

TENDER
FOR
PROVIDING FACILITY MANAGEMENT SERVICES AT
SUPER SPECIALITY BLOCK
AT
MEDICAL COLLEGE,
THIRUVANANTHAPURAM

TENDER NO. HLL/ID /13/25

March 2013

HLL LIFECARE LIMITED
INFRASTRUCTURE DEVELOPMENT DIVISION

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DISCLAIMER

HLL Lifecare Limited (HLL) has prepared this document on behalf of our client to give interested parties background information on the Project. While HLL Lifecare Limited have taken due care in the preparation of the information contained herein and believe it to be accurate, HLL Lifecare Ltd, any of its authorities or agencies nor any of their respective officers, employees, agents or advisors gives any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own enquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information contained in this document in submitting responding to the tender. The information is provided on the basis that it is non - binding on HLL Lifecare Limited, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

HLL Lifecare Limited reserves the right not to proceed with the work or to change the configuration of the work, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities applying to the tender.

SCHEDULE FOR SUBMISSION OF APPLICATION

EVENT	DATE
Date of sale of documents	21.03.2013 - 01.04.2013
Last date and time for submission of completed Tender	03.04.2013; 2.00PM
Date and time for Opening of tender	03.04.2013; 02.30 PM

The Tender documents can be purchased from the HLL Infrastructure Development Division.

The completed Tender should be submitted before the due date and time of submission at the following address.

Deputy General Manager (Technical)
HLL Lifecare Limited,
Infrastructure Development Division,
"ADARSH", T.C 6/1718,
Vettamukku, Thirumala PO,
Thiruvananthapuram- 695 006
Phone - 0471 2365872/ 73
Fax - 0471-2368144

**HLL LIFECARE LIMITED
(A GOVT. OF INDIA ENTERPRISE)**

NOTICE INVITING TENDER

Tender No. HLL/ID/13/25/21.03.2013

HLL Lifecare Limited invites Tender from the reputed bidders for the following work:

Name of work	Item	Estimated cost/ year	Earnest money deposit (EMD)
Providing Facility management services at Super Specialty block at Thiruvananthapuram Medical College	1. Housekeeping services and Providing Nursing orderlies 2. Operation and Maintenance services 3. Manpower supply for Registration staffs, Data entry operator & Biomedical Engineer 4. Horticulture services	Rs. 264 lakhs	Rs.5.30 lakhs

The bidders are requested to quote for all the items as listed above.

Other details

Last Date of submission of tender : 03.04.2013 2.00PM

Date of opening of technical bid : 03.04.2013 2.30PM

**Deputy General Manager (Technical)
HLL Lifecare Limited**

DEFINITIONS

“TENDERER” means a reputed Indian firm having the required experience that has purchased and submitted the tender document.

“APPLICATION” means the tender document submitted by an Applicant interested in the work in the prescribed format

“HLL” means HLL Lifecare Limited who has invited the Tender.

“EMPLOYER” means the HLL Lifecare Limited (HLL)

“YEAR” means “Financial Year” unless stated otherwise

SECTION I

BRIEF PARTICULARS OF THE WORK

1. Salient details of the work for which Tender is invited is as under:

Name of work	Item	Brief particulars
Providing Facility management services at Super Specialty block at Thiruvananthapuram Medical College	1. Housekeeping & Horticulture services	⇒ Housekeeping of the hospital of apprx. 1.3 lakhs sq ft area & maintenance of landscaping at SSB & MLT block.
	2. O & M of Electrical works & operation of DG & UPS	⇒ O & M of the substation & complete electrical system, Operation of DG including routine services and Operation of UPS system.
	3. Operation of Lift	⇒ Includes operation of 3 nos of passenger lift and 1 no. of service lift.
	4. Operation of Fire fighting system, pumps, Plumbing and Sanitary works	⇒ Includes routine O & M of pumps, valves and maintenance of plumbing and sanitary.
	5. Operation of Medical Gas	⇒ Operation of medical gas system including pipe lines, bed head panels as detailed in Section II
	6. Providing Nursing orderlies	⇒ Role of Nursing orderlies is to assist the nursing staffs in the non critical activities as in Section III.
	7. Registration staff Data entry operator and Bio medical engineer	⇒ carrying out the day to day activities of registration of patients (IP & OP) at the reception and front desk

2. The Super Specialty Block is situated near the mortuary in Medical College campus, Thiruvananthapuram.

3. The period of work shall be one year which may be extended on mutual consent for one more year.

**HLL LIFECARE LIMITED
(A Government of India Enterprise)**

NOTICE INVITING TENDER

1. Tenders are invited from reputed contractors for Providing Facility Management services at Super Specialty block at Medical College, Thiruvananthapuram (TMC).
2. Agreement shall be drawn with the successful tenderer and the tender document shall form part of the contract. The agreement shall be initially valid for one year from the date of award of work to the contractor which may be extended to one more year on mutual consent.
3. Intending tenderers should inspect the buildings and make judicious assessment before quoting.
4. Tender documents can be purchased from HLL ID office from 21.03.2013 to 01.04.2013 on payment of Rs. 1560/- (Rupees One Thousand five hundred and sixty only) in cash as processing fee of tender documents. The tender documents may also be downloaded from the web site www.lifecarehll.com or Central Public Procurement Portal and the cost of tender document shall be submitted along with the tender in the form of DD taken in favour of HLL Lifecare Limited payable at Thiruvananthapuram failure of which the tender will be rejected.
5. Tenders, which **should be placed in sealed envelopes, as prescribed in Para 11 of Section II (Information & Instructions to Tenderers)**, will be received by the **Deputy General Manger (Technical), HLL Lifecare Limited, Infrastructure Development Division, Thiruvananthapuram** or official authorized by him up to 2.00 PM on 03.04.2013. The tender will be opened by him or his authorized representative in his office on the same day at 2.30 PM.
6. The scope of the work shall be as detailed in Section III.
7. **The applicants are requested to quote for all the items mentioned in Section I.**
8. Earnest Money as mentioned in the Notice inviting Tender in the form of a Demand Draft of a scheduled bank issued in favour of HLL Lifecare Limited, Thiruvananthapuram, or in the form of an irrevocable guarantee bond of any scheduled bank or State Bank of India, which should be placed in a separate sealed cover marked "Earnest Money" shall be submitted along with the tenders.
9. The contractor shall be required to deposit an amount equal to 5% of the tendered value of the work as performance guarantee in the form of an irrevocable guarantee bond of any scheduled bank or State Bank of India in accordance with the form prescribed within 20 days of issue of letter of acceptance.

10. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the form and the nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents or by subsequent orders. Submission of a tender implies that the tenderer has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.
11. HLL Lifecare Limited does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition substantially altering the tender conditions is put forth by the tenderer, shall be summarily rejected.
12. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
13. HLL Lifecare Limited does not bind itself to accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
14. The firm or contractor shall not be permitted to tender for work in case his near relative (s) (directly recruited or on deputation in HLL) is/are posted in any capacity either non-executive or executive employee. The contractor shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to any executive employee/ gazetted officer in the HLL or in the Ministry of Health and Family Welfare.
15. No Engineer of Gazetted rank or other Gazetted Officer employed in engineering or administrative duties in an Engineering Department of the Government of India/State Government or PSU's is allowed to work as a contractor for a period of two years after his retirement from Govt. service, without previous permission of the Govt. of India or HLL in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Govt. of

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India/State Government or PSU's as aforesaid before submission of the tender or engagement in the contractor's service.

16. The tender for the work shall remain open for acceptance for a period of 120 **days** from the date of opening of the tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance/intent, whichever is earlier, or, makes any modifications in the terms and conditions of the tender which are not acceptable to the HLL, then the HLL shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid.
17. This Notice Inviting Tender shall form a part of the Contract Document. In accordance with clause 1 of the contract, the letter of acceptance shall be issued first in favour of the successful Tenderer/Contractor. On such communication of acceptance, the successful Tenderer/Contractor shall, within 15 days from such date, formally sign the agreement consisting of:-
 - a) The Notice Inviting Tender, tender documents including scope of work, and other documents if any as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - b) Agreement signed on a non-judicial stamp paper as per the proforma given in the tender document.

Deputy General Manager (Technical)
HLL Lifecare Limited

**Form of Earnest Money Deposit
Bank Guarantee Bond**

WHEREAS, contractor (Name of contractor) (hereinafter called "the contractor") has submitted his tender dated (date) for Providing (name of work) (hereinafter called "the Tender")

KNOW ALL PEOPLE by these presents that we (name of bank) having our registered office at (hereinafter called "the Bank") are bound unto DGM (Technical), HLL Lifecare Limited (hereinafter called "the Engineer-in-Charge") in the sum of Rs (Rs. in words..) for which payment well and truly to be made to the said Engineer-in-Charge the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this day of..... 20... .

THE CONDITIONS of this obligation are:

- (1) If after tender opening the Contractor withdraws, his tender during the period of validity of tender (including extended validity of tender) specified in the Form of Tender;
- (2) If the contractor having been notified of the acceptance of his tender by the Engineer-in-Charge:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to contractor, if required;
OR
 - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the provisions of tender document and Instructions to contractor,
OR
 - (c) fails or refuses to start the work, in accordance with the provisions of the contract and Instructions to contractor,
OR
 - (d) fails or refuses to submit fresh Bank Guarantee of an equal amount of this Bank Guarantee, against Security Deposit after award of contract.

We undertake to pay to the Engineer-in-Charge up to the above amount upon receipt of his first written demand, without the Engineer-in-Charge having to substantiate his demand, provided that in his demand the Engineer in-Charge will note that the amount claimed by him is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date* after the deadline for submission of tender as such deadline is stated in the Instructions to contractor or as it may be extended by the Engineer-in Charge, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE

WITNESS

(SIGNATURE, NAME AND ADDRESS)

SIGNATURE OF THE BANK
SEAL

*Date to be worked out on the basis of validity period of 6 months from last date of receipt of tender.

**FORM OF PERFORMANCE SECURITY
BANK GUARANTEE BOND**

1. In consideration of the HLL Lifecare Limited (hereinafter called "HLL") having agreed under the terms and conditions of agreement No..... dated..... made between and (herein after called "the said contractor(s)") for the work (herein after called "the said agreement") for compliance of his obligation in accordance with the terms and conditions in the said agreement.

We (indicate the name of the Bank) (herein after referred to as "as Bank) hereby undertake to pay to the HLL and amount not exceeding Rs..... (Rupees..... only) on demand by the HLL.

2. We (Indicate the name of the Bank) do hereby undertake to pay the amount due and payable under this Guarantee without any demure, merely on a demand from the HLL stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees..... only).
3. We undertake to pay to the HLL any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment made by us under this bond shall be valid discharge of our liability for payment to there-under and the contractor(s) shall have no claim against us making such payment.

4. We (Indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the HLL under or by virtue of the said agreement have been fully paid and it is claims satisfied or discharged or till Engineer-in-charge on behalf of the HLL. Certified that he terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) accordingly discharges this guarantee.
5. We..... (Indicate the name of Bank) further agree with the HLL that he HLL shall have the fullest liberty without our consent and without affecting any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s)

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from time to time or to postpone for any of the powers exercisable by the HLL against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor(s) or for any forbearance act or omission on that part of the HLL or any indulgence by HLL to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effected or so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We..... (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the HLL in writing.
8. This guarantee shall be valid upto unless extended on demand by HLL. Notwithstanding anything mentioned above our liability against this Guarantee is restricted to Rs..... (Rupees.....only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under the Guarantee shall stand discharged.

Dated the day of 20....

For
(Indicate the name of Bank)

**PROFORMA FOR AGREEMENT
(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)**

CONTRACT AGREEMENT FOR THE WORK OF ----- DATED -
----- Between M/s----- in the town of _____
hereinafter called the contractor (which term shall unless excluded by or repugnant to be
subject or context include its successors and permitted assigns) of the one part and the
HLL Lifecare Limited hereinafter called the HLL (which term shall unless excluded by or
repugnant to the subject or context include its successes and assigns) of the other part.

WHEREAS

- a. The HLL is desirous that the _____ (name of work)
at _____ should be executed as mentioned, enumerated or referred to in the
tender documents including Press Notice Inviting Tender, other documents, has
called for Tender.
- b. The contractor has inspected the site and surroundings of the work specified in
the tender documents and has satisfied himself by carefully examination before
submitting his tender as to the nature of the site and local condition, the
quantities, nature and magnitude of the work the availability of labour and
materials necessary for the execution of work, the means of access to site, and the
accommodation he may require and has made local and independent enquiries
and obtained complete information as to the matters and things referred to or
implied in the tender documents or having any connection therewith, and has
considered the nature and extent of all the probable and possible situations,
hindrances or interferences to or with the execution and completion of the work
to be carried out under the contract, and has examined and considered all other
matters, conditions and things and probable and possible contingencies, and
generally all matters incidental thereto and ancillary thereof affecting the
execution and completion of the work and which might have influenced him in
making his tender.
- c. The tender documents including the HLL's Press Notice Inviting Tender, rates,
General obligations, period of completion of work. Letter of Acceptance of tender
and any statement of agreed variations with its enclosures copies of which are
hereto annexed form part of this contract though separately set out herein and
are included in the expression Contract wherever herein used.

AND WHEREAS

The HLL accepted the tender of M/s ----- (Contractor)
for the ----- (name of work) at -----and conveyed
vide letter No.-----dated -----at the rates stated in the LOA for the
work and accepted by the HLL (hereinafter called the Rates) upon the terms and subject to
the conditions of the contract.

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NOW THIS AGREEMENT WITNESSTH & IT IS HEREBY AGREED AND DECLARED AS FOLLOWS.

1. In consideration of the payment to be made to the contract for the work to be executed by him, the contractor hereby covenant with the HLL that the contractor shall and will duly provide, execute, complete and maintain the said work and shall do and perform all other acts and things in the contract mentioned or described or which are to be implied and there-from or may be reasonably necessary for the completion of the said works and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the contract, AND
2. In consideration of the due provisions execution of the said work, the HLL does hereby agree with the contractor that the HLL will pay to contractor the respective amounts for the work actually done by him and approved by the HLL at the Schedule or Rates and such other sum payable to the contractor under provision of the contract, such payment to be made at such time in such manner as prescribed for in the contract.

It is specifically and distinctly understood and agreed between the HLL and the contractor that the contractor shall have no right, title or interest in the site made available by the HLL for execution of the works or in the building, structures or works executed on the said site by the contractor or in the goods, articles, materials, etc. brought on the said site (unless the same specifically belongs to the contractor) and the contractor shall not have or deemed to have any lien whatsoever charge for unpaid bills will not be entitled to assume or retain possession or control of the site or structures and the HLL shall have an absolute and unfettered right to take full possession of site and to remove the contractor, their servants, agents and materials belonging to the contractor and lying on the site.

In Witness whereof the parties hereto have here-into set their respective hands and seals in the day and the year first above written.

Signed and delivered for and on behalf of
HLL

Signed and delivered for and on behalf of
the contractor

(HLL LIFECARE LIMITED)
OFFICIAL ADDRESS

(Contractor)

Date
Place

Date
Place

IN PRESENCE OF TWO WITNESSES

SIGNATURE
NAME

SIGNATURE
NAME

SIGNATURE
NAME

SIGNATURE
NAME

SECTION II
INFORMATION & INSTRUCTIONS FOR APPLICANTS

1.0 GENERAL:

1.1 Letter of transmittal and forms for Technical Evaluation are given in Section III.

1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.

1.3 The application should be neatly type-written in English. The applicant should sign each page of the application.

1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the qualification document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

1.5 References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.

1.6 The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless it is called for by the Employer.

1.7 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in HLL Lifecare Limited.

2.0 METHOD OF APPLICATION:

- 2.1 If the applicant is an individual, the applicant shall affix his Signature above his name type written in full along with his current address.
- 2.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his name type written in full along with the full name of his firm and its current address.
- 2.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full type-written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 2.4 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

3.0 FINAL DECISION MAKING AUTHORITY.

The employer reserves the right to accept or reject any application and to annul the evaluation process and reject all application at any time, without assigning any reason or incurring any liability to the applicants. The final decision will be made by HLL in consultation with the TMC authorities.

4.0 PARTICULARS PROVISIONAL

The particulars of the work given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the applicant. The tenderer should inspect the building/ equipments and quote for all components of work required.

5.0 TENDER DOCUMENTS

- 5.1 The tenderer is expected to examine carefully all the contents of the tender Documents including instructions, conditions, forms, terms etc. and take them fully into account before submitting the offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderer's own risk.

6.0 SUBMISSION OF THE TENDER DOCUMENTS

The Tender document with price for one year for the services for which the firm is qualified shall be submitted along with the EMD for the amount mentioned in the Section I.

The tender document shall be submitted in two parts

1. Part- I- EMD, Tender document with qualification documents
2. Part II - Price bid

7. SIGNING THE TENDER

7.1 The tenderer shall prepare one original set of the document. The tender documents (Part I- EMD, Tender document with qualification documents and Part II - Price bid) shall be stamped and signed on all pages by the person duly authorized to sign on behalf of the Applicant. The power of attorney duly notarized and on a stamp paper authorizing the person to sign and act on behalf of the firm should be submitted.

7.2 The completed tender shall be without alteration, overwriting, interlineations or erasures except those to accord with instructions issued by HLL or as necessary to correct errors made by the tenderer. All amendments/ corrections shall be initialed by the person/ persons signing the tender.

7.3 An authorized representative shall have the authority to conduct all business and incur liabilities related thereto for and on behalf of the Applicant, during the process and thereafter.

8.0 SEALING AND MARKING OF TENDERS

8.1 The tender document and EMD shall be sealed in separate envelopes. The two covers shall be sealed in a single large envelope and submitted on or before the last date and time for submission of the application. The envelope shall be superscribed as "TENDER FOR PROVIDING FACILITY MANAGEMENT SERVICES AT SUPER SPECIALITY BLOCK AT MEDICAL COLLEGE, THIRUVANANTHAPURAM" and clearly marked in English with name of the Applicant.

8.2 No responsibility will be accepted by the HLL for the misplacement or premature opening of a tender, not sealed or marked as per aforesaid instructions.

9.0 ELIGIBILITY CRITERIA FOR QUALIFICATION

The applicants who meet the following criteria only shall be considered for price bid opening

9.1 The applicant should have satisfactorily completed two consecutive years during the last three years ending last day of the month January 2013.

- a) Two similar works each costing not less than Rs. 1.50 Crores or
- b) One similar work costing not less than Rs. 2 Crores.

The similar works specified above shall mean Facility Management services of the entire Building premises as per the scope of work specified Section -I.

'Cost of work' shall mean gross value of the completed work including the cost of materials supplied by the Employer/ Client, but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent. If the applicant has done/ doing any works at HLL, the performance certificate from officer not below the rank of Manager shall be submitted by the contractor.

9.2 The applicant should have had average annual financial turn over (gross) of Rs. 80 lakhs on Facility Management services during the last three years ending 31st March 2012. The documentary evidence duly audited and certified by a Chartered Accountant must be furnished along with the application. The year in which no turnover is shown would also be considered for working out the average.

9.3 The applicant should not have incurred any loss in more than two years during the last five years preceding 31st March 2012. This should be duly certified by a Chartered Accountant.

9.4 Latest Bank Solvency Certificate for amount of Rs. 1.00 Crores from Bank issued in the current financial year shall be submitted by the party.

9.5 Applicant shall quote for all the services mentioned in the scope of work.

9.6 The applicant should own maintenance equipments. Else, he should certify that he would be able to manage the equipment by hiring etc., and submit the list of firms from whom he proposes to hire.

9.7 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

9.8 The applicant's performance for each work completed in the last 2 years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent and should be furnished along with the application.

10.0 EVALUATION OF TECHNICAL BID

10.1 The applicants will be evaluated in the following manner:

- i. The initial criteria prescribed in para 9.1 to 9.6 above in respect of experience of similar class of works completed, bidding capacity and financial turn over etc. will first be scrutinized and the applicant's eligibility for qualification for the work be determined.
- ii. The applicants qualifying the initial criteria as set out in para 6.1 to 6.5 above will be evaluated for following criteria by scoring method on the basis of details furnished by them.

A. Financial strength (Form 'A')	Maximum 20 Marks
B. Experience in similar nature of work during the last two years (Form 'B')	Maximum 35 Marks
C. Performance of works (Form 'D')	Maximum 35 Marks
D. Personnel and Establishment (Forms "E" & "E-I")	Maximum 10 Marks
Total 100 Marks	

To qualify, the applicant must secure at least fifty percent marks in each criteria and sixty percent marks in aggregate.

HLL, however, reserves the right to restrict the list of qualified applicants to any number deemed suitable by it.

Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has:

- A. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document,
- B. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
- C. If the applicant, or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for poor performance by any organization at any time or ever been convicted by a court of law, their application will be summarily rejected.

Tender for facility management services at SS Block, Medical College, Thiruvananthapuram

10.2 All applicants who qualified based on Technical Bid shall be informed and their price bids shall be opened on the date and time mentioned in schedule of submission of Application. The price bids of the unsuccessful applicants shall be returned unopened.

11.0 DEADLINE AND ADDRESS FOR SUBMISSION OF TENDER

11.1 Tenders shall be submitted to HLL Lifecare Ltd., by hand or through registered /speed post or courier service at the address given below and not later than 14.00 Hrs on 03.04.2013. In respect of tenders received by post or courier, HLL shall not assume any responsibility for any delayed delivery. Documents submitted in connection with this tender will be treated confidential.

11.2 The Application should be addressed to

**Deputy General Manager (Technical)
HLL Lifecare Limited,
Infrastructure Development Division,
"ADARSH", T.C 6/1718,
Vettamukku, Thirumala PO,
Thiruvananthapuram- 695 006
Phone - 0471 2365872
Fax - 0471-2368144**

11.3 HLL may, at its discretion, extend the deadline for the submission of Tender, in which case all rights and obligations of HLL and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

12.0 LATE SUBMISSION OF TENDERS

Tenders received after the dead line of submission of tender shall not be considered or opened under any circumstances and returned to the tenderer in the unopened condition.

13.0 VALIDITY OF TENDERS

Tender shall be valid for a period of 120 days from the last date of submission of Applications. HLL retain the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

14.0 AMENDMENT OF TENDER DOCUMENTS

14.1 At any time prior to the deadline for submission of tenders, HLL may amend the Tender Documents by issuing addenda.

14.2 An addendum issued shall be part of the Tender Documents and shall be informed to the bidders who have purchased the tender documents or shall be posted at the website of HLL as per the date specified in Schedule for submission of tender. The applicants are advised to check the websites specified above after the last date of issue of addendum and download the addendum issued, if any.

14.3 To give Applicants reasonable time to take an addendum into account in preparing their Applications, HLL may, at its discretion, extend the deadline for the submission of Applications.

15.0 WITHDRAWAL OF TENDERS

15.1 No modification or substitution of the submitted application shall be allowed.

15.2 A tenderer may withdraw its Tender after submission, provided that written notice of the withdrawal is received by HLL before the due date for submission of Applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.

15.3 The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the notice shall be duly marked "WITHDRAWAL".

16.0 AWARD CRITERIA

HLL will award, the contract to the eligible tenderer, whose tender has been determined to be complete and in accordance with the tender documents, and whose total price for undertaking the work as per the tender documents is the lowest.

17.0 PAYMENT TERMS

Contractor shall submit the monthly bills to the project in charge at site (TMC) along with necessary supporting documents. The payment will be made within 15 days of receipt of certified bills and after deduction of applicable taxes/ statutory levies etc.

18.0 EMPLOYER'S RIGHT TO ACCEPT AND TO REJECT ANY OR ALL TENDERS

18.1 The employer (HLL) reserves the right, without being liable for any damages or obligation to inform the applicant, to:

- A. Amend the scope and value of contract to the applicant.
- B. Reject any or all of the applications without assigning any reason.

18.2 Any effort on the part of the tender or his agent to exercise influence or to pressurize the employer would result in rejection of his tender. Canvassing of any kind is strictly prohibited.

19.0 JURISDICTION

All disputes arising shall be subject to the jurisdiction of the appropriate court at Thiruvananthapuram, India and will be governed by the laws of India.

20.0 ARBITRATION

All disputes arising out of the notified claims of the contractor and all claims of the HLL shall be referred for adjudication through the arbitration by the Sole Arbitrator appointed by the Chairman & Managing Director, HLL Lifecare Limited. The conciliation and arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

SECTION III
SCOPE OF WORK

The applicant should provide following services:

1. Electrical Systems

For Electrical maintenance including O & M of substation, operation of DG set and UPS, 2 shifts per day shall be arranged with 4 electricians with wireman license and one helper per shift and one supervisor on general shift provided one electrician should be an ITI holder with 3 years experience and supervisor should be a degree/diploma holder with minimum 2 years experience.

a) Substation Switchgear & instruments, SSBs, DBs, wiring and light/ fan fittings.

O & M of the Substation & complete Electrical system shall be carried out. Maintenance works carried out includes replacements of lamps, ballasts, holders, switches and attend any power failure. Also servicing the switchgear, MCBs, fans etc. Daily checking and maintaining the electrical outlets and fittings in all wards and OP, operation theatres, ICUs, Post operative wards etc are also part of the job.

The maintenance works also includes servicing of LDBs, PDBs, UDNBs, generators, battery with AMF panel and external street light area and system. Other works include recording of completion of work, taking signature from the user departments, maintaining log books, attendance registers and any new minor works and other connected works as directed from time to time.

b) DG Set

In the case of power failure, Operation of 2 nos of 750 KVA DG sets installed for Standby power supply for SS Block shall be provided. Daily routine services also shall be done. The cost of diesel shall be reimbursed extra at actuals. Works include collection of diesel, filling and maintaining diesel in DG sets, operation of DG sets, maintaining diesel account and entering details in DG log book daily.

Break down maintenance, if any not covered under warranty at actuals.

c) UPS system

Operation & general maintenance including cleaning and checking of batteries, voltage etc shall be provided for 3 no.s of 100 KVA UPS System.

2. Lift

3 nos of 20 passenger lifts and 1 No of Service lift are provided in the SS Block. The lifts will be operated normally by the occupants under supervision of the lift operator.

Tender for facility management services at SS Block, Medical College, Thiruvananthapuram

There should be three shifts per day. Three Operators and one helper per shift (for 1st and 2nd shift each) and one supervisor on general shift shall be provided. The supervisor shall be having diploma/ITI holder (E/M) with minimum 2 years experience in the erection and commissioning or maintenance of Lifts and Operator shall be an ITI holder (E/M) with minimum one year experience. Lifts should be switched on and off daily.

3. Operation of Firefighting system, Pumps, Plumbing & Sanitary

O & M of fire fighting system includes routine operation, maintenance of pumps valves, sprinkler outlets & detectors. The personnel should be available round the clock and should be having experience in the erection, testing and commissioning or maintenance of fire fighting system with minimum 2 years experience.

There should be 24 hrs maintenance of Plumbing and sanitary including replacement of damaged taps, seals, washers, checking and watching auto system, operating manually when and where required, avoiding overflows, maintenance of pumps and motors by oiling, greasing, and also , maintenance of records of running of bore wells, maintaining log books, attending to defects and rectification of minor nature. It also includes attending works like water leakage in taps, waste pipes, removing blockages in waste line, water supply lines, sewer line, changing taps, codes and valves, operation of valves, fixing new taps, valves, providing water supply lines, geyser fixing, masons works, carpenters works recording completion of works. There should be two shifts per day. There should be one plumber & one helper in general shift and one plumber on call including night shift. The plumber should be having a minimum experience of 2 years.

5. House Keeping

Nearly 1.30 lakh sq. ft floor area have to be cleaned by the applicant firm. The area includes toilet and bath room facilities, wards, ICUs and other rooms and facilities. The frequency of cleaning proposed is as follows:

Location	Frequency of cleaning
Basement - Servicing, Laundry	2 times (Morning and Evening)
Ground -OPD, Reception, Examination Room, Administration	OPD & Administration -1 time /day, Reception min 4 times and when required
1st Floor - Two ICU'S	ICU 6 TIMES,
2nd Floor ward 60 beds, ICU	2 times (M&E) in ward and 6 times in ICU
3rd Floor Ward 60 beds, ICU	2 times (M&E) in ward and 6 times in ICU

Tender for facility management services at SS Block, Medical College, Thiruvananthapuram

4th floor - Ward 60 beds, ICU	2 times (M&E) in ward and 6 times in ICU
5th floor- 8 OT's & associated areas	BEFORE and after surgery
5th floor ICU -16 beds	ICU 6 TIMES
5th floor- ICU - pre operative	ICU 6 TIMES
5th floor- ICU - Post Operative	ICU 6 TIMES

The work shall include the following:

- a. Day to day sweeping, mopping of floors, corridors and tiles with disinfectants.
- b. Cleaning of bathrooms and toilets : includes continuous cleaning of floors & wall tiles, pots, mirrors, wash basins, flush, cisterns, removal of stains, cleaning of all fixtures using disinfectant, air cleaning agents/ odor removers and continuous refilling of liquid soap/ soap/ air fresheners.
- c. Washing the floor regularly wherever applicable.
- d. Cleaning of room furniture, electrical boards, switches, name plates, Signages etc once in a day.
- e. Cleaning of window glasses and window pane, glass doors (both sides in & out).
- f. Changing of linen in the patient beds as needed by hospital authorities.
- g. Cob web removal, Dusting of ceiling and walls up to ceiling using man lifts, Fan cleaning, Furniture cleaning etc
- h. Additional cleaning as and when needed by HLL/ hospital authorities.

In addition to the above, the hospital wastes have to be collected separately in colour coded bags as per Bio-medical Waste Management Rules and disposed off suitably through the appropriate system. All the open areas of the hospital inside and outside and the vehicle parking area and also the service roads in front of the SS block are to be included for cleaning purposes at least twice daily.

All the cleaning materials required for the cleaning as detailed above shall be procured by HLL. The Standards and brand names of the cleaning materials and chemicals proposed to be used shall be deployed after due approvals from HLL Official. Any special/ emergency cleaning request from the nursing/ medical staff

Tender for facility management services at SS Block, Medical College, Thiruvananthapuram

to be attended by the cleaning team. Age limit for the manpower shall be above 18 years.

6. Medical Gas System

Operation of Medical gas system including Pipe lines, Terminal boxes, Bed head panels, Manifolds, Vacuum engines, Control panel, Compressors, Valve boxes & alarm boxes, Compressor systems, Control panels, Electrical systems etc shall be provided. There should be 3 shifts per day with one operator /shift and one supervisor in general shift. The operator shall be having minimum 2 years experience in erection and commissioning of medical gas system or maintenance of medical gas system.

7. Providing Nursing Orderly

The applicant should provide nursing orderlies for assisting the nursing staffs in non critical nursing activities and patient's transport and other day to day work like movement of records and other works given by staff nurse from time to time in the Super Specialty Block.

8. Manpower Supply for Registration staff, data entry operator and Bio Medical engineer

Registration staff/ Data entry operators: For carrying out the day to day activities of registration of patients (IP & OP) at the reception and front desk, enter data in computer, letter drafting, dispatching etc.

Bio Medical Engineer: For maintaining the life saving equipments installed in the SS Block.

9. Providing Horticulture services at SSB Block & MLT Block.

The applicant shall be responsible for the maintenance of landscaping at Super Specialty Block and MLT Block at TMC

SPECIAL CONDITIONS

- 1) The Contractor shall at his own cost comply with the provision of labour laws, rules, orders and notifications whether central or state or local as applicable to him or to this contract from time to time. These Acts/Rules include the Minimum Wages Act, 1948, the Workmen's Compensation Act, 1923, the Payment of Gratuity Act, 1972, the Payment of Bonus Act, 1965, the Payment of Wages Act, 1936, the Employees Provident Fund & Miscellaneous Provisions Act, 1952 etc.
- 2) The contractor will be required to pay minimum wages as prescribed under the minimum wages act. The contractor will maintain proper record as required under the law/ acts deductions.
- 3) In case the contractor fails to execute/ perform the assigned works or a part thereof, HLL shall be authorized to deduct an amount as deemed fit by HLL from the bills of the contractor and damages will be charged to the extent of loss. In case of any unsatisfactory service, deduction up to 10 % of the amount due during the month will be imposed on the contractor. In case of late attendance/ absence during working hours/ loitering during working hours by any personnel, HLL reserves the right of reduction of any amount from the bills payable.
- 4) If any of the persons engaged by the contractor misbehaves with any of the officials of HLL/ TMC or commit any misconduct with regard to the property of the HLL/TMC or suffers from any serious communicable disease, the Contractor shall replace them immediately. In case Authority of HLL feel that the conduct of any of Contractor's employees is detrimental to the interests of HLL, the competent authority of HLL shall have the unqualified right to request for the removal of such employee either for incompetence, unreliability, misbehavior, security reasons etc., while on or off the job. The Contractor shall comply with any such request to remove such personnel at Contractor's expense unconditionally within the time limit allowed by HLL.
- 5) The contractor shall not engage/ employ persons below the age of 18 years.
- 6) The contractor shall get the antecedents of the persons engaged by him verified from police station concerned and produce a certificate in this regard to HLL.
- 7) The Contractor shall pay wages directly to his workmen. The contractor shall also ensure that no amount by way of commission or otherwise is deducted & recovered from the wages.
- 8) The contractor shall provide necessary insurance coverage to his workmen engaged in the execution of this contract so as to hold the HLL non liable for any act from contractor's workmen in case of any accident mishap including death. The insurance cost of personnel working for the contractor at the site shall be borne by the contractor.

Tender for facility management services at SS Block, Medical College, Thiruvananthapuram

- 9) The contractor shall deploy adequate number of persons for execution of the work undertaken on contract regulating their working hours and weekly off within the statutory limits. The contractor shall be responsible for payment of overtime wages to his workmen if any, in case they are required to work beyond the prescribed hours under law.
- 10) Contractor shall provide proper identification cards and uniforms to his employees to be deputed by him for work as per the prescribed format/ approved colour by HLL, duly signed by the contractor or authorized person on behalf of contractor.
- 11) The personnel deployed by the contractor for the job shall meet the following requirements:
 - i) Should be medically fit.
 - ii) Should possess good conduct and discipline.
 - iii) Should not have a criminal record.
- 12) The requirement given in the scope of work is only indicative. HLL reserves the right either to increase or decrease it as per requirement. The decision of HLL in this regard shall be final and binding on the Contractor. The payment to contractor will be based on the actuals measured at site.

SUBMISSION OF PRICE BID

- 13) The PRICE bid shall clearly mention the amount quoted for the service (**including all taxes and duties as applicable**) in both words and figures. In the event of any difference between the figures and words, the amount indicated in words shall be taken into account. Similarly, if there is any difference between the rates quoted and total amount, the rate quoted shall be taken into account.

The bidder should indicate the rate quoted for each person/ shift for the activity for which you have qualified. The bidder shall arrange additional manpower if and when required by HLL/TMC at the quoted rates.

14) INCOME TAX

Any payment to the contractor as per contract will be made after deducting income tax or any other applicable taxes as per the relevant rules and regulations.

- 15) The tendered rate shall remain firm and free from variation due to rise in the cost of materials/equipment labour or any other reasons whatsoever during the contract period of one year and valid extension. The period of contract can be extended for a further period of one year at the discretion of HLL.

- 16) If for any reason, work is done for only a part of the monthly, payment will be made on pro rata basis for the number of days work has been performed assuming 30 days in a month.

SECTION IV

LETTER OF TRANSMITTAL

From:

To

Deputy General Manager (Technical)
HLL Lifecare Limited,
Infrastructure Development Division,
“ADARSH”, T.C 6/1718,
Vettamukku, Thirumala PO,
Thiruvananthapuram- 695 006.
Phone - 0471 2365872 Fax - 0471-2368144

Subject: Submission of Tender for Providing Facility Management Services at Super Specialty block, Medical College, Thiruvananthapuram.

Sir,

Having examined the details given in the Tender press notice and Qualification documents for the above work, I/we hereby submit the qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We authorize HLL Lifecare Limited to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize HLL Lifecare Limited to approach individuals, employers, firms and corporation to verify out competence and general reputation
4. I/We hereby certify that the price quoted are firm for the contract period of one year and will not vary for the above work.

Name of work

Certificate from

Enclosures.

Seal of applicant
Date of submission

Signature(s) of Applicant

INITIAL FILTER

The initial filter is as per checklist below.

INITIAL FILTER OF APPLICANTS - CHECKLIST

Name of Applicant:

No.	Criteria	Yes	No
1	Has the Applicant abandoned any work in the last seven years or has it been blacklisted by any Government department / PSU or have any of its contracts terminated for failure to perform?		
2	Has the Applicant involved in more than one litigation in the last five years?		
3	Has any misleading information been given in the Application?		
4	Has the Applicant suffered bankruptcy / insolvency in the last seven years?		
5	Is the Applicant not having the required turnover for the work?		
6	Has the Applicant not submitted the details of experience for housekeeping and other facility management services in two similar scale of works for the last 2 years?		

Note: A “YES” answer to any of the questions will disqualify the applicant.

The Applicants who do not pass the initial filter test shall not be evaluated further.

FORM 'A'

FINANCIAL INFORMATION

- I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years duly certified by the Chartered Accountant. (Copies to be attached).

Profit/Loss for the year	2007-08	2008-09	2009-10	2010-11	2011-12

- A. Gross Annual turn over.

Years			
2009-10	2010-11	2011-12	Average Annual Turnover

- II. The following certificates are enclosed:
1. PAN & Service Tax Registration copies
 2. Solvency Certificate from Applicants Bankers

Signature of Chartered Accountant with Seal

Signature of Applicant

FORM 'B'

**DETAILS OF FACILITY MANAGEMENT SERVICES EXECUTED DURING
THE LAST TWO YEARS ENDING LAST DAY OF THE MONTH OF
JANUARY 2013**

Sl. No	Name of work/ and location	Owner or sponsor	Type of Activity**	Area in Sft.	Total Charges per annum	Date of commencement as per contract and duration of the contract executed	Whether performance report attached on behalf of Client in form D	Litigation /arbitration pending /in progress with details*	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

* Indicate gross amount claimed and amount awarded by the Arbitrator.

** Indicate whether service provided for Hospital/ Residential Building/ IT or Industrial Building/ Commercial Establishment.

Signature of Applicant

FORM 'C'

CONTRACTS UNDER EXECUTION OR AWARDED

Sl. No	Name of work/ and location	Owner or sponsor	Type of Activity**	Area in Sft.	Total Charges per annum	Date of commencement as per contract and duration of the contract executed	Whether performance report attached on behalf of Client in form D	Litigation /arbitration pending /in progress with details*	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

*Indicate gross amount claimed and amount awarded by the Arbitrator.

**Indicate whether service provided for Hospital/ Residential Building/ IT or Industrial Building/ Commercial Establishment

Signature of Applicant

FORM 'D'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B" & "C"

1. Name of work /Project & Location.
2. Agreement No.
3. Estimated Cost.
4. Tendered Cost
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any.
9. Performance Report

1) Quality of work	Very Good/Good/Fair/Poor
2) Financial soundness	Very Good/Good/Fair/Poor
3) Technical Proficiency	Very Good/Good/Fair/Poor
4) Resourcefulness	Very Good/Good/Fair/Poor
5) General behavior	Very Good/Good/Fair/Poor

Dated:

Authorized representative of Client.

FORM 'E'

STRUCTURE & ORGANIZATION

1. Name & Address of the applicant
2. Telephone No./Fax No.
3. Legal status of the applicant (attach copies of original document the legal status).
 - (a) An individual
 - (b) A proprietary firm
 - (c) A firm in partnership
 - (d) A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested photocopy).

Organization/ Place of registration

Registration No.

- 1.
- 2.
- 3.

5. Names and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the applicant ever required to suspend operation for a period of more than one month continuously after you commenced the operation? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the applicant or any constituent partner in case of partnership firm, even been debarred/black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. Has the applicant any valid VAT/Works Contract Tax registration with the Sales Tax Department?
12. Any other information considered necessary by not included above.

Signature of Applicant

FORM 'E-1'

**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE
EMPLOYED FOR THE WORK (Does not include the unskilled labour)**

S. No.	Designation	Number available for this work	Name	Qualification	Professional experience and details of work carried out	Responsibility	Remarks
1	2	3	4	5	6	7	8

Signature of Applicant

SECTION-V

PRICE BID

PRICE BID

I. Housekeeping

Sl. No.	Manpower Description	Proposed No. of staffs	Proposed cost / month/person	Total Amount/ year (Rs.)
1	Supervisor	5		
2	Housekeeping Staff	100		
	Total (A)			
Nursing orderlies				
	Manpower Description	Proposed No. of staffs	Proposed cost / month/person	Total Amount/ year (Rs.)
1	Male	50		
2	Female			
Registration staff, data entry operator and Bio Medical Engineer				
	Manpower Description	Proposed No. of staffs	Proposed cost / month/person	Total Amount/ year (Rs.)
1	Staff	5		
2	Bio Medical Engineer	1		

II. O & M of Electrical works and Operation of DG set & UPS System:

Sl. No.	Item of work	No. / shift/day	Total no. of shifts	Rate/ person/ month (Rs.)	Total Amount/ year (Rs.)
	Electrical works				
1.	Supervisor	1 (general)	1		
2.	Electrician	4	2		
3.	Helper	1	3		
	TOTAL				

III. Operation of Medical Gas

Sl. No.	Item of work	No. / shift	Total no. of shifts	Rate/ person/ month Rs.)	Total Amount/ year (Rs.)
1.	Supervisor	1 (general)	1		
2.	Operator	1	3		
		1 (general)	1		
TOTAL					

IV. Operation of Fire fighting system, Pumps & Water supply and sanitary works

Sl. No.	Item of work	No. / shift	Total no. of shifts	Rate/ person/ month (Rs.)	Total Amount/ year (Rs.)
1.	Operator (fire fighting)	1	3		
2.	Plumber	2	3		
3.	Helper (plumbing)	1 (general)	1		
TOTAL					

V. Operation of Lifts

Sl. No.	Item of work	No. / shift	Total no. of shifts	Rate/ person/ month (Rs.)	Total Amount/ year (Rs.)
1.	Supervisor	1 (general)	1		
2.	Operator	3	2 (1 st & 2 nd shift)		
3.	Helper	3	2 (1 st & 2 nd shift)		
TOTAL					

VI. Horticulture Services

Sl.No.	Description of work	Amount/ month	Amount/ year
1			
Total A			

Note: Rates quoted shall be inclusive of service charges, taxes and duties

HOUSEKEEPING EQUIPMENT					
Sl. No	Materials	Quantity/ month	Unit	Rate per unit	Cost per month
List of machines					
1	SCRUBBER DRIER	1	Nos.		
2	SCRUBBING MACHINE	2	Nos.		
2	VACUUM CLEANER: WET & DRY	2	Nos.		
4	VACUUM CLEANER: DRY	1	Nos.		
5	JANITOR TROLLEY	2	Nos.		
6	DOUBLE MOP BUCKET	10	Nos.		
7	SINGLE MOP BUCKET	10	Nos.		
8	MANUAL SWEEPER	1	Nos.		
9	EXTENSION POLE: 9 & 6 Mts	2 each	Nos.		
10	LADDER: 12FT & 6 FT	2 each	Nos.		
Total (B)					
Grand Total (A+B)					

PROVIDING FACILITY MANAGEMENT SERVICES AT SUPERSPECIALITY BLOCK, MEDICAL COLLEGE THIRUVANANTHAPURAM			
S. No.	Particulars	Period of Contract	Total Cost per Annum
1	Facility Management Services at Superspeciality Block, Medical College Trivandrum	2013-2014	In figures Rs. _____ In Words Rupees _____ _____ Only

Manpower Charges

	Bio Medical Engineer	O&M Supervisor	HK Supervisor	O&M Technician	O&M Helper	Registration Staff/ Data Entry Operator	Nursing Orderlies	HK Staff
Basic + DA								
*EPF @ _____%								
*ESI @ _____%								
Any other charges (to be specified)								
**Service Charges @ _____%								
Total								
Service Tax @ _____%								
Total per Month								
No. of persons	1	3	5	27	10	5	50	100
Monthly rate in Rs.								

*EPF and ESI rates given shall include both employer and employee contribution.

**Service charges shall include administration OHs, Uniform expenses, profit margin and all other charges.

***The number shown is only indicative. The contractor shall provide additional manpower and materials based on the actual requirement at site and payment shall be made as per actual attendance and consumption.**

**** Tax variation shall be reimbursed (subject to the proof for the same).**

*****Variation in labor cost due to minimum wages act will be admitted subject to proof for the same.**

The rates for housekeeping equipment shall be provided on rental basis, however, all the equipment shall be available at SSB to facilitate the cleaning schedule.