

**JAMIA HAMDARD**  
**HAMDARD NAGAR, NEW DELHI-110062**

Ref. no: JH/MH/04-2018

Date:04.05.2018

**Tender Notice for Housekeeping services**

Sealed tenders in two bid system are invited from reputed & experienced housekeeping agencies for providing housekeeping services on minimum wages basis at Majeedia Hospital (Unani), Jamia Hamdard.

The Agencies/Firms having adequate financial & technical resources with requisite equipments working in reputed institutions, hospitals, corporate organizations registered with ISO 9001/2000 and well versed in handling daily challenges of housekeeping services may download the tender document and detail of work from the university website: [www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in) or [www.jamiahamdard.edu.interesting](http://www.jamiahamdard.edu.interesting) agencies may drop the fully filled tender document in the tender box placed at the Purchase Section of the university **on or before 31.05.2018 upto 3:00pm**. The Earnest money is Rs.10,000/- (Rs. Ten thousand only-refundable).The tender fee is Rs. 1,000/- (Rs. One thousand only-non-refundable). Both amounts shall be in the form of Demand Draft in favor of "Registrar, Jamia Hamdard" and should be submitted along with the technical bid.

**The tenders shall be opened on 31.05.2018 at 3:30** by a committee in the presence of the available/interested agencies/representatives of the agencies.

Jamia Hamdard reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

**Registrar**

**Ph. No. 011-26059688 (12 lines), Extn. No.-5313**

**TENDER DOCUMENT**

**HOUSEKEEPING SERVICES**

**AT**

**MAJEEDIA HOSPITAL (UNANI)**



**JAMIA HAMDARD  
(DEEMED TO BE UNIVERSITY)  
HAMDARD NAGAR, NEW DELHI-110062.**

## DESCRIPTION OF TENDER NOTICE FOR MAJEEDIA HOSPITAL (UNANI)

Sealed tenders are hereby invited for the housekeeping services at Majeedia Hospital on minimum wages basis on the following terms & conditions:

The tender shall be in two bid system:

1. **Technical Bid:** containing information regarding experience, business turnover and other details to evaluate the suitability of the tenderer.
2. **Financial Bid:** containing breakup of rates and amount.

The technical bids will be opened 31.05.2018 at 03:30 pm in the presence of the tenderers or their authorized representatives. The authorized representatives of Jamia Hamdard may conduct a visit of the office/establishment and workplace of the tenderers to assess their suitability as part of the technical bid. The financial bids of only those tenderers who are found suitable by the committee appointed for the purpose, will be opened on a date/time to be decided later and communicated to the eligible bidders.

The bidder should submit the technical bid and financial bid along with EMD of Rs. 10,000/- (Rs. Ten thousand only-refundable) and tender cost of Rs. 1,000/- (Rs. one thousand only-non-refundable), in favor of "Registrar, Jamia Hamdard", payable at New Delhi along with the technical & financial bids in **SEPARATE** sealed envelopes super-scribing "Technical Bid" and "Financial Bid" respectively. These two envelopes should be then put in another envelope and sealed properly and super-scribed "Housekeeping Services at Majeedia Hospital (Unani), Jamia Hamdard".

The tenders should be supported by all required documents and above mentioned DDs.

Tenders should be addressed to the "Registrar, Jamia Hamdard, New Delhi-110062".

The following information should be indicated on the envelope cover:

- a) Tender for housekeeping services at Majedia Unani Hospital.
- b) Name of the agency.
- c) List of enclosures.
- d) Clearly indicate on the envelopes "Technical Bid" or "Financial Bid"
- e) All enclosures shall be numbered.

**TENDER FORM FOR THE HOUSEKEEPING SERVICES AT MAJEEDIA HOSPITAL (UNANI).**

1. Cost of the tender form                      Rs. 1,000/-only (non-refundable).
2. Date of tender submission                  31.05.2018 upto 3:00pm
3. Time and date of tender opening        31.05.2018 at 3:30 pm
4. Earnest money                                Rs. 10,000/- only (refundable to all except the selected party)
5. Details of Earnest money deposit:
  - Amount :Rs...../- only; in words .....only.
  - Demand Draft no.....in favor of "Registrar, Jamia Hamdard"
  - Name of the issuing authority .....  
New Delhi
6. Name, address and telephone no. of the agency/firm:.....  
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7. Registration no. of the Agency/ firm registered for housekeeping work.....  
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8. Name, designation, Address and contact no. of the authorized person of the agency/ firm to deal with .....  
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.....
9. Please specify as to whether tenderer is the sole proprietor/partnership firm

10. If no, kindly specify the name, address, telephone no. of the authorized person of the partnership company to deal with.....  
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.....  
.....
11. PAN.....TIN.....
12. PF & ESI No..... (with latest challan copy)
13. License no. under Contract Labour (R & A) Act.....
14. Memorandum in case of company and partnership deed in case of partnership firm to be provided.
15. The tenderer must have minimum three years experience of housekeeping services in reputed institutions, hospitals, corporate organizations etc. of not less than Rs. 50 Lakhs per year in the last three years. For reference the copies of work experience and ATR of the last three years must be attached.
16. The tender shall be in two bid system.  
**Technical Bid:** containing information regarding experience, business turnover and other details to evaluate the suitability of the tenderer.  
  
**Financial Bid:** containing breakup of rates and amount.
17. The technical bids shall be opened on 31.05.2018 at 3:30pm in the presence of the interested tenderers or their authorized representative. The Competent Authority of Jamia Hamdard may send a team of authorized officials to conduct visit of the establishments/offices etc of the tenderers to assess their suitability as part of the technical bid. The financial bid of only those tenders shall be opened who are found suitable by the committee constituted for the purpose on a date/time to be decided and communicated to such eligible bidders.
18. The bidder should submit the technical bid and financial bid along with EMD of Rs. 10,000/- (Rs. Ten thousand only-refundable) and tender cost of Rs. 1,000/- (Rs. one thousand only-non-refundable), in favor of "Registrar, Jamia Hamdard", payable at New Delhi along with the

technical bid in **SEPARATE** sealed envelopes super-scribing “Technical Bid” and “Financial Bid” respectively.

19. These two envelopes should be then put in another envelope and sealed properly and super-scribed “Housekeeping Services at Majeedia Hospital (Unani), Jamia Hamdard”.
20. The tenders should be supported by all required documents and above mentioned DDs.
21. Tenders should be addressed to the ‘Registrar, Jamia Hamdard, New Delhi-110062’.
22. The tenderer must declare the number of machines / equipments for the use of housekeeping work and attach the list separately along with the tender.
23. The following information should be indicated on the envelope cover:
  - Tender for housekeeping services at Majeedia Unani Hospital.
  - Name of the agency.
  - List of enclosures.
  - Clearly indicate on the envelopes “Technical Bid” or “Financial Bid”
24. All enclosures shall be numbered.
25. Declaration by the contractor

This is to certify that I/We before signing this tender have fully understood all the terms and conditions and instructions contained herein and undertake that I/We abide by the above mentioned terms and conditions.

**CONTRACTOR’S NAME AND SIGNATURE**

## **SCHEDULE-A**

### **SCHEDULE OF WORK**

#### **A. DAILY:**

- i) Proper and efficient cleaning with broom and water-detergent soaked/swab/moping of all floors, staircase, toilets, corridors lounge and other paths, space and roads surrounding Majeedia Unani Hospital.
- ii) Proper sweeping with brush/swabbing of the Hospital affectively daily round the clock as required.
- vi) Proper and effective cleaning of dustbins/wastepaper baskets everyday as & when required.
- v) The peripheral area of the hospital including roads etc to be cleaned daily.
- vi) Proper disposal of garbage, waste, bio-medical waste of the hospital on daily basis or as directed by M.S/Dy.M.S, Majeedia Unani Hospital.

#### **B. WEEKLY:**

- i) Proper effective cleaning of all IPD, OPD, Wards, Labor rooms etc., floors, staircases, toilets and corridor all other spaces with water mixed with detergent/antiseptics and swabbing with brush at least once in a week or as directed by the M.S/Dy.M.S, Majeedia Unani Hospital.
- ii) Proper and effective washing by machines and swabbing of all floors and glazed tiles, skirting and dados and polishing etc. of all marbles and marble floors glazed tiles, skirting and dados of all buildings



specified in the contract and as directed. Replacing of furniture and other item in their proper position disturbed while cleaning and polishing of floors.

- ii) Proper and effective cleaning of the window pans with coline, sides glazing, partitions, office furniture and all the area of the hospital as mentioned above.

**C. AS AND WHEN REQUIRED:**

Proper and effective cleaning & dusting of walls and removal of cobwebs and discarded items etc. of the hospital by required machines/vacuum cleaner through trained workers.

The contractor shall use standard quality of cleaning material approx. amounting to Rs. 25,000/- per month and shall deposit the same with the hospital latest by 7<sup>th</sup> of each month. The amount will be reimbursed by the university on verification of the material and the cost of the material used in the particular month by the university.

All the above services and any other work of similar nature as may be entrusted to the contractor from time to time by M.S/Dy.M.S, Majeedia Unani Hospital are to be rendered without causing any hindrance or disturbance to the patients, their attendants and university staff working before, during and after normal working hours and shall be carried out effectively and in consonance and conformity with the standards of a neatly maintained hospital.

**D. DETAIL OF MATERIALS TO BE USED BY THE CONTRACTOR:**

- i) **Liquid soap (Homacole):** To fill each & every bathroom soap container every day.
- ii) **Odonil & Plastic Mug (Approved quality):** For the each & every bathroom. The supervisor will ensure keeping of odonil and availability of mug etc. complete.

- iii) **Mansion wax polish (approved quality):** The polish shall be used for polishing the floors with Machine & floor duster/Saw dust as directed).
- iv) **Phenyl (Trishul Brand in Plastic Container):** For the daily Mopping with phenyl/ clenzo mixed water at all floors area.
- v) **Naphthalene balls/cubes (Approved quality):** In each & every bathrooms & toilets etc. The Supervisor of contractor will ensure its availability in bathroom on daily basis.
- vi) **Harpics (In Bottles Not loose):** For cleaning the chinaware items in bathrooms, toilets, kitchen and at labs.
- vii) **Finit/ Baygon spray bottles:** For spraying in offices, labs, wards, IPD,OPD etc and wherever directed.
- viii) **Big covered Plastic Dustbins:** (Approx 60 liters size of approved quality). For keeping at each floor of the buildings or as directed.
- ix) **Coline (Approved quality):** For cleaning the Glass Pans, PVC partition & others as directed.
- x) Polythene bags as approved by DPCC shall be used by the contractor for the disposal of medical and bio-medical waste under the supervision of Infection Control Nurse, Majeedia Unani Hospital.

**Note: The above quantity & quality of material is tentative, this may be increased or alter & change the brand or add some new cleaning material as per requirement.**

- xi) The garbage from the garbage bins and from dustbins fixed at road sides, if any will have to be removed by the contractor on daily basis or as decided by the M.S./Dy. M.S of the hospital by his own transport/under own arrangements. Failing which the hospital will make arrangement and amount spent shall be recovered from the contractor bill.

## Schedule-B

In addition to the work mentioned at Schedule-A, following services are also required:

- a) To provide bed pan to the patient as and when required.
- b) To deliver patient samples from Ward to Labs.
- c) Proper segregation of waste as per DPCC norms.

**Workers required: at least 07 safai workers (3+2+2)are required for 24 hours. In future, the number of workers may be increased or decreased as per requirement.**