

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

Director's Block, Mawdiangdiang, Shillong 793018, Meghalaya

AAO, General Administration:

Tel: (0364) - 2538012

F. No. NEIGR-GAD/08/2018/

Dated: 14.01.2019

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e- TENDER/BID DOCUMENT

SUB: ONLINE OPEN TENDER ARE INVITED BY THE DIRECTOR, NEIGRIHMS, SHILLONG FROM ELIGIBLE BIDDER FOR SELECTION OF AGENCY FOR PROVISION OF SERVICES FOR GENERAL MAINTENANCE, HOUSEKEEPING, CLEANING, DUSTING, ETC, TO NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, MAWDIANGDIANG, SHILLONG, FOR A PERIOD OF THREE YEARS OR TILL THE FINALIZATION OF THE NEXT TENDER, WHICHEVER IS LATER.

Bid document Downloading Start Date	14:00 hours of 01.07.2019
Pre bid Conference and Clarification Session	16:00 hours of 17.06.2019
Last Date and Time for Submission of Bid Document Online	14:00 hours of 30.07.2019
Last date and Time of Receipt of Earnest Money Deposit (hard copy)	14:00 hours of 30.07.2019
Date and time of Opening of Commercial Bids	14:00 hours of 31.07.2019
Cost of Earnest Money Deposit (EMD)	As per Schedule
Tentative Schedule after completion of Technical Commercial Evaluation Subject to inputs from respective Committee/Authority	60 days from the date of opening of Techno – commercial bid
Tentative Schedule for awarding of Contract including Institutional Requirement, justification of cost and on approval of the competent Authority	60 days from the date of opening of Techno – commercial bid

Bidder/Tenderers can download the tender /bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidder /Tenderers are required to submit their bid online by uploading all the relevant documents through www.eprocure.gov.in

The document can also be downloaded from the Institute's website at www.neigrihms.gov.in For further details regarding tender amendment /addendum /date extension please visit website www.eprocure.gov.in (Tele/Fax: (0364) 2538032).

SECTION I: NOTICE INVITING TENDER

NEIGRIHMS

**North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences,
Shillong-793018**

Online tenders, in two-bid system, are invited by Director, NEIGRIHMS, Shillong from eligible bidder for provision of services for General Maintenance, Housekeeping, Cleaning, Dusting, etc, Institute for a period of Three years or till the finalization of the next tender, whichever is later, as per enclosed specification and related terms and conditions.

1. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a User ID and Password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
3. Bidders/Tenderers can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders/Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through www.eprocure.gov.in
4. Tender document can also be downloaded from the Institute's website at www.neigrihms.gov.in For further details regarding Amendment/Addendum/Extension please visit website: www.eprocure.gov.in and www.neigrihms.gov.in
5. No tender fee is required for downloaded documents.
6. Earnest Money Deposit (EMD):
 1. For Schedule "A" Hospital Area is **Rs. 14, 88,000.00/-**
 2. For Schedule "B" Administrative Block & outside Area is **Rs. 3, 12,000.00/-**The above amount is to deposited in the form of Call deposit, Banker's Cheque, Fixed deposit or Demand draft, drawn in favour of Deputy Director (Admn.), NEIGRIHMS, Shillong or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online, along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time and the original (hard copy) should be submitted to Stores & Procurement Section, Director's Block, Mawdiangdiang, NEIGRIHMS, Shillong -793018 within the stipulated date and time.
7. In the event of the date being declared as a closed holiday for purchaser's office, the date for opening of bids online will be the following working day at the appointed times.
8. Bidders/Tenderers need to scan and upload the required documents like Goods and Service Tax (GST) registration, PAN Number/Card, valid document regarding the existence and registration of the firm along with the with Techno-commercial bid, as per Check List (Section XXI)
9. The technical bids will be opened online by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Affidavits, brochures, specifications, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
10. The bidders should download the **BoQ.xls** (Bill of Quantities) and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same **BOQ in .xls format**. NEIGRIHMS /Central Public Procurement Portal (www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
11. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee of members and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
12. No work will be allotted to Non-tribal bidder, contractors, Suppliers, stockists, bonded warehouse, private carriage contractors, cooperative societies etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
13. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of **Rs. 10/-** that there is no vigilance/CBI /FEMA case pending against the firm/supplier.
14. At any time prior to the date of submission of bid, Director, NEIGRIHMS may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment.
15. The tendered rates and the validity of bids shall be for a minimum period of **3 (Three)** years from the date, as the tender are finalized /awarded.

16. Settlement of disputes – Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
17. Bidders should enclose attested copy of Professional tax/GST registration, PAN Number/Card, valid document regarding the existence and registration of the firm along with the **Techno-commercial BID 'A' (Unpriced Bid)**.
18. Bidders to undertake to execute the rate contract agreement within **30 (Thirty)** days from the issue of the letter of award, failing which EMD deposit may be forfeited forthwith and name of the said bidder may be removed from the list of registered agencies at NEIGRIHMS, Shillong.
19. If the firm gives a statement in respect of any information, and subsequently it is established to be a false statement either before or after award of contract, then the firm/agencies bids documents will not be considered as successful tenderer in respect of the Notice inviting tender and the security deposited shall be forfeited, moreover, if any liability excess for finalization of contract, then the said amount to be recovered out of the performance guarantee if any.
20. The bidders/ representatives who are present in the opening shall sign in evidencing their attendance. The Price/Financial bids of the bidders shall be open only if the techno bids is responsive. The decision of the committee shall be final and shall not be opened for discussion. The rejected tender would be return to the tenderer on completion of tender process and after award of contract.
21. At any time prior to the date of submission of bid, Director, NEIGRIHMS may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, Director, NEIGRIHMS may at his discretion, extend the date and time for submission of bids.
22. The tender /bid is to be submitted online by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and the purchaser, shall be written in the English language, unless otherwise specified in the tender enquiry. However, the language of any printed literature furnished by the tenderer in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail. The tender submitted online by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and the purchaser, may also be written in the Hindi language, provided that the same are accompanied by English translation, in which case, for purpose of interpretation of the tender etc, the English translations shall prevail.
23. Interested eligible bidders, if so desire, may obtain further information from the General Administration Section, Office of the Director, NEIGRIHMS, Mawdiangdiang, Shillong – 793018, Meghalaya.
24. NEIGRIHMS reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof and he is not bound to accept the lower rate.
25. After the work has been allotted to the responsive bidder/agency, it is the responsibility of the said bidder/agency to clear all the GST, Government levies etc. timely, before raising any bills to the Institute. Copies of the Challans of GST etc are mandatory for submission to the Institute.
26. The successful Agency will ensure the timely submission of bill every month. However, bills received late after one month, the agency have to pay the penalty. For instance, bill of April should submit in the month of May, if the bill of April submitted in the month of June, then a penalty of **.10%** is to be deducted from the total bill of the agency and it will be the same for the subsequent bills.

Deputy Director (Admn)
NEIGRIHMS, Shillong

SECTION II: GENERAL CONDITIONS OF TENDER

Provision of contract for General Maintenance, housekeeping, cleaning, dusting, etc in the entire North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong

The contract will remain enforce for a period of three years from the date of award. The Authorities of the NEIGRIHMS has reserves the right to extend the said agreement on the same terms and condition till the finalization of next tender. On acceptance of the Award, the agency concerned shall furnish security deposit of **5%** on the amount of Tender value by Bank Guarantee in favour of the **Deputy Director (Admn), NEIGRIHMS, Shillong**. A security deposit is refundable on successful completion of the contract. The work maybe allotted to more than one agency as desired by the Institute.

1. The Agency should ensure the General Maintenance, housekeeping, cleaning and dusting, etc in the entire premises of the NEIGRIHMS, as to be decided by the authorities.
2. The successful bidder shall have to carried out the responsibility essentially consist of the following:
 - (i) The Work shall be carried out satisfactorily as per the directions of the competent authority of NEIGRIHMS, Shillong. The normal working hours shall be 8 hrs daily.
 - (ii) Housekeeping / cleaning services should be provided round the clock on all days including holidays & Sundays, so that all areas are neat and clean all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8.30 am in OPD areas.
 - (iii) Sweeping, dusting, vacuuming and disinfecting of floors, walls and ceilings, removal of waste and any other garbage from the entire area earmarked for Housekeeping/ Cleaning.
 - (iv) All Office Areas and OPD's will have **2 (two)** shifts and in all patient care areas will have three shifts i.e. 24x7 coverage.
 - (v) All the dust/refuse/garbage/waste to be collected from the bins and transported to the designated place.
 - (vi) Complete **upholstery cleaning** preferably by using vacuum cleaner or other suitable equipments/machines in all places.
 - (vii) Daily vacuum cleaning of all Carpeted areas and washing & removing of stains from carpets, upholstery etc. as and when required.
 - (viii) Daily **Collection of garbage/waste/refuse** from all over the campus & transportation of the same to the designated place.
 - (ix) Daily transportation of **Bio-Medical waste** from Institutes designated store house to Bio-Medical waste Management & Handling plant.
 - (x) Daily damp dusting of all the furniture, x-ray view boxes, name plates, notice boards etc.
 - (xi) Daily cleaning of Dustbins, waste bins & replacing of black bags from the waste paper baskets all over the places.
 - (xii) Periodical cleaning of window glasses all over the places including library and other high rise areas.
 - (xiii) Toilet commodes and other frequently touched areas (like door handles, lift knobs, water taps, flush knobs and electrical switches) should be cleaned with Anti- Microbial & Anti-bacterial agents.

- (xiv) Shall provide & put into use disposable commode covers in European type commodes after every use.
 - (xv) Cleaning, sweeping, mopping with disinfectant all the contracted areas including staircases at regular interval on daily basis.
 - (xvi) Cleaning, scrubbing and disinfecting bathrooms, toilets, wash basins, sanitary fittings, floors etc. of all the contracted areas. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles.
 - (xvii) Offering and assisting patients with urine pots, bed pans, sputum mugs as and when required and disposing the contents in the drainage system, clean, disinfect and keep it ready for next use.
 - (xviii) Cleaning the patients who have soiled themselves with stool, urine, vomits with assistance of patient attendant/Nursing orderly/ staff nurse/ nursing sisters.
 - (xix) Washing linen which is soiled by urine, vomit, faeces, blood and others and soaking in 1% Sodium Hypochlorite solution, before sending the same to the laundry.
 - (xx) Spraying room freshener in all toilets and rooms on daily basis at regular intervals. Should use good aromatic room freshener.
 - (xxi) Assist in transporting dead bodies to mortuary and amputated limbs or other parts to BMW Storage shed.
 - (xxii) Clean the patients beds, lockers, trolleys, wheel chairs at least once a week or when patient discharged or when soiled.
 - (xxiii) Periodical cleaning and polishing of Queue managers. Washing of slippers wherever applicable.
 - (xxiv) Weekly high wash of all the toilet complexes including all the toilets, Urinals, basins, Mirrors and all other fittings, using high end disinfectant and Hand scrubber, so that all the corners are properly cleaned. There should not be any stains in the floor or wall.
 - (xxv) Periodical cleaning of all the corner of walls and stair cases with hand scrubber.
 - (xxvi) Hand washing soaps/liquids/gels, naphthalene balls, sanitary cubes, odonil sticks, toilet rolls & tissues should always remain available in all the toilets.
3. In addition to daily cleaning all the floors, walls, stair cases, doors, windows, furniture's, door & window frames, door & window glasses, falls ceilings, ceilings, railings, Grills, Collapsible gates, aluminum nets & partitions, lights, fans, firefighting equipment& pipes, cobwebs, notice boards, X-ray view boxes, name plates, switch boards, ventilators, sign boards, display boxes, air conditioner machines, vents and ducts, doormats, computer systems, phones, fax machines, photocopiers and all other things should be high washed/ thoroughly cleaned at least once a week and as and when required.
- (a) Sometimes it may be required by the contractor to bring stone/mosaic polishing machines to remove certain hard stains from the floors.
 - (b) Periodical cleaning of all the flower pots, plants, stones and pebbles kept for beautification purposes.
- © Shall form special teams with trained personnel for Toilet care, High wash etc and to submit the names to Sanitation Officer.
- (d) Transportation of other garbage/waste/refuse as and when required. Any other cleaning related works instructed by the nominated Officials.
4. The agency during the currency of the contract, shall comply with all the prevalent rules and regulations in force relating to EPF Act, Minimum Wages Act etc. and shall also, comply with all relevant labour laws as may be applicable or modified from time to time by the concerned authorities and in no case NEIGRIHMS, Shillong would compensate for the losses and damages of material / man power.

5. All the works shall have to be executed under the Sanitation Officer, whose decision in this regard shall be final and binding on the contractor. All the contractors' staffs including managers, supervisors shall report & work under the direct control of Sanitation Officer & submit daily Cleaning Report, Toilet check list or any other report asked by him time to time.

6. NEIGRIHMS will provide the space for setting up of a control room for the contractor in the premises of the hospital from where the contractor and his own supervisory or office staff can control the housekeeping staffs. The contractor will arrange for all items needed for his staff viz. time keeping machine, computerized inventory of stores, computerized daily duty roster chart etc. All the staff will first report to the control room and subsequently deployed for duty in different places. This Control room shall also be used as complaint reporting & redressal purposes. Complaint/Information/Suggestion registers to be maintained and kept ready for inspection at any time.

Standard Operation Procedure

1. Open the room
2. Open the blind, Check cords/ louvers etc.
3. Remove garbage from garbage bins & change garbage bags.
4. Clean the room with feather brush and dustpan.
5. Dust items located on wall & high areas clockwise and anti clockwise around the room. Items include: - picture frame, light fixture, & glass pane & ledge.
6. Check for the cobwebs in and around the wall and pillars.
7. Dust the table beginning with top surfaces and working your way down to the base & legs.
8. Wipe down light switches & clean any smudges on surrounding wall areas.
9. If there is any stain on the wall please try to remove it if can be removed if not in from engineering for touch up.
10. Scrub floor with spiral and scrubbing machine.
11. Remove the water with wet vacuum.
12. Wash flask, tray, and glass.
13. Mop the room with disinfectant.
14. Take one last look to see everything is in order, clock is working etc.
15. Spray a whiff of freshener and close the room door.
16. Corner to be cleaned thoroughly once a week for the dirt not to be accumulated there.

N.B.: There shall be zero tolerance for dust and dirt in the Institute.
The Service Provider is required to maintain very high standards of sanitation.

Quality of Services:

All services to be provided by the Service Provider shall be in conformity with the specifications laid down in the Contract. The services provided under the Contract must be of the highest quality and standard.

Inspection of Services:

The Competent Authority will carry out inspection of the services provided to confirm their conformity to the Contract specifications. The Competent Authority shall be entitled at anytime to inspect the services.

Penalty Clauses:

In case the service provider fails to commence/execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract NEIGRIHMS reserves the right to impose the penalty as detailed below:

- a) The competent authority of NEIGRIHMS, Shillong reserves the right to impose a monetary penalty exceeding 10% of the monthly contractual charges of the respective item, if it is notices and /or it is brought to the notice of the authorities for any unsatisfactory cleaning.
- b) Inspection for quality assurance can be carried out by Sanitation Officer or any other officers/officials deputed for this purpose.
- c) In case of under deployment of manpower as given in **Schedule-A/B** under “List of areas and details of minimum manpower to be deployed” or as agreed upon, a penalty of Rs. 2000/- per less employee per day for the entire deficit numbers will be imposes.
- d) In case the chemicals, consumables are not of desired quality/brand as per the satisfaction of Institute authorities a penalty of Rs. 2000/- per instance will be imposed after verification.
- e) In case any genuine written complaint is received from public or from any Officer/Staff of the user areas, a penalty of Rs. 2000/- for each such incident will be imposed.
- f) In case of inspection by an adhoc committee of designated officials; if the cleanliness is found to be unsatisfactory (based on the evaluation criteria), a penalty of Rs. 5000/- per area per instance will be imposed.
- g) If the deployed staff is not found wearing proper uniform and ID Card, a penalty of Rs. 500/- will be imposed per instance.
- h) In case of any damage/loss/theft of property attributed to the personnel deployed by the service provider the cost of the same will be recovered from the service provider.

Price Variations:

No escalation of rates quoted will be allowed during the period of the contract **except due to revision of minimum wages**. The Sanitary staff and Supervisors will be considered under the Un-Skilled and Skilled category respectively. Rates quoted by the firm will include all statutory obligations of the Service Provider under Minimum Wages Act, Contract Labour (R & A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the Service Provider, all kinds of taxes, service, services charges etc, of the agency. Minimum wages for all purposes of tendering and execution thereof shall be rates as notified by Chief Labour Commissioner (Central). Revision of rates will be acceptable against submission of order/notification from time to time with authentic proof of having paid the same. Only basic rates difference applicable rates (Central as being followed) shall be payable as escalation, based upon the rates of at Sl. No. 1 of the Schedule of Quantities (Form – A).

This clause shall be operational for decrease in quoted/awarded amount on same analogy as above in case there is decrease in labour rates.

Place/Area with No. of Cleaners to be engaged to carry out Sanitation & Hygiene works inside NEIGRIHMS

“A” Hospital area:

Sl No	Place/Area	Nos of Cleaners	Duty timing	Remarks
1	OPD Entrance area, roads, parking sweeping, drain cleaning and all outside areas	07 persons.	General shift	
2	OPD, Passage, HA Room, CSO Room, MS Office, MRD, Enquiry, Hospital Pharmacy, Central Store, Orthopedic OPD, HoD Radiology	07 persons.	Two shifts (Morning +General)	
3	Gynae OPD and surgery OPD – rooms & passages	02 persons	General shift	
4	Ground floor toilets - opposite MRD, HoD Radiology, Orthopedic and Surgery OPD, Passage towards Private ward and Surgery	02 persons	General shift	
5	Radio diagnosis areas MRI ,CT Scan, USG, X-Ray, reception, offices, all rooms	03 person	General shift	
6	Casualty, entrance, Doctor, nurses rooms, passages	05 persons	3shifts	Presently working under respective HODs
7	Ortho Ward	05 persons	3 shifts	Do
8	Female Surgery	05 persons	3 shifts	Do
9	Male Surgery	05 persons	3 shifts	Do
10	Private Ward-	07 persons	3 shifts	Do
11	1 st Floor Medicine OPD and CTVS OPD-all rooms, passage	02 persons	General shift	
12	All toilets 1 st floor OPD	02 persons	General shift	
13	Cardiology OPD and Ophthalmology OPD-all rooms, passage	02 persons	General shift	
14	1 st floor Passage towards Cardiology ward & passage towards ICTC, railings, windows etc	02 persons	General shift	
15	Microbiology rooms, passage and toilets, test tube cleaning	04 persons	General shift	Presently working under respective HODs
16	Pediatric General Ward	05 persons	3 Shifts	Presently working under respective HODs
17	Cardiology Ward	05 persons	3 shifts	Presently working under respective HODs
18	Ophthalmology Ward	05 persons	3 shifts	Presently working under respective

				HODs
19	Oncology OPD and Urology OPD-all rooms, passage	02 persons	General shift	
20	ENT OPD and Pediatric OPD-all rooms, passage	02 persons	General shift	
21	2 nd floor Passage towards Neurology ward and ICU passage	02 persons	General shift	
22	Blood collection, test tube cleaning	02 persons	General shift	
23	Cath lab patient waiting area, passage, Dot areas & toilets	02 persons	General shift	
24	Bio-chemistry lab, Histopathology lab test tube cleaning etc	02 persons	General shift	
25	CTVS Ward	05 persons	3 shifts	Presently working under respective HODs
26	Urology Ward	05 persons	3 shifts	Presently working under respective HODs
27	Neurology Ward	05 persons	3 shifts	Presently working under respective HODs
28	Dialysis areas and ICU toilets	01 person	General shift	
29	CTVS ICU, CTVS OT, 3 rd Floor OT Patient preparation & waiting areas, passage, toilets	03 persons	Morning + General shift	
30	Passage towards Labour Room, Passage towards Gynae Steps	01 person	General shift	
31	Derma OPD, Neuro OPD, Dental OPD	02 persons	General shift	
32	Toilets of ENT, Urology OPD, Neuro OPD	01 person	General shift	
33	Gynae Ward	05 persons	3 shifts	Presently working under respective HODs
34	Gynae Extension	05 persons	3 shifts	Presently working under respective HODs
35	Passage outside Male (-2) & Female Medicine, Mortuary, Physiotherapy, Dissection Hall, Dietitian rooms(-1)	04 persons	General shift	
36	General Medicine Male	05 persons	3 shifts	Presently working under respective HODs
37	General Medicine Female	05 persons	3 shifts	Presently working under respective HODs
38	Neurosurgery ward	05 persons	3 shifts	Presently working under respective HODs
39	Oncology Ward	06 persons	3 shifts	Presently working under respective HODs
40	Derma & ENT Ward	06 persons	3 shifts	Presently working under respective HODs
41	Basement Entrance to Private Ward	01 person	General shift	
42	C-Arm, ultrasound, community Medicine rooms, passage	03 persons	General shift	
43	Pathology rooms, labs, passage,	02 persons	General shift	Presently working

	cleaning test tubes			under respective HODs
44	Physiology rooms, passage	02 persons	General shift	
45	Anatomy rooms, passage	02 persons	General shift	
46	Biochemistry rooms, passage	02 persons	General shift	
47	Laundry & last ramp, Steps	02 persons	General shift	
48	Library	02 persons	General shift	
49	Animal House rooms, passage	02 persons	General shift	Presently working under respective HODs
50	EPABAX, Toilets—Casualty outside, Main gate, Public Utility block etc	02 person	General shift	
51	High Wash/ Emergency Action Team/Sanitation Control Room duty	10 persons	3 shifts	
52	Toilet High wash team + maintaining of toilet hygiene in emergency & other patient care areas	07 persons	3 shifts	
53	CSSD	02 persons	Two shifts	Presently working under respective HODs
54	Blood Bank	02 persons	Two shifts	Presently working under respective HODs
55	ICU - Cleaner cum attendant	32 persons	3 shift	Presently working under respective HODs
56	ICCU - Cleaner cum attendant	12 persons	3 shift	Do
57	NICU- Cleaner cum attendant	05 persons	3 shift	Do
58	CTVS ICU- Cleaner cum attendant	12 persons	3 shift	Do
59	CTVS OT- Cleaner cum attendant	05 persons	3 shift	Do
60	Surgery ICU- Cleaner cum attendant	12 persons	3 shift	Do
61	OT(General) - Cleaner cum attendant	13 persons	3 shift	Do
62	Medicine ICU- Cleaner cum attendant	11 persons	3 shift	Do
63	PICU- Cleaner cum attendant	13 persons	3 shift	Do
64	Labour Room- Cleaner cum attendant	11 persons	3 shift	Do
65	Cath Lab- Cleaner cum attendant	08 persons	3 shift	Do

66	3 rd Floor OT- Cleaner cum attendant	13 persons	3 shift	Do
TOTAL		339 persons		

One Supervisor to be engaged for every 25 Unskilled Cleaners.

Place/Area with No. of Cleaners to be engaged to carry out Sanitation & Hygiene works inside NEIGRIHMS

“B” Administrative Block & Outside areas:

Sl No	Place/Area	Nos of Cleaners	Duty timing	Remarks
1	Steps from Library till Administrative entrance and passage	02 persons	General shift	
2	Forensic rooms, passage	01 person	General shift	
3	Pharmacology rooms, passage	01 person	General shift	
4	Medical Education unit rooms, passage	01 person	General shift	
5	Teaching block Lecture Theater rooms, Auditorium, passage etc	03 persons	General Shift	
6	Administrative Block, passage, rooms etc	06 persons	General shift	
7	RMO rooms, passage, kitchen toilets	06 persons	General shift	Presently working under respective HODs
8	MBBS Boys Hostel, toilet passage	02 persons	General shift	
9	MBBS Girls Hostel, toilet, passage	02 persons	General shift	
10	MBBS B Type toilets, passage(Boys + Girls)	03 persons	General shift	
11	MBBS C Type toilets, passage	04 persons	General shift	
12	College of Nursing including Hostel	06 persons	General shift	
13	Land scaping/ Horticulture/ Gardening/Composting/Herbal Garden/ Jungle cutting-all over the campus	24 persons	General shift	
14	Interim Hospital Facility, Polo	01 person	General shift	
15	Indoor stadium, Office rooms, toilets surrounding areas	02 persons	General shift	
16	Director's Bungalow	02 persons	2 shifts	
17	A & B Type Quarter	04 persons	General shift	
18	C & D Type Quarter areas	02 persons	General shift	
19	Substation +HVAC areas	02 persons	General shift	
TOTAL		74 persons		

One Supervisor to be engaged for every 25 Unskilled Cleaners.

The chemicals/equipments for cleaning to be made available before the commencement of every month. If required, Contractor has to arrange more and should always keep one month's buffer stock in store. Contractor should keep qualified storekeeper on duty and maintain stock register & keep it updated, which will be inspected by the Sanitation Officer as and when required. Any other chemical/consumable may also be asked by the authority as per the need arises; the list is herewith attached at **Annexure - I**.

Items to be kept initially and replaced as and when required in all toilets & other contracted areas is attached herewith at **Annexure-II**.

Area of work:

Category “A” Hospital Area.

The entire OPD area, Casualty area, All the General wards, All the Private ward floors, The entire Basic Science Block, All other essential services areas like entire Radio diagnosis area, Blood Bank, Physiotherapy unit, Blood collection area, RNTCP area, Bio-chemistry lab area, Dialysis Unit, Endoscopy suits, Patients waiting areas near ICU, ICCU, CTVS OT & in other places, Mortuary unit, General and Ancillary stores, Prosthetic orthotic Unit, Plumbing section areas including --all the rooms, pantries, passages, open spaces, ceilings, stair cases, lifts, ramps, doors, windows, railings, Indoor Plants, drains, fire & other pipes, Water, Sewer & drainage pipes, surrounding areas etc, (including toilets) as indicated in “A” Hospital Area.

Category “B” Administrative Block & Outside Area.

Entire Director’s Block, Faculty Block, Library Block (including slanting glasses), Nursing College, RMO Hostel, MBBS Hostel (Boys & Girls), Interim Hospital etc, as per Schedule “B” Administrative Block & Outside Area. --all the rooms, passages, open spaces, ceilings, stair cases, lifts, ramps, doors, windows, railings, Indoor Plants, drains, fire & other pipes, Water, Sewer & drainage pipes, surrounding areas etc, (including toilets) as indicated in “B” Administrative Block & outside Area.

All the **roof tops** in all contracted areas should be cleaned, garbage collected and disposed off in proper places as and when required.

Periodical cleaning of all the **water, waste & sewer pipes**, removing algae, plants from it. Clearing of minor blockage from the sewer lines.

Cutting of **grass, weeds, jungles**, collecting and disposing in proper place in and around the contracted areas.

Shifting of items, furnitures, computers, flower pots etc in and around the contracted areas as and when required.

All the **outside areas of the buildings** where garbage/waste thrown from the windows, doors, shafts, roofs etc should be cleaned, garbage collected and disposed off in proper places as and when required.

Daily Cleaning and clearing of **drainage system** and also as and when required

The **roads leading to OPD**, Casualty and surrounding areas should be swept and cleaned, garbage collected and disposed off in proper places daily and as and when required.

Hospital Requirement
Machinery and Equipments to be made available 24x7 by the contractor

Sl. No.	Name of the Equipment/Machines	Quantity Required
1.	Ride on Scrubber	01 no
2.	Heavy duty automatic floor scrubber drier	03 Nos
3.	Hydraulic ladder (up to 50 ft)	01 no
4.	Heavy duty vacuum cleaner	04 nos (01 wet + 02 dry)
5.	Heavy duty high pressure jet cleaner	02 nos
6.	Hand scrubber	04 nos
7.	Upholstery cleaner & washer	02 nos
8.	Polishing & cleaning machine	02
9.	Multi use trolleys & buckets	As per need
10.	Mechanized ROD type chocking cleaner (100ftlength)	02 set
11.	Lawn mower	01 no
12.	Mechanical grass cutter with fuel & Mobil	01 no (Fuel 40 lit/machine)
13.	Four wheel trolley /Wheel burrow	03 nos
14.	Fogging machine, chemical & fuel	01 no (10 lit/40 lit/Machine)
15.	Knapsack sprayer	02 nos
16.	Jet cleaner for drain cleaning (battery /fuel operated)	02 nos

Annexure -I

Cleaning Chemicals and equipments to be made available before the commencement of every month. These are minimum quantity. If required Contractor has to arrange more and should always keep one month's buffer stock in store. Contractor should keep qualified storekeeper on duty and maintain stock register & keep it updated, which will be inspected by the Sanitation Officer as and when required. Any other chemical/consumable may also be asked by the authority as per the need arises, Contractor shall have to arrange those.

Sl.No	Description of Stores	Quantity required (Monthly)
1	Floor Cleaner	90 liters
2	Hard surface cleaner	60 liters
3	Kota/Marble floor cleaner	50 liters
4	Disinfectant Cleaner	60 liters
5	Furniture cleaner/maintainer	30 liters
6	Stainless steel polish	10 liters
7	Citronella oil	20 liters
8	Glass cleaner	50 liters
9	Toilet bowl cleaner	250 liters

10	Bathroom cleaner	150 Liters
11	Black Phenyl	60 liters
12	Toilet Paper	150 rolls
13	Drain Cleaner	20 liters
14	Carbolic acid	50 liters
15	Nitric Acid	10 liters
16	Bleaching Powder	50Kg
17	Face Musk (Disposable).	1200 nos
18	Hit spray	30 Cans
19	Hand Gloves	300 Pairs
20	Sodium Hypochlorite solution	60 liters
21	Soap (Normal size)	70 Pcs/30 liters
22	Washing Soap (Normal size)	400pcs
23	Jumple	04 nos
24	Spade with handle	10 nos
25	Dusting cloth	100 Pcs
26	Vim Powder/Soap	50 Kg/100 pc
27	Detergent Powder-Surf	30 kg
28	Coconut Brush	30 nos
29	Mopping Cloth	200 Pcs
30	Broomstick	30 Pcs
31	DryMop	30 pcs
32	Bamboo Broom	10 Pcs
33	Steel Wool	30 Kg
34	Soft floor scrubber	60 nos
35	Floor Wiper	30 nos
36	Dustpan	30 nos
37	Mansion Polish	05 Kg
38	Iron brush	20 Pcs
39	Vision star (For epoxy floor cleaning)	10 Liters
40	Room freshener-Liquid	50 liters
41	Room freshener -Can	30 can
42	Carpet brush	10 nos
43	Carpet Shampoo	10 liters
44	Carpet detergent	10 liters
45	Dusting brush	20 nos
46	Black Plastic-Big Size	1500 nos
47	Black Plastic – Small size	1000 nos
48	Tissue papers	100 pkts
49	Flushmatic	100 pcs
50	Chemicals for Pest control like Dethrine Propoxur Fipronil Gel Trouble gum	15 lit 15 lit 10 nos 50 nos

Items to be kept initially and replaced as and when required in all toilets & other contracted areas:-

Sl No	Name	Quantity required
1	Soap/liquid/disinfectant gel	300 pc/300 dispensers
2	Odonil	300 nos
3	Sanitary cube	100 pcs
4	Naphthalene ball	100 kg
5	Dustbin with Foot pedal & Cover-small size	25 nos
6	Waste Paper Basket	25 nos
7	Doormat- soft Nylon – Blue colour 3x2 ft	50 nos
8	Doormat- Hard Nylon-Blue colour 5x3 ft	20 nos
9	Doormat-Rubber 3x2 ft	20 nos
10	Gum boot-	30 Pairs
11	Water proof Uniform/rain coat	10 nos
12	Toilet brush	100 nos
13	Telescopic poles	04 nos
14	Cobweb brush	10 nos
15	Sickle	10 nos
16	Daw	10 Nos
17	Khurpi	10 nos
18	Corni	10 nos
19	Fork spade	04 nos
20	Bucket Plastic	300 nos
21	Mug Plastic	300 nos
22	Belcha	05 nos
23	Basket cone	10 nos
24	Sharpenning stone	10 nos
25	Spray gun bottle	30 nos
26	Ladder (8-10 ft & 16-20 ft)	(2+2)=04 nos

ADMN Block & Outside area requirements
Machinery and Equipments to be made available 24x7 by the contractor

Sl. No.	Name of the Equipment/Machines	Quantity Required
1.	Heavy duty automatic floor scrubber drier	02 Nos
2.	Hydraulic ladder(50 ft height)	01No
3.	Heavy duty vacuum cleaner	02 Nos(01 wet + 01 dry)
4.	Heavy duty high pressure jet cleaner	02 Nos
5.	Hand scrubber	02 nos
6.	Upholstery cleaner & washer	02 nos
7.	Polishing & cleaning machine	01
8.	Multi use trolleys & buckets	As per need
9.	Mechanized ROD type chocking cleaner (100 ft length)	02 sets
10.	Lawn mower	02 nos
11.	Mechanical grass cutter with fuel & Mobil	04 nos (Fuel 40 lit/machine)
12.	Four wheel trolley /Wheel burrow	05 nos
13.	Fogging machine, chemical & fuel	02 nos (10 lit/40 lit/Machine)
14.	Knapsack sprayer	04 nos
15.	Jet cleaner for drain cleaning (battery /fuel operated)	02 nos

Annexure –I

Cleaning Chemicals and equipments to be made available before the commencement of every month. These are minimum quantity. If required Contractor need to arrange more and should always keep one month's buffer stock in store. Contractor should keep qualified storekeeper on duty and maintain stock register & keep it updated, which will be inspected by the Sanitation Officer as and when required. Any other chemical/consumable may also be asked by the authority as per the need arises, Contractor shall have to arrange those.

Sl.No	Description of Stores	Quantity required (Monthly)
1	Floor Cleaner	20 liters
2	Kota/Marble floor cleaner	20 liters
3	Disinfectant Cleaner	10 liters
4	Furniture cleaner/maintainer	20 liters
5	Stainless steel polish	10 liters
6	Citronella oil	10 liters
7	Glass cleaner	20 liters
8	Toilet bowl cleaner	60 liters
9	Bathroom cleaner	60 Liters

10	Black Phenyl	30 liters
11	Toilet Paper	100 rolls
12	Drain Cleaner	10 liters
13	Bleaching Powder	20Kg
14	Face Musk (Disposable).	200 nos
15	Hit spray	20 Cans
16	Hand Gloves	100 Pairs
17	Sodium Hypochlorite solution	20 liters
18	Soap	15 Pcs/05 liters
19	Washing Soap	15 Kg
20	Grass cutting Sword	10 nos
21	Jumple	02 nos
22	Spade with handle	10 nos
23	Dusting cloth	100 Pcs
24	Vim Powder/Soap	20 Kg/40 pc
25	Detergent Powder-Surf	20 kg
26	Coconut Brush	20 nos
27	Mopping Cloth	40 Pcs
28	Broomstick	20 Pcs
29	Bamboo Broom	30 Pcs
30	Steel Wool	20 Kg
31	Soft floor scrubber	20 nos
32	Floor Wiper	10 nos
33	Dustpan	10 nos
34	Mansion Polish	05 Kg
35	Iron brush	30 Pcs
36	Room freshener-Liquid	30 liters
37	Room freshener -Can	20 can
38	Carpet brush	10 nos
39	Carpet Shampoo	05 liters
40	Carpet detergent	05 liters
41	Dusting brush	10 nos
42	Black Plastic-Big Size	200 nos
43	Black Plastic – Small size	500 nos
44	Tissue papers	100 pkts
45	Flushmatic	100 pcs
46	Chemicals for Pest control like: Dethrine Propoxur Fipronil Gel Trouble gum	30 lit 30 lit 20 nos 30 nos

Items to be kept initially and replaced as and when required in all toilets & other contracted areas:-

Sl No	Name	Quantity required
1	Soap/liquid/disinfectant gel	60 pc/30 dispensers
2	Odonil	30 nos
3	Sanitary cube	50 pcs
4	Naphthalene ball	40 kg
5	Dustbin with Foot pedal & Cover-small size	25 nos
6	Waste Paper Basket	25 nos
7	Doormat- soft Nylon – Blue colour 3x2 ft	20 nos
8	Doormat- Hard Nylon-Blue colour 5x3 ft	10 nos
9	Doormat-Rubber 3x2 ft	10 nos
10	Gum boot-	30 Pairs
11	Water proof Uniform/rain coat	30 nos
12	Toilet brush	20 nos
13	Telescopic poles	04 nos
14	Cobweb brush	10 nos
15	Sickle	30 nos
16	Daw	40 Nos
17	Khurpi	20 nos
18	Corni	20 nos
19	Fork spade	10 nos
20	Bucket Plastic	20 nos
21	Mug Plastic	20 nos
22	Belcha	10 nos
23	Basket cone	10 nos
24	Sharpenning stone	12 nos
25	Ladder (8-10 f & 16-20 ft)	(02 + 02)= 04 nos

SECTION III: SPECIAL CONDITIONS OF TENDER

Sealed tenders are invited from reputed and experience manpower agencies, as per terms and conditions as stipulated in general conditions of contract as well as special condition of contract from interested service providers having requisite experience for a period of **3 (Three)** years for Schedule A & B Separately.

For Schedule “A” Hospital Area.

The Estimated Cost Value of works annually is Rs. 7, 44, 00, 000/-

The bidding agency should have an average annual financial turnover of Rs. 2. 23 Crores during the last three (3) years ending 31st March of the year 2015-16, 2016-17, 2017-18.

The Agency should have Similar contract of either of the following:-

- 3 similar work /contract of not less than 40% of the estimated cost /value of work.
Or
- 2 similar work /contract of not less than 50% of the estimated cost /value of work.
Or
- 1 similar work /contract of not less than 80% of the estimated cost /value of work.

For Schedule “B” Administrative Block & Outside Area.

The Estimated Cost Value of works annually is Rs. 1.56 Crore

The bidding agency should have an average annual financial turnover of Rs. 46.80 Lakhs during the last three (3) years ending 31st March of the year 2015-16, 2016-17, 2017-18.

The Agency should have Similar contract of either of the following:-

- 3 similar work /contract of not less than 40% of the estimated cost /value of work.
Or
- 2 similar work /contract of not less than 50% of the estimated cost /value of work.
Or
- 1 similar work /contract of not less than 80% of the estimated cost /value of work.

1. A service provider having any legal suit/criminal case pending against its proprietor, partners or any of its Directors or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible to participate the bid. The service provider should have registration as approved service provider with the appropriate Government authorities and a copy of the registrations shall be attached with the bid.
2. It should have PAN number and GST registration. Proof in this regard may be attached with the bid. It should not have been blacklisted by any organization. It should be willing to take up the contract on the terms and conditions.
3. The tenders should enclose Technical Bid and Price Bid as follows:

Technical Bid - “Technical Bid’ and should contain:

- (i) The proforma at Annexure-III duly filled in.
- (ii) Agency profile including previous experience.
- (iii) Acceptance of terms and conditions at Annexure-IV
- (iv) Demand Draft for Earnest Money Deposit.
- (v) Annual turnover certificate.
- (vi) All other required documents.

Price Bid - ‘Price Bid’ should contain only rates as required proforma at Annexure-V (for Type A & B separately)

4. Settlement of Disputes:

In the matter of any disputes between the parties regarding the terms and conditions of the provision of manpower, the matter shall be referred to an Arbitrator(s) as may be decided by the Director ,NEIGRIHMS,

Shillong for arbitration under the Arbitration & Conciliation Act, 1986. The service provider shall not question the decision of the arbitrator(s) on ground that the Arbitrator(s) is/are Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties. The venue of the Arbitration shall be at Shillong.

5. NEIGRIHMS, Shillong has all the right to reject/accept any/ all the tender(s) without assigning any reasons whatsoever.
6. Tender application without complete documents/information shall not be considered.
7. The agency also require to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through attested certificates/documentary proof from ministries/ semi government bodies/PSU's and corporate sector etc List of the present contract in the government department/ semi government bodies/ PSU's etc. should also be enclosed with the tender.
8. The agency shall also indicate their registration number and service tax/GST number on the letter enclosing tenders. The tenderers are also required to attach a copy each of the valid income tax and work clearance certificate etc of having satisfactorily completed /executed the similar type of work in the past three years.
9. A specific mention must also be made in the tender to the effect that the terms and conditions mentioned above are acceptable to the agency in the full.
10. Tender(s) incomplete in any respect are liable to be rejected forthwith without assigning any reason therefore.
11. The NEIGRIHMS, Shillong, however reserves the right to review the performance every three months or whenever a need arises, and also to terminate the contract at any point of time during the currency of the contract in case of performance and the service rendered by the contract agency is found to be unsatisfactory. Decision of the competent authority shall be binding on the contractor agency.
12. The Tenders received within the stipulated time and date of receipt of tenders will be opened at 14:00 hrs on the same day in the presence of tenderers or their authorized representatives.
13. The proposed contract for cleaning, and general maintenance , housekeeping, dusting etc of entire North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong shall be governed and regulated by the terms and conditions enumerated in the following paragraph.
 - (a) The EMD of the successful tenderers will be released after the finalization of the contract. The EMD of the agency whose tender is accepted / approved will be released only after the agency concerned deposits the Security Deposit.
 - (b) The earnest money deposit shall stand forfeited if a bidder withdraws or amends the bid/tender, or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accepts the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of pre-mature withdrawal of the tender(s) by any of the tenderer(s).
 - (c) NEIGRIHMS, Shillong reserves the right to accept or reject any tender, in whole or in part thereof forthwith without assigning/ specifying any reason therefore.
14. It is hereby agreed that the Deployed person shall not be allowed to form association, identifying as NEIGRIHMS outsourcing employee association or any other form of association to ventilate for any grievances against the contractor pertained to the context of this contract.
15. Any issue, not specifically covered by the above shall be referred to the Director, NEIGRIHMS whose decision shall be final & binding.

Qualifying Bid Document

1. Name of the Service Provider
2. Address with Tele No, fax No., e-mail
3. Contact Person's Name
4. Essential Details:
 - (i) Registration.
 - (ii) Service Tax/GST.
 - (iii) Experience Certificate.
 - (iv) Certificate to the effect that there is no litigation.

Desirable:

- (i) Financial standing.
 - (ii) Turnover details of last **3 (Three)** years.
8. Address of the service provider with area of premises.
9. Whether owned/rented
10. Name of Banker
11. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ ESI, minimum wages act or other laws (give details).
12. Has the company been cleared the Service Tax/GST for the last two years
14. Confirm the following enclosures along with this format:-
 - a) Satisfactory service certificate from the previous customers.
 - b) Certificate of registration with the Registrar of companies/Registrar of Firms (if applicable)

Declaration.

Tender submitted shall remain valid for a period of 3 (Three) month from the date set for opening the tender. The tenderer shall not undertake during the said period, without the consent in writing of the owner to revoke or cancel his tender or vary the tender or any item thereof. In case the tender revoking or cancelling his tender, verifying any terms in regard thereof without the consent of the owner in writing, the tenders earnest money furnished along with the tender shall be forfeited.

I / we hereby certify that the information's furnished herein above are true to the best of my/ our knowledge. I / We understood the content of the tender documents and the information that furnished is correct nothing has been concealed. I / We undertake that in the event of found that there is deviation in the information furnished at any stage, the Earnest Money / Security Deposits shall be forfeited, forthwith, the institute having the right to blacklisted for participation to the notice inviting tender of NEIGRIHMS in future.

(Signature of authorized signatory)

ANNEXURE-IV
(For Techno-Commercial Bid 'A')

Sl.no.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date Due date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number (copy to be enclosed)	
7	Service Tax Registration Number / GST (copy to be enclosed)	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If yes/ no, a certificate is to be attached in this regard.)	
9	Length of experience in the field	
10	Experience in dealing with Govt. Departments (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed under similar Hospital/ Medical/Educational Institution either Private/Government	
11	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
12	Whether agency profile is attached?	
13	List of other clients	

(Signature of authorized signatory)

Schedule of Quantities

Sl No	Description of Wages	Type of Services	
		Skilled (Supervisor) In Rupees	Un-Skilled (Sanitary Attendant) In Rupees
1	Monthly Wages (Basic + VDA)	17790/-	13440/-
2	EPF (Maximum wage ceiling of Rs. 15000/-) @ 13.15%	To be quoted in the price bid /BOQ only	To be quoted in the price bid /BOQ only
3	ESI @ 4.75%		
4	Total of 1 - 3		
5	Service Charges		
6	Transportation Services per Person per Month		
7	Total of Column 4, 5 & 6		
8	GST/Other Taxes (if Applicable)		

* **N.B.:-** Bidders agency service charges should be equivalent to all applicable categories and should bid for all categories. Detailed salary structure, if any, shall also be submitted in the techno –commercial bid, as percentage of service charges.

(Signature and seal of the bidder)

Schedule of Quantities

Sl No.	Description of Components	Remarks
A	Material cost per month	To be quoted in the price bid /BOQ only
B	Consumable cost of machinery per month	To be quoted in the price bid /BOQ only

- Note:** 1. *Bidders are required to submit a detailed statement showing the name(s) of materials /chemicals and its monthly consumption to be used for this work in the Techno-Commercial Bid, as percentage of Material Cost per month or Consumable cost of machinery per month as the case may be).*
2. *To arrive at the lowest bidder both parts of the Price Bid (Form –A & Form – B) will be taken into consideration.*

(Signature and seal of the bidder)