

e-tender ID No. 2020_UTDNH_4642_1 Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre -Tier -1 Facility Shivam Heights, Masat U.T of Dadra & Nagar Haveli

On Line Tender Notice No.70 of 2020-21
Administration of
U.T. of Dadra & Nagar Haveli & Daman Diu
Office of the Director
Medical and Public Health Services,

No.DMHS/P&T/CCC/Tier-1/2020-21/193/4381

Silvassa.

Date:25/05/2020

Short e-Tender Notice

Tender for Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services, Collection of Biomedical Waste at Covid Care Centre -Tier -1 Facility Shivam Heights, Masat U.T of Dadra & Nagar Haveli. The Director, Medical and Health Services, Dadra & Nagar Haveli, Silvassa on behalf of President of India, invites on line tender on <https://dnhtenders.gov.in/nicgep/app> for quarantine people at Shivam Heights, Masat, DNH.

Sr. No.	Particulars	Estimate Cost	EMD	Tender Fees	Tender No.
01	Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services Collection of Biomedical Waste at Covid Care Centre -Tier -1 Facility Shivam Heights, Masat U.T of Dadra & Nagar Haveli	₹.73.46 Lakhs	₹.1,84,000/-	₹.1,000/-	2020_UTDNH 4642_1

Bid document downloading Start Date : **25.05.2020**
Bid document downloading End Date : **01.06.2020, 12.00 Hrs.**
Last Date & Time for receipt of Bid : **01.06.2020, 14.00 Hrs.**
Preliminary Stage Bid Opening Date : **01.06.2020, 15.00 Hrs.**
Technical Stage Bid Opening Date : **01.06.2020, 15.30 Hrs.**

Bidders have to submit price bid in Electronic format only on <https://dnhtenders.gov.in/nicgep/app> website till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case.

Technical Bid submission should be done along with tender Fees and EMD in hard copy to above mention addressed by R.P.A.D./Speed Post. However, Tender Inviting Authority shall not be responsible for any postal delay. The above said documents have to be deposited in the office of the Undersigned.

1. The EMD should not be forwarded by cash.
2. The Tender fees will be accepted only in form of DD/A/c payee cheque of any Nationalized or Scheduled Bank of India payable in Silvassa.

e-tender ID No. 2020_UTDNH_4642_1 Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre -Tier -1 Facility Shivam Heights, Masat U.T of Dadra & Nagar Haveli

3. The EMD will be accepted in form of FDR /A/c Payee Demand Draft / Bankers Cheque or Bank Guarantee from any commercial banks in an acceptable form payable at silvassa in favor of **Director, Medical & Health Services, Silvassa.**

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: [cppp-nic\[at\]nic\[dot\]in](mailto:cppp-nic[at]nic[dot]in), Mobile No: +91-7878007972 and +91-7878007973, Tel No. 1800 3070 2232 Website: www.dnhtenders.gov.in.

Sd/-
Director
Medical & Public Health Services
“Tel.No.0260-2642940, 2640615
email ID : svbch.sil@gmail.com

Copy to :-

- 1) All Heads of Office, Dadra & Nagar Haveli, Silvassa for information & n.a.
- 2) CPO, Dadra & Nagar Haveli, Silvassa for wide publicity in Newspaper.
- 3) Director General, Indian Trade Journal, Kolkata for publication on Newspaper.
- 4) I.T., Dadra & Nagar Haveli, Silvassa with a request to publish in Website.
- 5) Accounts Section, Shri VBCH, Silvassa for information.

**U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI & DAMAN DIU
OFFICE OF THE DIRECTOR
MEDICAL AND HEALTH SERVICES,
SILVASSA**

(A) Terms and Conditions for the “**Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre –Tier -1 Facility (660 beds) at Shivam Heights, Masat U.T of Dadra & Nagar Haveli** in U.T of Dadra & Nagar Haveli.

❖ **Instructions to Bidders :**

- 1) All Tender Documents can be downloaded free from the website <https://dnhtenders.gov.in/nicgep/app>
- 2) All bids should be submitted online on the website <https://dnhtenders.gov.in/nicgep/app>
- 3) The user can get a copy of instructions to online participation from the website <https://dnhtenders.gov.in/nicgep/app>
- 4) The suppliers should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
- 5) The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
- 6) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:
**The Director
Medical & Health Services,
Shri Vinoba Bhave Civil Hospital Campus,
U.T. of Dadra & Nagar Haveli, Silvassa - 396 230
Tel: 0260-2642940, 2640615, 2630102, Fax: 0260-2642961**
- 7) All documents scanned/attached should be legible/readable. A hard copy of the same may be send which the department will be use if required. Uploading the required documents in <https://dnhtenders.gov.in/nicgep/app> is essential.
- 8) The Bidder has to give compliance for each quoted product for any false/ misleading statement in compliance found any time during the procurement process, the bid shall be out rightly rejected & EMD shall be forfeited.

e-tender ID No. 2020_UTDNH_4642_1 Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre -Tier -1 Facility Shivam Heights, Masat U.T of Dadra & Nagar Haveli

Key dates:

Bid document downloading Start Date	:	25.05.2020
Bid document downloading End Date	:	01.06.2020, 12.00 Hrs.
Last Date & Time for receipt of Bid	:	01.06.2020, 14.00 Hrs.
Preliminary Stage Bid Opening Date	:	01.06.2020, 15.00 Hrs.
Technical Stage Bid Opening Date	:	01.06.2020, 15.30 Hrs.

The Tenders shall be submitted in two-bid system, wherein the Technical bid and Commercial Bid is to be filled online on <https://dnh.nprocure.com> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as “**Sealed Cover Bid for Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre –Tier -1 Facility (660 beds) at Shivam Heights, Masat U.T of Dadra & Nagar Haveli.** The **EMD and Tender Fees** should be enclosed with **BID** only.

Tender Fees ₹.1,000/- (Non Refundable) :

- a. The Tender Fees should not be forwarded by cash.

The Tender Fees as specified in schedule otherwise tender will be rejected. The tender fees will be accepted only in form of DD/A/c payee Cheque in favor of **Director, Medical & Health Services, Silvassa. Shri Vinoba Bhave Civil Hospital, Silvassa** from any Nationalized or Scheduled Bank of India payable in Silvassa.

- b. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

Earnest Money Deposit (EMD) ₹.1,84,000/- :

- a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.

- b. Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its Registration with D.G.S. & D. should be attached to their tenders.

- c. EMD can be paid in either of the form of following:

- i. A/c Payee Demand Draft
- ii. Fixed Deposit Receipts
- iii. Bank Guarantee

e-tender ID No. 2020_UTDNH_4642_1 Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre -Tier -1 Facility Shivam Heights, Masat U.T of Dadra & Nagar Haveli

In favour of **Director, Medical & Health Services, Silvassa.** from any Nationalized Banks including Public Sector Bank/Private Sector Bank authorized by RBI to undertake Government Business.

- d. EMD should be valid upto **12 (TWELVE) months** from the date of its issuance.
- e. EMD in any other forms will not be accepted.
- f. EMD/Security Deposit shall be liable to be forfeited in following circumstances:
 - i. Tender is rejected due to failure of supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
 - ii. In case, the supplier does not execute the supply order placed with him within stipulated time, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
- g. The amount of Earnest Money paid by the tenderers whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above ₹.200/-) drawn on any branch of State of India or its subsidiary Commercial Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- h. Only on satisfactory completion of the contract term and on payment of all bills of the supplier, as the amount of Security Deposit/Earnest Money will be refunded after expiry of contract period, if any, or any such date/period as may be mutually agreed upon.
- i. In case of failure to execute the order as per conditions and within the stipulated time, the tender inviting officer will obtain from the bidder who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former suppliers Security Deposit/Earnest Money or bills payable. The suppliers shall have no right to dispute with such procedure.
- j. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money required by these conditions.

Security Deposit: (SD)

- a. The successful tenderer will have to pay within 15 days from the date of demand, an amount equal to 10% of the total value of articles, which may be ordered, as the amount of security deposit.

- b. Non receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.
- c. The Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Security Deposit required by these conditions.
- d. The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.

❖ **Conditions of Contract :**

1. The contract to Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste disposable & Solid Waste disposable is for the period of Two months and the rate shall be valid **for** the Period of One Year .
2. The Schedule of property, which shall be handed over to tenderer at the time of agreement to the successful tenderer.
3. The rate should be quoted in the prescribed form given by the department; **the rate should be valid upto One Years from the date of acceptance of tender.**
4. All/Taxes/Duties/Royalties Charges payable on the service charge/transport etc. within and/or outside the state shall be payable by the supplier.
5. The Tenderer should enclose along with tender the Earnest Money Deposit in form of Fix Deposit Receipt/Account Payee Demand Draft/Banker's Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Silvassa in favour of **Director, Medical & Health Services, Silvassa**. The EMD should not be forwarded by Cash. Tender received without Earnest Money Deposit will be summarily rejected.
6. The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer(s).
7. The tender should be neatly typed or hand written only on letter head carries the name of supplier and the signature of the tenderer. No overwriting, correction or erasures will be considered.
8. The Tenders shall be submitted in two-bid system, wherein the EMD and Tender Fee in original have to be submitted in Tender Box. The envelope should be super scribing on the envelope as **"Sealed Cover for for Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre -Tier -1 Facility (660 beds)**

e-tender ID No. 2020_UTDNH_4642_1 Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre -Tier -1 Facility Shivam Heights, Masat U.T of Dadra & Nagar Haveli

at Shivam Heights, Masat U.T of Dadra & Nagar Haveli.. ”. The Technical Bid and Financial Bid have to be submitted online on <https://dnhtenders.gov.in/nicgep/app>.

9. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
10. If the tenderer whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Administration with no further liabilities on either party to the contract.
11. If there is any complaint about said services the same will be inquired into depth with the help of concern incharge and if the complaint is found correct, the contract will be terminated with immediate effect and deposit sum will be forfeited.
12. During this contract period of contract the undersigned/this Administration reserves the authority to terminate the agreement at any time in case of violation of any condition of the tender.
13. The rates offered should be inclusive of all taxes.
14. The rate(s) should be quoted only for the items specified in the list of requirement and should be for the items given in the tender document.
15. The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
16. (a) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, that may be ordered, as the amount of security deposit.
(b) Non receipt of Security Deposit within stipulated time will result in an automatic cancellation of the order for supply without any intimation.
(c) However, in case, if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the supplier will be recovered from the bill(s) for such articles.
- 22 The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer(s).
- 24 The amount of Earnest Money paid by those tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft.

e-tender ID No. 2020_UTDNH_4642_1 Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre -Tier -1 Facility Shivam Heights, Masat U.T of Dadra & Nagar Haveli

25. The Tender Inviting Officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good and loss to the Government on account of his failure to abide by the time limit.
27. The Earnest Money(s)/Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is/are not adjustable with Earnest Money or Security Deposit required by these conditions.
28. All bills should be in TRIPLICATE and should invariably mention the number and date of work order.
29. All bills for amount above Rs.5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
30. Each bill in which Service Tax is charged must contain the following certificates on the body of the bill:
“CERTIFIED” that the goods on which Service Tax has been charged have not been exempted under the Central Service Tax Act or the Rules made there under and the amount charged on account of Service Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under”.
31. The Tender Opening Committee will open the Tenders in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.
32. The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
33. The tenders/offers received do not confirm with the terms and conditions of this office will be summarily rejected.
34. If the tenderer whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.
35. Separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply.
36. **The tenderer should attached copies of :**
 - 1. License in field of Supply.**
 - 2. Non Conviction Certificate obtained from FDA.**
 - 3. PAN No.**

4. GST No.

5. Income Tax Returns of last three years.

6. C.A Certified average annual turnover not less than ₹.37.00 Lacs in last 3 financial years.

7. Certificate of Experience of 3 years in the field of Similar work

8. Terms & Conditions of Tender Documents duly stamped and signed on each pages.

9. Annexure -I duly stamped and signed on each pages.

It may please be noted that the tender received without document referred above shall not be considered.

38. Rates should be quoted in the forms issued from the department and as per the requirement asked for.

39. Rates quoted are for Shri Vinoba Bhave Civil Hospital, Silvassa

40. GST will be applicable as per present rules time to time.

41. The entire project is a Turnkey Project.

42. **Diet Service:**

- a. Tenderer will provide quantity of food articles as per person per day as per the Diet chart mention at Scope of work.
- b. The diet has to be provided at Shivam Heights, Masat and the transportation charges will be borne by the bidder.
- c. Disposable Materials required for serving the diet has to be provided by the bidder.

43. **CLEANING/WASHING PROCESS OF LINEN:** The contractor should follow the procedure mentioned below during the process of machine wash/steam cleaning and drying:

- (a) Linens are to be machine washed.
- (b) Washing should be done in clean safe and soil water using approved Chemicals/detergent/soileners. (ISI Marked)
- (c) Only Hydrogen Peroxide or sodium hypo chloride and soft liquid bleach should be used for bleaching water.
- (d) For white fabrics either acetic acid- or a standard neutralizer supplied from a reputed manufacturer for neutralization.
- (e) Dry cleaning should be done by utilizing only Perchloro Ethylene operated by Drying Cleaning Machine for woolen blanket.
- (f) Oxalic acid and Acetone may also be used to remove various type of stains.
- (g) Perfume should be used while washing and dry cleaning.

- (h) Softeners such as ceramine, HCs Silicon Softener, Clax Comfort can also be used for softening the towels.
- (i) Starch may be used for bed sheets and pillow covers.
- (j) Ironing/pressing should be done satisfactorily.
- (k) There should be facilities for Washing, Staining, Water Extrication, Drying as per Standard Norms.
- (l) The Linen required has to be provide by Agency.

44. **Security Services:**

- a. The Agency shall have to provide the services of strong and healthy trained Guards preferably Ex-Military guards with sound physical condition, in age group of 25 to 40 years, height 5' 6". Their names passport size photographs address, identity cards, fingerprints, gun license etc.
- b. The agency and staff should give full cooperation to the Police in case of inquiry regarding damage caused to the property.
- c. The agency shall have to provide Uniform, Stick/Lathis/whistle and torch to the guards at its own cost.
- d. If the Guard found not obeying the instructions of the Director, Medical & Public Health Department, DNH or his representatives, they shall have to be transferred immediately by the agency
- e. If any Guards are found drunken or involved in other antisocial activities like gambling etc. they shall have to be relieved from the duties immediately and in such matter decision taken by the Director, Medical & Public Health Department, DNH shall be final.
- f. The Agency has to provide Personal Protective Equipment (PPE) kit to their staff while entering the premises.

45. **House Keeping :**

- a. All the consumables and disposables materials required for cleaning and housekeeping will be provided by the Agency.
- b. Mechanized equipments, wherever required, has to be provide by the Agency
- c. The cleaning and housekeeping works are to be carried out as per international norms/standards and in such manners that all premises always look neat and clean.
- d. The manpower engaged should be trained in management of waste also so that waste disposal is carried out in totally sealed manner without affecting the environment as per pollution control directions.

46. Collection of Biomedical Waste:

- a. Service Provider should provide Bio Medical Waste disposal services on daily basis at Shivam Heights, Masat within the limit of 48 hours.
- b. Bio Medical Waste from Shivam Heights should be carried out by approved vehicle.
- c. In case of breakdown of vehicle you should provide alternate approved vehicle under rules at your own expense and risk.
- d. Service provider should be registered in any state Pollution Control Board under Bio Medical Waste Management and on selection as a service provider for Dadra & Nagar Haveli, Daman & Diu should get registered in Dadra & Nagar Haveli, Daman & Diu Pollution Control Board.
- e. There is only one agency M/s. En-Cler Bio Medical Waste Pvt. Ltd., Surat that is providing services for collection of Biomedical Waste in D&NH/DD and Charge for Collection & Transportation of COVID-19 Biomedical Waste is **₹.1,500/- (Per Trip)** and the Charge for Treatment & Disposal of COVID-19 Biomedical Waste is **₹.45/- (Per Kg.)**. Hence, the bidder is compelled to bid accordingly.

Sd/-

Director

Medical & Public Health Services

“Tel.No.0260-2642940, 2640615

email ID : svbch.sil@gmail.com

The above terms and conditions are accepted and are binding to me/us.

Place:
Dated:

Signature of tenderer
Name of tenderer with seal of the firm

Break-up-Chart : Kindly fill the breakup chart for **Security Guard** and upload the same online in the financial bid.

Break-up Chart

Wages rate per Employee
Basic Salary + Special Allowance should be as per Labor Rules i.e. not less than ₹.310.40 per day <i>(Note :PF & Bonus to be calculated as per basic salary & Special Allowance)</i>
PF Amount
Work Compensation Policy
Bonus
TOTAL
Service Charge
Billing rate per Month
UTGST 9%
CGST 9%
Gross Amount Per Person

Signature & Rubber Stamp
of the Agency

Sd/-
Director
Medical & Health Services,
Tel. No. (0260)2642940, 2640615
e-mail ID – svbch.sil@gmail.com

e-tender ID No. 2020_UTDNH_4642_1 Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre -Tier -1 Facility Shivam Heights, Masat U.T of Dadra & Nagar Haveli

Scope of Work :

Schedule of Requirement for Providing of Diet, Linen & Washing of Linen, Security & Housekeeping Services and Collection of Biomedical Waste at Covid Care Centre – Tier -1 Facility Shivam Heights, Masat, DNH

Sr. No	Particulars	Unit	No of Days	Qty Reqd.
1.	<u>Providing of Diet</u> Breakfast- Tea, Vegetable Upma or poha (100 to 150 gms approx) or Idli /etc. Lunch : Roti(3 Nos.) one Sabji (60 gms approx) Rice(100 gms approx) & Dal (50gms), Salad Evening Tea/ Snacks: Tea, with healthy Snacks Dinner: Roti(3 pieces) one Sabji (60 gms approx) Khichadi (150 gms)	Per Patient	60 Day	-
2	<u>Providing of Linen & Washing of Linen Materials</u> (Linen will be in the scope of Supplier)			
	Bed Sheet	1 Nos	60 Days	-
	Pillow cover	1 Nos	60 Days	-
3	<u>Security Services</u>			
	Security Guard	Per Person	2 Months	12 Persons
4	<u>House Keeping work</u>			
	Cleaning of Shivam Height, Wing A & B and Surrounding Area of the Building (Toiletries Materials will be in the scope of Supplier)	Area Square feet	2 Months	110000 (Total Square Feet)
5	Personal Protective Equipment(PPE) Kit	1 No	-	600
6	<u>Collection of Biomedical Waste (COVID Material)</u>			
	Rate per Trip	Per day	60 Days	-
	Per KG	-	60 Days	-

Note

1. Rate quoted should be in Gross (i.e. Inclusive of all Taxes).
2. Price Bid shall be submit only online on<http://dnhtenders.gov.in>

Signature & Rubber Stamp
of the Agency

Sd/-
Director
 Medical & Health Services,
 Tel. No. (0260)2642940, 2640615
 e-mail ID – svbch.sil@gmail.com