discontinue the work at any point of time before completion of the contract period.
8. The firm concerned shall inform the authority within 3 month ahead before discontinuation of the work with proper reason.
9. Rate should be submitted on per day basis.
10. All consumable items like detergents, chemicals, equipments, machineries etc required for the works shall be arranged by the party.
11. There shall be no increase in charges during contract period.
12. The agency shall deploy personnel on all 365 days of a year in shift of 8.00 hours and the entire establishment under the control of the Head of Office of the Hospital should be rendered.
13. The lowest bidder would be selected on lowest financial involvement basis.
14. The agency shall offer rate in figure and words for the service as a package of each Unit. The details list of deployment of personnel is to be enclosed.
15. The cleaning staff shall wear distinguishable uniform and shall carry required accessories.
16. The successful agency shall provide service within 4 (four) days of being issued work order, the list and details of cleaning staff along with reserved personnel who are likely to be engaged.
17. The list shall contain individual personal details, like name, address. The information furnished shall be supported by documentary evidence.
18. All the personnel shall maintain official decorum; abide by rule & regulations of the Hospital.
19. The agency shall be responsible for conduct and performance of each personnel deployed by it.
20. The agency shall submit bill along with certified Attendance Register to the Head of the Hospital.
21. Any offer submitted with reference to this EOI shall be considered to be an offer that the tendered will abide by all these conditions.
22. The undersigned has the right to reject/cancel any or all offers including the lowest one without assigning any reason and the tender shall have no right to claim for compensation of such cancellation.

Director of Health Services
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