

**NOTICE INVITING TENDER FOR PROVIDING OPERATION  
AND MAINTENANCE SERVICES FOR GOVERNMENT  
MEDICAL COLLEGE, PARIPPALLY, KOLLAM, KERALA.**



**HLL InfraTech Services Limited.  
Facility Management Division,  
Golden Jubilee Block,  
HLL Bhavan, Poojappura,  
Thiruvananthapuram-695006  
[www.hllhites.com](http://www.hllhites.com)**

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**NOTICE INVITING TENDER**

(Applicant Name and Address with Contact Number)

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Sub: Providing Operation and Maintenance Services at Government Medical College, Parippally, Kollam, Kerala.

HLL InfraTech Services Ltd, a subsidiary of HLL Lifecare Ltd, a Government of India Undertaking, invites sealed and super scribed quotation from its empaneled service providers for Facility Management for the following work at Government Medical College, Parippally, Kollam, Kerala.

A complete set of tender document can be had from the ‘**Office of Chief Engineer (FM)**’, **HLL InfraTech Services Limited, Facility Management Division, Golden Jubilee Block, Poojappura, Thiruvananthapuram-695012** on all working days from 9.30 AM to 5.30 PM as per below schedule, free of cost. The tender can also be accessed from our official web site [www.lifecarehll.com](http://www.lifecarehll.com).

1. The tender document will be available up to 15.00 hrs. on the day of the opening of the bids.

- a) Issue of tender document - 06.11.2017 to 13.11.2017
- b) Last date and time of receipt of bids - 13.11.2017
- c) Date and time of opening of bids - 13.11.2017 at 15.30 hrs

Thanking you  
Yours Faithfully,

Chief Engineer (FM)  
Facility Management Division  
HLL InfraTech Services Ltd

## Terms & Conditions

1. Tender is invited from HITES' empaneled service providers for providing Operation and Maintenance Services of Fire and Water Pump, HVAC, Medical gas, STP & ETP, ELV Control console in IPD-1, Substation operations & building maintenance for Government Medical College, Parippally, Kerala.
2. Intending applicants shall inspect the buildings and make judicious assessment of the extent of services to be provided.
3. **Tender documents, which shall be placed in sealed envelopes, will be received at the 'Office of Chief Engineer (FM)', HLL InfraTech Services Limited, Facility Management Division, Golden Jubilee Block, Poojappura, Thiruvananthapuram-695012 on 13.11.2017 up to 3.00 PM. The tender will be opened at above mentioned location on 13.11.2017 at 3.30 PM.**
4. All tender documents shall be submitted in sealed envelopes and shall be super scribed clearly as "Tender for Providing Operation and Maintenance Services at Government Medical College, Parippally, Kollam, Kerala." and date and time of submission with complete contact details of authorized signatory of the applicant.
5. The period of operations shall for two years and extendable further on mutually agreed terms and as per Client's requirements. The scope of work shall be as detailed in Schedule-A.
6. The work shall be awarded to the applicants quoting lowest rates and meeting the statutory requirements as specified in Price Schedule. There shall not be any other additions to the given price schedule. The price schedule shall be filled by hand.
7. The Applicant 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.
8. Applicants are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their applications 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 application. An applicant 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 applicant 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. Submission of this application implies that the applicant has read this notice and all the 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.

9. Canvassing whether directly or indirectly, in connection with this application is strictly prohibited and the application submitted by the Applicants who resort to canvassing will be liable for rejection.
10. No Person of Gazetted rank employed in engineering or administrative duties in any Department of the Government of India/State Government or PSU's is allowed to work as an Applicant for a period of two years after his retirement from Govt. service, without prior permission of HITES in writing. This contract is liable to be cancelled if either the Applicant or any of his employees is found any time to be such a person who had not obtained the permission of the Govt. of India/State Government or PSU's as aforesaid before submission of the tender or engagement in the Applicant's service.
11. The tender for the work shall remain open for acceptance for a period of **120 days** from the date of opening of the application. Applicant who 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 HITES will disqualify to be considered for this tender.
12. 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 Applicant. On such communication of acceptance, the successful Applicant 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. The Proforma for the same will be given along with the Letter of acceptance.

### **SPECIAL CONDITIONS**

- 1) The Applicant shall at his own cost comply with the provision of lab our 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 applicant will be required to pay minimum wages as prescribed under the minimum wages act and GST as per prevailing rules. The applicant will maintain proper record as required under the law/ acts deductions.

- 3) In case the applicant fails to execute/ perform the assigned works or a part thereof, HITES shall be authorized to deduct an amount as deemed fit by HITES from the bills of the applicant 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 applicant. In case of late attendance/ absence during working hours/ loitering during working hours by any personnel, HITES reserves the right of reduction of any amount from the bills payable.
- 4) If any of the persons engaged by the applicant misbehaves with any of the officials of HITES or commit any misconduct with regard to the property of the HITES or suffers from any serious communicable disease, the Applicant shall replace them immediately. In case Authority of HITES feel that the conduct of any of Applicant's employees is detrimental to the interests of HITES, the competent authority of HITES 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 Applicant shall comply with any such request to remove such personnel at Applicant's expense unconditionally within the time limit allowed by HITES.
- 5) The applicant shall get the antecedents of the persons engaged by him verified from police station concerned and produce a certificate in this regard to HITES.
- 6) The Applicant shall pay wages directly to his workmen. The applicant shall also ensure that no amount by way of commission or otherwise is deducted & recovered from the wages. The wages shall be remitted to bank accounts of the workmen.
- 7) The applicant shall provide necessary insurance coverage to his workmen engaged in the execution of this contract so as to hold HITES non liable for any act from applicant's workmen in case of any accident mishap including death. The insurance cost of personnel working for the applicant at the site shall be borne by the applicant.
- 8) The applicant 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 applicant 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.
- 9)
  - a) Applicant shall provide proper identification cards to his employees to be deputed by him for work as per the prescribed format.
  - b) The applicant shall provide uniforms, shoes and other safety equipment's to the employees engaged by him.
  - c) The contractor shall provide additional manpower based on the actual requirement at site and payment shall be made as per actual attendance at the quoted rate.

- 10) The personnel deployed by the applicant for the job shall meet the following requirements:
- i) Shall be medically fit.
  - ii) Shall possess good conduct and discipline.
  - iii) Shall not have a criminal record.
- 11) Applicants are advised to inspect and examine the site and assess the manpower required in a professional manner. In case HITES feels that work is not performed in a satisfactory manner after commencement of operations, the successful applicant shall be asked to increase the manpower as required at their own cost.
- 12) An applicant 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 applicant 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. Submission of this application implies that the applicant has read this notice and all the documents and has made him 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.
- 13) The requirement given in the scope of work is only indicative. HITES reserves the right either to increase or decrease it as per requirement. The decision of HITES in this regard shall be final and binding on the Applicant. The payment to applicant will be based on the actuals measured at site.
- 14) The applicant must ensure that the workman are not forming any associations and acting against the interest of the company which may lead to the termination of contract. The applicant has to ensure that the workman's grievances are addressed by the applicant only. And at any cost the unit where they are attached with will not get involved in any of the service, terms and conditions or payment related issues or grievances raised by the workman.
- 15) Applicant must adhere to the following conditions in relation with the payment of work man;
- Salary for the workman shall be credited through bank account only
  - Salary shall be given before 10th working day of every month
  - Pay slips including PF, ESI, deductions details shall be given on monthly basis.
  - Minimum wages increase of the staff shall be given as per the GOI Notification.
  - Applicant shall be GST registered.

**PRICE SCHEDULE**  
**(Refer Schedule A for Qualification and Experience)**

Operation and Maintenance services at Government Medical College, Parippally						
S L N o	Technical Location	Description	Nos.	Rate per person per month (Rs)	Cost per month (Rs)	Cost per Annum (Rs)
1	Substation	Operator	6			
		Technician	10			
2	HVAC	Operator	4			
		Technician	4			
		Helper	4			
3	Fire and Water Pump	Pump Operator	4			
4	Medical Gas	Operator	4			
		Technician	4			
5	STP&ETP	Operator	4			
6	Fire & Safety	Operator	4			
		Helper	3			
7	ELV Control Console in IPD-1	Operator	4			
8	Building Maintenance Services	Electrician (Hi- skilled)	4			
		Plumber (Skilled)	3			
		Carpenter (Skilled)	1			
		Helper	3			
Total cost Per annum						

\*Wages shall be in compliance with latest state minimum wages Act.

\*\*In the event of any revision to the existing statutory rates and extension to contract, the service charges shall remain constant.



<b>Detailed Salary Break up of Operations of Building Utilities at Government Medical College, Parippally</b>				
<b>Item Description</b>	<b>Percentage</b>	<b>Operator-Hi Skilled</b>	<b>Technician-Skilled</b>	<b>Helper-Semi Skilled</b>
Basic Pay		9600	8100	7775
Consumer Price index point effective August 2017 = 314				
Fixed point of Consumer price index = 200				
Points to be considered for DA (314-200) = 114				
DA @ Rs.26.65 X 114		3038	3038	3038
<b>Gross Salary ( Basic + DA)</b>		<b>12638</b>	<b>11138</b>	<b>10813</b>
Extra Allowance as per government order for 300 and above bedded Hospital on Basic	15%	1440	1215	1166
Site Allowance		1000		
Gross Salary ( Basic + DA + Extra Allowance)		<b>15078</b>	<b>12353</b>	<b>11979</b>
EPF on Basic + DA	13.15%	1662	1465	1422
ESI on Gross Salary	4.75%	716	587	569
Gratuity on Basic + DA	4.81%	608	536	520
Bonus on Basic + DA	8.33%	1053	928	901
Leave wages on Gross	8.63%	1301	1066	1034
Total Statutory payout		<b>5340</b>	<b>4581</b>	<b>4446</b>
Uniform cost		200	200	200
Total cost		<b>20618</b>	<b>17134</b>	<b>16625</b>
Service charges of service provider				
<b>Total Monthly Cost Per person</b>				

## **SCHEDULE A**

### **SCOPE OF WORK**

**The O & M Services shall cover the following Services and Utilities.**

1. Operation and Maintenance of Fire and Water pump
2. Operation and Maintenance of Substations I & II
3. Operation and Maintenance of HVAC Systems
4. Operation and Maintenance of Medical Gas
5. Operation and Maintenance of STP & ETP
6. Operation and Maintenance ELV Control console in IPD-1
7. Operation and Maintenance of Fire and Safety
8. Building repairs & maintenance services

The successful applicant shall provide following services while maintaining the minimum manpower as indicated under each System. Total Price per month for providing each of the service mentioned below shall be quoted in the Price Schedule. Monthly payments shall be made. In case the service is not provided for the full month then part payment shall be done on proportionate basis.

The O&M services will be offered in a shift pattern and service provider shall ensure the manpower deployment and continuity at site.

Service provider shall ensure that Operator is at least a diploma holder in Mechanical/Electrical as per the utility to be handled with minimum 3 years' relevant experience, Technicians shall be a Diploma/ITI holder in Electrical/ Mechanical/ fitter with minimum 2- 3 year relevant experience, Lift operator shall be a ITI holder in Electrical/ Mechanical/ fitter with minimum 1 year relevant experience and Helper shall be an ITI holder in Mechanical/fitter with minimum 1 year relevant experience.

The Service provider shall ensure to provide the basic tools like, screwdriver set, tester, multimeter, hammer, spanner set, Allen key set, and pipe wrench etc. as required for the O& M Services.

For HLL InfraTech Services Ltd.

**Chief Engineer  
Facility Management Division**