



Engineering & Maintenance Department
Hamdard Institute of Medical Sciences & Research
and Associated HAH Centenary Hospital
Hamdard Nagar, New Delhi-110062

TENDER DOCUMENT

FOR

**RATE CONTRACT FOR CLEANING AND DISINFECTING
OF RCC UNDERGROUND AND OVERHEAD WATER
STORAGE TANKS OF DIFFERENT SIZES & CAPACITIES
SITUATED AT VARIOUS PLACES AT HAH CENTENARY
HOSPITAL AND HIMSR CAMPUS, HAMDARD NAGAR,
NEW DELHI - 110062**



GENERAL TERMS & CONDITIONS

1. **SCOPE OF WORK**

Cleaning & disinfecting of underground & overhead water storage tanks of different sizes & capacities situated at various places at HAH Centenary Hospital and HIMSR campus.

2. **ELIGIBILITY CRITERIA**

1. Bidders must have Registered Contractor/Working Agencies for works in Govt. or Public Sector organizations, Institutions or hospitals. The bidders have to submit the related copies of the documents and other Registration Certificates justifying the eligibility criteria along with his Tender. The original will have to be produced when demanded for verification.
2. Bidders should have executed similar nature of works in any Hospital, institutional Buildings, Universities or any similar organizations and produce credentials in support thereof.
3. The Bidders must have GST, PAN and other necessary Registration Certificates.

3. **SUBMISSION OF BIDS**

1. The tenders should be submitted in sealed envelope duly super-scribing "Tender for Rate contract for cleaning & disinfecting of underground & overhead water storage tanks". The sealed tender duly filled should be dropped in the tender box placed at 9th floor of HAH Hospital Block-B near Finance Section by the last date and time of submission of tender. No tender shall be accepted later than the time schedule specified in NIT. Any clarifications/amendments/corrigendum etc., to NIT before last date of submission of bid will only be available on our website: www.himsr.co.in. Therefore the bidders are advised to keep visiting our website.

In this bid, the bidders shall submit the following:

- a. Duly filled Technical bid & Financial Bid (Annexure-I & II)
- b. Tender fee in the form of bank demand draft.
- c. Copies of GST, PAN and other necessary Registration Certificates
- d. Copies of work orders for similar nature of works.
- e. Entire tender document duly signed & stamped by the bidder.



- f. Bidder not complying the bid & equability criteria is liable to be rejected.

In this bid, the related works' bidders are required to quote his item rates in the financial bid Annexure-II in accordance with the scope of works, terms & conditions & technical specifications enclosed. The rates/price quoted by contractor should be all inclusive i.e. should include all material cost, labour, services, plant/machinery/tools & tackles, ladders & scaffolding required for work, freight/transport/cartage, Insurance, Octroi, Govt. duties & levies, GST, Service Tax, Sales Tax etc. Nothing over and above these rates shall be payable to contractor. Further nothing extra in rates will be considered for any variations in tender quantities or due to any site difficulties. It is mandatory for bidder to quote all items rate as asked for in the BOQ/ PRICE schedule. Failure in not filling some item rates will lead to rejection of tender. The bidders should quote unconditional rates, neatly written without any overwriting and all pages should be duly signed & stamped.

4. VALIDITY OF TENDER:

Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of price bid.

5. VALIDITY OF RATE CONTRACT:

The rate contract for the said works shall be valid for **one year** from the date of contract order and if required the cleaning of the tanks again within the rate contract year, the agency/contractor will be bound to execute the said work based on the same approved rates.

6. ESCALATION:

No escalation over and above items rates quoted by the bidder shall be paid during the execution of contract.

7. DEVIATIONS:

No deviation from the stipulated terms and conditions will be allowed. Tender will be unconditional.

8. SITE CONDITIONS:

Contractor shall acquaint himself fully with the site conditions and the working environment of HIMSR & HAHC Hospital before quoting his rates. No Compensation on account of any site difficulties will be entertained, at a later date, after award of the work.

9. Before tendering, the Contractor shall visit and examine the site and satisfy



himself as to the site conditions, the correct dimensions of the work and facilities. In case of any doubt, may be clarified from the office of the Engineer In-charge.

Correspondence: All the correspondence in respect of tender/award of work shall be made to in-charge (E & M).

10. TERMS OF PAYMENT:

The payment shall be made on submission of the bills in proper format by the contractor after due certification by the engineer responsible for supervision of the work. Contractor can submit two interim or running bills and one final bill after completion of work for claiming payment based on actual quantities of items of work executed as per BOQ and Engineer's instructions.

11. LABOUR LAWS:

The contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance etc. This will be the sole responsibility of the contractor. HIMSR will not be a party at any stage in any of the disputes relating to the above. In case, HIMSR has to bear any expenditure due to non-conformance of the above provisions by the contractor, the same will be recovered from contractor's bills.

12. LIQUIDATED DAMAGES:

In case the work is delayed beyond the specified completion period for reasons attributable to the contractor, deductions on account of Liquidated damages @1/2% of the contract value per week will be deducted subject to a maximum of 5% of the contract value. However, during the delayed period, HIMSR also reserves the right to get some portion of work done by any other contractor at the risk and cost of the existing contractor and amount to that effect along with 10% overhead charges will be deductible from his bills/dues.

13. Contractor should depute a qualified supervisor dedicated for this work, who will monitor and coordinate the works from contractor's side and interact with the HIMSR Engineers, responsible for supervision of work, on regular basis.

14. Contractor will take due permission for entry of all his workmen in HIMSR. No unauthorized person will be allowed to work inside.

15. The contractor will arrange all necessary materials, tools, equipment, access ladders & scaffolding, measuring instruments and working consumables etc. needed for execution of the works. Safe custody of all such material will be contractor's sole responsibility.



No extra charges will be paid for the same. Watch and ward of all material till the system is taken over by HIMSR shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account.

16. During execution of work, Engineer can make minor changes in the scope of work as per site conditions or other reasons. Contractor will have no extra claim in his rates for the same.
17. If during the execution of works, any damage is caused to HIMSR property by contractor's/contractors' workers, contractor will duly make good the loss. HIMSR has the right to make suitable deduction from contractor's bills along with penalty, if contractor fails to make good the loss.
18. During execution of work, the contractor/contractors should follow all standard norms of safety measures/precautions as per relevant IS codes and CPWD specifications to avoid accidents/damages to man, machines and buildings, at his own cost. Contractor will have his own arrangement to escort the labour to the nearest hospital for treatment in case any injury happens to any worker during execution of work.
19. Manpower deployed by the contractor at our site for carrying out contract works is strictly prohibited being associated with any other works on the campus.
20. No material belonging to the contractor whether consumable or non-consumable should be brought inside the HIMSR campus without proper entry at the Main Gate nor any material should be taken out without proper gate pass issued by the authorized representatives of the Centre.
21. During execution of the work, contractor should dispose of waste material on regular basis and should keep the area of work properly cordoned off and neat and clean as far as possible. After completion of work, contractor should clear the site completely of all unwanted and junk material before submitting his final bill.
22. HIMSR will provide electricity, if needed, the electrical energy meter will be provided by the contractor and necessary deduction will be made as per the actual consumption of electricity during execution of work. The contractor has to make his own arrangements for water.
23. Tender once submitted will remain with the HIMSR and will not be returned to the



bidders.

24. TERMINATION OF CONTRACT:

The HIMSR reserve the right to terminate the contract on account of poor workmanship, failure to mobilize site within 15days, non-compliance of specifications for the works, abnormal delay in progress of work, violation of any contract provisions by the contractor. In such case, contractor's EMD and security deposit deducted so far will be forfeited.

25. The contract can also be terminated on the request of contractor. In such cases the contractor is liable to pay Liquidated damages @ 5% of tendered value besides forfeiture of EMD & security deposit recovered so far.

26. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.

27. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. HIMSR also reserves the right to accept or reject any or all the tenders without assigning any reason and does not bind him-self to accept the lowest tender or split the work in two or three parts.

28. That in the event of any difference, or dispute arising between the parties to this Agreement for any reasons whatsoever relating to the contract, whether during the substance of this Agreement or their after, it has specifically been agreed that the party will endeavor to amicably resolve the difference, but in case if dispute or differences still remain unresolved, the same shall be referred to the sole Arbitrator appointed by the HIMSR and the Arbitrator.

Date:

Time:

Name of the bidder:

Seal & Authorized Signatory of the Firm



Annexure - I

PROFILE BID

(Tenderer may use separate sheet wherever required)

SN	Details of the Tenderer / Bidder	Page No.	Remarks
1	Name & Address of the Tenderer/ Bidder:		
2	Whether the Firm is located in Delhi. (Yes/No)		
3	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4	Details of the Tender fee DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
5	Whether each page of NIT and its annexure have been signed and stamped		
6	Whether the Bidder have quoted the price/rate in Annexure II (Yes/No)		
7	List of Major Customers/works may be given on a separate sheet and proof of satisfactory works, if any		
8	Copy of GST/SGST/CGST/ST Registration certificate		
9	Copy of Permanent Account Number (PAN)		



11	Name and Mobile Number of a Key person		
12	Any other information important in the opinion of the tenderer		

Date:

Place:

Name of the tenderer:

Seal & Authorized Signatory of the Firm



Annexure - II

FINANCIAL/PRICE BID

S.No	Name of Work	Qty.	Rate (in Rs)	Amount
1	Cleaning of RCC underground water stage tanks of different sizes & capacities situated at various place at HAH Centenary Hospital, HIMSR, Hamdard Nagar, New Delhi – 110062	2000 approx.		
	GST			
	Total Amount (inclusive of GST)			

Note:

1. The rate should be based on FOR destination.
2. No any extra payment shall be paid.
3. Rates will be valid for one year from the date of contract order.
4. Payments shall be made as per actual measurement of total work done satisfactory at site.

Date:

Place:

Name of the tenderer:

Seal & Authorized Signatory of the Firm