

Tender For
"Maintenance of Guest House"
At
All India Institute of Medical Sciences, Raipur

Tender Enquiry No. : ADMIN/Tender/Maintenance of Guest House/1/2014
NIT Issue Date : 05-09-2014
Pre-bid Meeting : 22-09-2014 at 12:30 Noon
Last Date of Submission : 01-10-2014 at 3:00 PM



All India Institute of Medical Sciences, Raipur
G.E. Road, Tatibandh, Raipur – 492099, Chhattisgarh
Tele: 0771- 2573222, email: dda@aiimsraipur.edu.in
www.aiimsraipur.edu.in

SHORT NOTICE TENDER

Maintenance of Guest House

AIIMS, Residential Complex, Kabir Nagar, Raipur,

Date: 05-09-2014

On behalf of the Director, All India Institute of Medical Sciences, Raipur tenders in sealed cover are invited under **two-bid** system from maintenance and their companies/firms/agencies for providing Maintenance of Guest House for AIIMS, Residential Complex, Kabir Nagar, Raipur.

The interested companies/firms/agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "**Tender For Maintenance of Guest House**" and should reach at the office of "**The Administrative Officer, AIIMS, Tatibandh Raipur (C.G.) - 492099,** by or before on 03.00 PM on **01-10-2014**. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day at **03.30 PM** at AIIMS, Raipur. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time. The date of opening of financial bid of technically qualified agencies will be announced later.

The tender document containing technical bid form, financial bid form, technical description/specification & item and terms & conditions can be downloaded from website www.aiimsraipur.edu.in. Demand Draft/Pay Order for Rs.**1000/-** (Rupees One Thousand) (non-refundable) in favour of "**AIIMS, Raipur**", payable at **Raipur**, against cost of the tender document along with their technical bid in the Cover-I "Technical Bid". The amount of bid security (EMD) for **Maintenance of Guest House of Rs. 24,000/- (Rupees Twenty Four Thousand only)** of tender documents should be paid by FDR/DD/BG in favour of "**AIIMS, Raipur**" payable at **Raipur** and will be placed in cover-1 with technical bid. The Tender Documents are not transferable.

Any future clarification and/or corrigendum(s) shall be communicated through Administrative Officer on the AIIMS, Raipur website: www.aiimsraipur.edu.in.

**Administrative Officer
AIIMS, Raipur**

TENDER DOCUMENT
“Maintenance of Guest House”
AIIMS, Residential Complex, Kabir Nagar Raipur
TECHNICAL BID

(In separate sealed Cover-I super scribed as “Technical Bid”)

SN	Particular	Page no.
1.	Name & Address of the companies/ firms/Agency with phone number, email, name and telephone/mobile	
2.	Specify your firm/company/ authorised dealer/distributor/ Agency	
3.	Name, Address & designation of the authorized person (Sole proprietor/partner /Director)	
4.	Have you previously wor to any government/ reputed private organization? If yes, attach the relevant poof. Please provide a notarised affidavit on Indian Non Judicial stamp paper of Rs. 10/- that you have not quoted the price higher than previously supplied to any government Institute/Organisation/ reputed Private Organisation or DGS&D rate in recent past. If you don't fulfil this criteria, your tender will be out rightly rejected.	
5.	Please attach copy of last 3 years Income Tax Return	
6.	Please attach balance sheet (<i>duly certified by Chartered Accountant</i>) for last three (3) years (Average annual minimum turnover should not be less than 50% of contract value) in each year	
7.	PAN No. (Please attach copy)	
8.	Service Tax Registration Number. (Please attach copy)	
9.	EPF Regn. No. (Please attach copy) ESI Regn. No. (Please attach copy) Gratuity Act. Regn. No. (Please attach copy)	
10.	Are you governed by minimum wages rules of the Govt.	
11.	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.	
12.	Power of Attorney/authorization for signing the bid documents	
13.	Experience certificate regarding supply of similar work at list once in the last three financial years of value not less than 1/3 rd value of respective contract value in any Govt/Reputed Private Organization	
14.	Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Please also declare that proprietor/firm has never been black listed by any organization.	
15.	Detail of cost of Tender for Rs. 1000/- (if downloaded from website) DD No. Date: Payable at-	
16.	Details of the FDR/DD/BG of bid security (EMD) FDR/DD/BG No: Date: Payable at	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. FDRDD/BG (if tender form is downloaded from the website of this Institute)
2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid

Place:.....

Date:.....

(Signature of Tenderer with seal)

Name:

Address :

“Maintenance of Guest House”
AIIMS, Residential Complex, Kabir Nagar Raipur
FINANCIAL BID

(In sealed Cover-II super scribed “Financial Bid”)
TENDER FOR PROVIDING “Maintenance of Guest House” at “AIIMS Residential
Complex, Kabir Nagar, RAIPUR”

To,
Administrative Officer
AIIMS Raipur, Tatibandh Raipur (C.G.)

Dear Sir,
Our quoted rate for the Maintenance of Guest House including all cleaning materials for
AIIMS Residential Complex, Kabir Nagar, Raipur will be as follows:-

S. No.	Description	Unit/Month	Amount in Rs.
01	Cleaning & sweeping of Guest House		
02	Everyday cleaning of toilet using toilet cleaning materials.		
03	Cleaning of dinning space, terrace		
04	Washing of all utensils, bed sheets, bed cover, pillow cover, towels etc.		
05	Preparation of food and serving to the allottee.		
06	Manning and associated works for round the clock		
Total			

S .No.	Name of the Guest House & Address	Name of maintenance works
01	GUEST HOUSE. At AIIMS Residential Complex, Kabir Nagar Raipur,	1. Two suites. 2. Ten Rooms 3. One Common Room 4. One Store Room 5. One Servant Quarter 6. One Dinning Room 7. Sixteenth Toilets

SPECIAL CONDITIONS

1. The bidders should submit the relevant certificates / evidence of previous supply the services to other Guest House. If required, the technical committee may enquire from the other Guest House where the bidders have supplied the services.
2. The bidder should not have been blacklisted before.
3. **All required material will be provided by concerned agencies, itself.**

The above quote should include all applicable taxes. If the rates of various items are L1 for different Tenderer, the AIIMS Raipur reserve the right to either accept the L1 of different firm/agencies or will negotiate, with the firm who has quoted the maximum gross value of L1 items to lower the rate of other item up to the limit of L1 quoted by other firms. In this context, final decision of the committee will be binding to all and no claim in the regard can be entertained. The quantity indicated is tentative and may vary, and any decision in this regard by Director AIIMS Raipur shall be final.

Declaration by the Bidder:

1. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in Tender document regarding terms & condition of the contract, rules regarding Maintenance of Guest House . I/we agree to abide them.
2. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address:

“Maintenance of Guest House”
AIIMS, Residential Complex, Kabir Nagar Raipur
Terms & Conditions

(A) Information and Conditions relating to Submission of Bids

1. The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be downloaded from website www.aiimsraipur.edu.in. Those who download the tender document from Website should enclose a Demand Draft/Pay Order for Rs. **1000/-** (Rupees One Thousand only) in favour of **“AIIMS, Raipur”**, payable at Raipur, not later the date of **01-10-2014**, along with their bid in the Cover-I containing “Technical Bid”.
2. The interested companies/firms/agencies are required to submit the Technical and Financial Bids separately in the format enclosed. The bids in sealed Cover-I containing **“Technical Bid”** and sealed Cover-II containing **“Financial Bid”** should be placed in a third sealed cover super scribed **“Tender for “Maintenance of Guest House”** should reach AIIMS, Raipur by or before 03.00 PM on **01-10-2014**. The Technical bids shall be opened on same day **at 03.30 PM** at AIIMS, Raipur in presence of the bidders or their authorized representatives who choose to remain present. The Tender received after due date & time will be rejected and no claim shall be entertained whatsoever may be the reason.
3. The bidders are required to submit their query in writing before **23-09-2014** to DDA, AIIMS Raipur, if any.
4. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the Authorized signatory signs the tenders, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.
5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Technical Bid as well as Financial Bid unless authenticated by full signature of bidder. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filled up carefully by the tenderer. All Corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.
6. The bidder shall pay an amount of Rs. **24,000/-** as Bid Security (EMD) along with the Technical Bid in the form of FDR/DD/BG in favour of **“AIIMS, Raipur”** drawn on any Nationalized/Scheduled Bank and payable at Raipur and must be valid for (6) six month. Bids received without EMD shall stand

rejected and thus shall not be considered for evaluation etc at any stage. The original EMD will be put in **cover-I** containing **Technical bid**.

7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
8. The successful bidders has to constitute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) and also required to furnish the security deposit @ 10% of contract value in the form of FDR/DD/PBG of any Nationalized/scheduled bank in favour of AIIMS, Raipur & payable at Raipur only. Duration of validity of Performance Guarantee beyond 60 days completion of contract obligation. If the successful bidder fails to furnish the full security deposit within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by AIIMS, Raipur.
9. The EMD shall be forfeited if successful bidder fails to supply the Maintenance of Guest House in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.
10. The bid shall be valid and open for acceptance of the competent authority for a period of 180 (one hundred eighty) days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained
11. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate as per financial bid after complying with the all the Acts / provisions stated / referred to for adherence in the tender.
13. The competent authority of AIIMS, Raipur reserved all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any term and condition of the tender enquiry after due discussion in pre bid conference. This will be communicated to all tenderers in writing. AIIMS, Raipur also reserves the right to reject any bid, which in his opinion is non-responsive, or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
14. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.
15. Canvassing in any form is strictly prohibited and the tenderer who are found canvassing are liable to have their tenders rejected out rightly.

(B) OTHER TERMS & CONDITIONS OF THE TENDER

1. Rates quoted should be inclusive of all applicable taxes.
2. All the rates should be mention in Indian national currency (INR) only. The rates quoted in foreign currency will not be entertained in this tender enquiry & such tenders will be cancelled straightway.
3. Rates should be mentioned both in figures and in words. The offer should be typed or written in Ink Pen/ Ball Pen without any correction. Offers in pencil will be cancelled. Telegraphic/ Telex/ Fax offers will not be considered and cancelled straightway.
4. If the prices of the contracted articles is/ are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
5. Tender will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the competent authority of the institute for a period of 180 days (6 months) valid from the date of opening of the tender by the committee.
6. The tenderers should submit along with the tender, a photostate copy of the last 3 years Income Tax return and copy of current valid income tax clearance certificate (IT CC) otherwise tender may be ignored.
7. The Courts at Raipur/CG alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.
8. If at any time, any question, dispute or difference whatever shall arise between supplier and the institute (Purchaser) upon or in relation to or in connection with the agreement, either of the parties may give to the other notice in writing of the existence of such a question, dispute or difference and the same shall be referred to two arbitrators one to be nominated by the institute (Purchaser) and the other to be nominated by the supplier. Such a notice of the existence of any question dispute or difference in connection with the agreement shall be served by either party within 60 days of the beginning of such dispute failing which all Right sand claims under this Agreement shall be deemed to have been forfeited and absolutely barred. Before proceeding with the reference the arbitrators shall appoint/nominate an umpire. In the event of the arbitrators not agreeing in their award the Umpire Appointed by them shall enter upon the reference and his award shall be binding on the Parties. The venue of the arbitration shall be at Raipur, (Chhattisgarh, India). The arbitrators/Umpire

shall give reasoned award.

9. The supplier should mention the compliance to the specification in the technical bid of the tender document failing this, the bid document will be disqualified.

10. During the performance of all contract, the contractor shall at his/its own cost and initiative fully comply with all the applicable laws of the land including bye laws, rules, regulation, order or other provisions having the force of law made or promulgated or deemed to be made or promulgated by the Government or other Civic authorities.

11. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:

PF Registration:

ESI Registration:

Service Tax Registration:

Return of Income Tax for the last three financial year:

Valid license issued by Regional Labour Commissioner, Govt of India or should give an undertaking that the bidder would obtain it positively within 90 days of the award of the work. If the bidder fails to obtain the valid license within the stipulated period, for whatsoever reason, this Agreement shall automatically stand terminated and AIIMS Raipur shall be at liberty to recover losses, if any, from the Security Deposit/EMD of the bidder.

12. The initial period of contract shall be 12 months.

13. The quoted rates shall not be less than the lump-sum payment/minimum wages of Govt of India (prescribed for skilled, unskilled, highly skilled, semi skilled categories) as mentioned against each manpower category and shall include all statutory obligations. The rate quoted should be consolidated and inclusive of Income tax, Employer EPF contribution, ESI contribution etc, bonus, Insurance, Leave salary etc. as well as inclusive of the Agency's service charge for providing manpower.

14. The Administrative Officer, AIIMS Raipur shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the proceeding one month by the 10th day of the month along with attendance sheet, satisfactory performance certificate duly verified by Administrative Officer, AIIMS Raipur and other requisites. No other charges of any kind shall be payable. No advance payment shall be

made to the Agency. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government. The income tax as applicable shall be deducted from the bill unless exempted by the Income tax Department.

15. The Agency shall be solely liable for all payment/dues of the personal deployed by clearly specifying the deductions on account EPF. ESI and other statutory obligations etc.
16. The service charges payable to the agency in providing the requisite manpower will be claimed percentage of the total monthly wages payable to the manpower. In this regard, total monthly wages will be on the basis of actual deployment of manpower during the month.
17. Agencies responsibility under the contract to the AIIMS Raipur. The local representative will also maintain the muster roll, the wages/payment register and other documents as provided in the Contract Labour Act.
18. The agency shall ensure that any replacement of the personnel, as required by the Administrative Officer, AIIMS Raipur for any reason specified or otherwise, shall be effected promptly without any additional cost to the AIIMS Raipur. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Administrative Officer, AIIMS, Raipur at Agencies own cost.

I / We hereby accept the terms and Conditions given in the tender

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions & tender

(To be made on Rs 100.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT FORMAT

This agreement is made at Raipur on the _____ day of _____

Two thousand Fourteen between the Director, All India Institute of Medical Sciences, Raipur, **acting through Administrative Officer, AIIMS, Raipur, having its office at AIIMS, Tatibandh, Raipur-492001** (*hereinafter* called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part.**

Second Part

M/s _____, having its registered office at _____

(*hereinafter* called the '**Tenderer**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part** .

WHEREAS the '**Client**' is desirous to engage the '**Tenderer**' for Maintenance of guest House of AIIMS, RAIPUR at Raipur on the terms and conditions stated below:

1. The Tenderer shall be solely responsible for any accident / medical / health related liability / compensation for the Labour deployed by it at AIIMS, Raipur site. The '**Client**' shall have no liability in this regard.
2. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
3. The contract can be terminated by giving one month notice on either side.
4. In case of non-compliance with the contract, the '**Client**' reserves its right to:
 - a. Cancel / revoke the contract; and / or
 - b. Impose penalty up to 10% of the Total Annual Value of contract.
5. Security Deposit equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of Pay Order / Demand Draft or Bank Guarantee shall be furnished by the '**Tenderer**' at the time of signing of the Agreement.
6. There would be no increase in rates payable to the '**Tenderer**' during the contract period except reimbursement of the statutory wages revised by the Central Govt.

7. The '**Tenderer**' also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
8. Decision of '**Client**' in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the '**Tenderer**'.
9. The '**Tenderer**' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The '**Tenderer**' shall keep '**Client**' fully indemnified against liability of tax, interest, penalty etc. of the '**Tenderer**' in respect thereof, which may arise.
10. In case of any dispute between the '**Tenderer**' and '**Client**', '**Client**' shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Raipur.

THIS AGREEMENT will take effect from _____ day of _____ Two thousand twelve and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Raipur in the presence of the witness:

For and on behalf of the '**Tenderer**'

For and on behalf of the '**AIIMS, Raipur**'

Signature of the authorized Official

Signature of the authorized Official

Name of the Official

Name of the Official

Stamp / Seal of the '**Tenderer**'

SIGNED, SEALED AND DELIVERED

By the said _____
_____(Name)

By the said

_____(Name)

on behalf of the '**Tenderer**' in presence of

on behalf of the '**AIIMS, Raipur**' in presence of

Witness _____

Witness _____

Name _____

Name _____

Address

Address _____
