



**NIZAM'S INSTITUTE OF MEDICAL
(A University Established Under State Act)
Panjagutta:: Hyderabad, Telangana**

Tender Notice

Rc No: Png-I/3/2017/LC

Dated: 13th April 2017

Open Competitive Bid (OCB)

For

SUPPLY OF MANPOWER

Description	Page No.
Newspaper advertisement	
Tender call notice	
The solution service or Material Required	
Pre-Qualification	
Statement of important limits and values of bid	
Technical specification	
Bidding procedure & Bid evaluation procedure	
General instructions to bidders	
Standard procedure for opening and evaluation of bids	
General conditions of proposed contract	
Special conditions	
Bid letter form	
Contract form	
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Nizams Institute of Medical Sciences
(A University established Under the State Act)
Punjagutta:: Hyderabad (NIMS)

Invites Bids for supply of Manpower

Sl. No.	Activity Schedule Description	Important dated or particulars
1.	Tender Notice No	Rc No: Plng-I/3/2017/LC
2.	Downloading of documents	on 13th April, 2017
3.	Pre-bid meeting	on 22 nd April,2017 at 3.00 PM. at Mini Conference Hall, 1 st floor Old OP Block, NIMS.
4.	Time and last date of depositing tender / bid	on 3rd May, 2017 at 3.00 PM at Medical Superintendent's Office, NIMS
5.	Time and Date of opening of tender box / bid	on 3rd May, 2017 at 4.00 PM at Medical Superintendent's Office, NIMS
6.	Validity of tender from the date of opening the bids	180 days
7.	Services to be offered	Sanitation, House Keeping, Patient care and incidental services.
8.	Estimated cost of tender (approx) Per Annum / for each Area	Rs. 10.00 Crores
9.	Amount of EMD to be deposited (2% of the estimated cost of the tender)	Rs. 20.00 lakhs for each area
10.	Duration of Contract	2 years
11.	Processing fee (Non-refundable)	Rs.10,000/-
12.	Performance Security 10 % of the Contract Value for One year.	

Tender call for supply of Manpower

Time schedule for various tender related events:

Commencement date of Tender	on 13th April, 2017
Downloading of document	on 13th April, 2017
Pre-bid conference date/time/Venue	on 22 nd April, 2017 at 3.00 PM at Mini Conference Hall 1 st floor Old OP Block, NIMS.
Bid closing date/time	on 3rd May, 2017 at 3.00 PM at Medical Superintendent's Office, NIMS
Bid opening date/time	on 3rd May, 2017 at 4.00 PM at Medical Superintendent's Office, NIMS
Contact person	Medical Superintendent, NIMS, Hyderabad

1. Bidder must file/Deposit tender documents in the tender box kept in the office of the Medical Superintendent, by the due date and time.
2. Bidders must pay Processing Fee (Non-refundable) as indicated in Bid document in the form of Demand Draft drawn in favour of Director, NIMS Hyderabad. In absence of such fee, bid will be treated as non-responsive and accordingly be rejected.
3. Bids must be filed in the given Formats only.
4. Bidders must sign all the documents, statements and certificates owning responsibility for their correctness and authenticity.
5. NIMS shall not hold any risk and responsibility for loss of documents or any other problem encountered by bidder while submitting bid .
6. The Bids shall consist of technical bid and financial Bid. The Technical Bid cover contains the material for eligibility criteria. The tenderer shall put the technical bid documents in a sealed cover and write on the cover "Technical bid for supply of man power for the Area No. _____". The financial bid format shall be put in a separate sealed cover and write on the cover "Financial bid for the supply of man power for the Area No _____". The bidder shall put the sealed covers of Technical bid and Financial bid in another cover and seal and write on the cover "Bid for supply of man power for the Area No. _____" The sealed cover shall be dropped in a Tender Box which is kept in Medical Superintendent Office, NIMS, with in the stipulated time.

SECTION – I

1.

Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad, a University with attached Super Specialty Hospital with the bed strength of about 1500 invites sealed tenders for Supply of Contract Workers to do the work Viz. sweeping, Floor cleaning, Toilet cleaning House keeping and other **incidental works** related to patient care besides Semi Skilled workers through licensed labour contractor. A list of requirement of both Semi skilled and unskilled workers are enclosed. The requirement may vary depending up on the need and necessity of the institute.

1.1.The components of HFMS (**Hospital Facility Management Services**)

Component : a.) Sanitation , b). Housekeeping, c). patient care services and incidental works.

1.2.Bids are invited for Providing the above services to the following Areas in the NIMS for a period of 2 years through Labour Contractor., (Details of areas are provided in **Annuxure -3**)

Area	Description
01	Oncology Block, Old OPD Block & Administrative Offices
02	Core Block (NPR Blocks)
03	Millennium Block, Extra Mural Area & All Labs
04	Specialty Block &Trauma Block

The Bidders must quote for each Area separately mentioning the Area No. on the cover. If they fail to mention the Area number on the cover, the bid shall be rejected.

1.3 The Bids should be in typewritten without any over typing or over writing. Over typing and over writing bids shall be rejected.

1.4 The bidder shall remit non-refundable Processing fee of Rs.10,000/-. The processing fee shall be in the form of Demand Draft or Cash receipt from NIMS Cash Counter drawn in favor of Director, NIMS Hyderabad. Failure to pay the Processing fee shall not entitle to process the tender of the bidder.

1.5 The E.M.D of **Rs.20.00 lakhs** shall be drawn in the form of DD or Cash Receipt form NIMS Cash Counter.in favour of THE DIRECTOR NIMS.

- 1.6 Authorization Letters nominating responsible persons on behalf of the bidder to transact the business with the Tender Inviting Agency (NIMS) should be submitted in the Prescribed Formats. It should be duly signed by the Authorized signatory of the Company /Firm and such Authorized person's Latest Photograph and Specimen signatures are to be provided.
- 1.7 Bidders must sign all the documents, statements and certificates owning responsibility for their correctness and authenticity. The tender document should be signed by the bidder in all pages with office seal and should be "Serially Numbered".
- 1.8 There is a tendency among some bidders to submit bids in deficit of some of the documents. Bidders are cautioned that bids devoid of proper documents or adequate information are liable to be rejected . Tender is also likely to be rejected if instructions for filing up the tender /submission of quotations annexed herewith, are not fully and properly adhered to.
- 1.9 Bids of firms who have furnished all the required documents for each component of HFMS alone will be considered. Utmost care should be taken to see that all the required/proper documents are enclosed as there will be no further chance for rectifying the defects/furnishing the missing documents.
- 1.10 A pre-bid meeting will be held at Mini Conference Hall, 1st floor Old OP Block, NIMS on the day as stated in the schedule of events of tender document. Any clarifications arising during the pre-bid meeting shall be forwarded in writing to NIMS and NIMS will upload if any changes are required to be made.

SECTION- II

2. ELIGIBILITY CRITERIA:

The bidder shall possess valid supportive documents related to the following:

- a. Organization's Permanent Account Number (PAN).
- b. Valid Licence from the Labour Department.(from the state of Telangana and combined state of Andhra Pradesh only).
- c . EPF & Service Tax registration. Latest (**Jan, Feb, Mar** 2017) EPF / Service Tax Challans. During technical evaluation, NIMS reserves right to seek and examine these documents of other time periods to verify bidder's experience. Failure to submit the relevant documents in support of their experience will entail rejection of the tender.

2.1. Experience of Tenderer : Minimum experience of **3 years** in relevant field of Hospitals in dealing with the services.

2.2. Required specific past experience in Hospitals (Patient care services):
The Agency should have executed patient care Services in Hospitals with total bed strength of at least 500 beds during the Financial year 2013-14, 2014-15, 2015-16.

2.3. Note: *The bidder should produce the proof of the above experience by submitting the copies of contracts executed by the bidder in the past clearly specifying the no. of beds, with authorization of the concerned client.*

2.4. Track record and Financial background:

a. **Average Annual turnover:** The Bidder should have average **annual turnover of Rs.10.00 crores** in three Financial Years 2013-14, 2014-15 and 2015-16 certified by chartered accountant (CA). Turnover must relate to scope of work described in the present tender.

b. **Solvency Certificate:** The bidder should have a **solvency of Rs.50.00 Lakhs** and should be duly certified by bidder's Bank.

2.5. Technical evaluation: Price bid evaluation shall be carried out as per the scores secured by the bidders. The criteria for the evaluation are shown in the tender schedule. Evaluation of tenders shall be done strictly as per the scores secured by the bidders.

SECTION- I11

3. Documents for Technical Evaluation

(Please see the check list in Annexure - 4)

- 3.1. **Processing fee** Rs.10,000/- for each Area.
- 3.2. **Earnest money deposit (EMD) Rs. 20.00 lakhs/- for each Area.**
- 3.3. **Experience related :** Overall experience for 3 years in patient care services and incidental works.
- 3.4. **Track record and financial background:**
 - a. Average Annual turnover is **Rs.10.00** crores last 3 financial years certified by CA.
 - b. **Solvency Certificate of Rs. 50.00 Lakhs** duly certified by bidder's Bank authority.
 - c. Income Tax returns – last 3 years.(2013-14, 2014-15 & 2015-16)
- 3.5. **Other supporting documents**
 - a. Organization Permanent Account Number (PAN).
 - b. Valid Licence with the Labour Department.
 - c. EPF, & Service Tax registration
 - d. Latest (Jan, Feb, Mar 2017) EPF, ESI and / or Service Tax Challans
 - e. Experience Certificate
 - f. Brief description of firm / Agency
 - g. **Declaration:** Bidders shall give an undertaking that all the statements made and submitted by him are true to his knowledge and any information subsequently found incorrect or false will get automatic cancellation of the tender and the bidder will be liable for penalty besides forfeiting his EMD and Security Deposits. This declaration should be on Non-judicial stamp paper of Rs.100/- as per format in Annexure I.

3.6. Proof Of Eligibility To Be Submitted By Bidder

- a. Bidders should submit all the Documents enlisted in the Checklist along with any documents sought in this tender as Relevant documents in support of claims of the Bidder.
- b. The Documents submitted should be the Latest wherever specified.
- c. The Documents submitted should be Self Attested wherever specified.
- d. The Documents submitted should be Notarized on Judicial Stamped Paper wherever specified.
- e. All the Documents submitted / filled up and signed by the Bidder, shall be stapled with the Firm/Company seal.
- f. All documents should be legible / readable if not, tender may be rejected.

SECTION- IV

4. Non-eligible bidders :

- 4.1 Bidders who have withdrawn their bids in any of the previous tenders of AP/TS MSIDC/NIMS during last 5 years (from bid calling date).
- 4.2 Bidders who are convicted in last five years
- 4.3 Bidders convicted during bid processing (Finalization) period.
- 4.4 Bidders who are on black list of any Government (Central or State) or its agencies as on bid notification date.
- 4.5 Bidders who are on black list of any Government or its agencies for any period during the period from bid calling date to signing of contract.
- 4.6 Bidders who are declared Non Dependable by any Government or its agencies during last 5 years (from bid calling date) and declaration is in force as on bid calling date or at present (During the period from bid calling date to signing of contract).
- 4.7 Bidders who are being prosecuted (on Trial) for offence with regard to any particular product for which the NIMS is inviting bids; bidder is Not Eligible To Participate In Tender in respect of that particular Product.

SECTION- V

5. SCOPE OF WORK :

5.1 Scope of work related to sanitation, Housekeeping, patient care services and Incidental works.

Maintenance of the hygiene within the hospital buildings and premises at all times up to specified levels of quality standards under the contract. The scope of work is more precisely defined below:

5.2. Schedule of Frequency of cleaning:

The responsibility of the Agency extends to the frequency of cleaning specified in Annexure-2.

5.3. Cleaning :-

5.3.1. The Agency shall be responsible for cleaning the entire area of the Institute. The following specific responsibilities have to be carried out with regard to cleaning activities:

5.3.2. Toilets, Bathrooms & Sinks: Cleaning of the toilets, bathrooms and sinks and maintenance in a sanitized condition is extremely important from the point of overall sanitation of the hospital. The following specifications are made in this regard:

- a) The toilets bathrooms & sinks in entire internal hospital premises shall be cleaned before 7.00 AM every day on priority basis and subsequent cleaning as per enclosed service standards.
- b) The toilets shall be kept dry by mopping up as frequently as needed.
- c) Adequate number of workers should be posted at the toilets at OPD/public places not only to ensure proper maintenance, but also to educate patients and their attendants in the proper use of toilets and to prevent misuse resulting in dysfunctions of the toilets.
- d) Patient check out cleaning is to be done as and when a patient is discharged irrespective of the schedule. This includes clearing of soiled linen, cleaning the room / area: wash room and all the furniture.
- e) The material for cleaning etc., shall be supplied by the NIMS. The agency its workers shall use the material as per the guidelines and instructions of in charge of Wards and Paying rooms.

f) Method Statement of Basic Housekeeping Process:

Activity	Process
Spot cleaning	Dip a sponge into the appropriate Solution which is mild and give a gentle wipe on the spots of the surface. The wiping should be done horizontally first and then vertically. Keep repeating the process till the spots disappear.
Damp cleaning	Give a complete dry mop to the surface and make sure that there are no solid dust particles. Then the mop has to be dipped in mild R2 solution or clean water and it has to be squeezed to avoid water flooding. It should then be run on the surface to one half of the part first and then the other half of the entire area.
Dry Mopping	The aim of dry mopping is to control the dust, so the mop should be handled in a straight position by the left hand near the handle and it has to be run in one direction, that is, forward, and then backward after covering some distance.
Scrubbing	Initially the entire surface should be given a complete dry mopping such that there are no solid dust particles. Then the diluted R2 solution has to be used with a scrubbing machine having a red pad (in case of hard surfaces brushes shall be used). The water has to be sprinkled initially and the scrubbing is done together, at the end of the process the water has to be squeezed out by using vacuum machine. A complete dry mopping has to be given after that.
Buffing	This is the next process for scrubbing and it is preferable to use white pads to make the surface shining and glossy.
Vacuuming	Vacuuming should be done for both hard and soft surfaces. The floor tool has to be adjusted to keep out the brush and the vacuuming should not be done as some big solid particles are there.
Shampooing	Stain Removers shall be used to remove small stains on the carpet, the foam is generated by the machine and it has to be run in a circular motion, in case of deep stains good concentrated stain removers shall be used and a complete vacuuming has to be done after the process. The carpet should be allowed to dry naturally.

5.4 Scope of work related to patient care;

- a. Helping patients in transport in wheel chairs, trolleys etc across different patient care areas such as patient arrival areas, outpatient blocks, operation theaters, wards, ICU's, labour rooms, imaging areas etc.
- b. Taking laboratory test samples to laboratories and getting reports from the laboratories and imaging areas.
- c. Changing of diapers, placing of bed pans, urinary pans, disposal of Bio-medical waste to the appropriate bins of bio-medical waste.

- d. Reporting to the Nurse on duty.
- e. Preparing the trolley for bed making with fresh laundered clothes and helping the nursing staff for bed making.
- f. Collect, count and enter the soiled linen details in the inventory book and taking it to the laundry.
- g. Collecting the fresh laundered linen from the laundry and rechecking the same in front of nurse-in-charge.
- h. Bedpans and urinals to be provided to bed patients and immobile patients; cleaning of same after use.
- i. Helping nursing staff for giving patient care like mouthwash, wet sponging & for changing patient position, etc.
- j. Unstable patients to be taken to bathroom for giving bath & helping them to change the clothes.
- k. Helping nursing staff for giving enema to patients.
- l. Assisting for surgical procedures like lumbar puncture, pleural tapping, ascitic tapping, catheterization etc.
- m. Measure urine for maintaining output chart, as required.
- n. Taking patients to physiotherapy and other referred departments on wheel chair or trolley according to the condition of the patients.
- o. Preparing patients for Operation or other surgical procedures : shaving, enema etc.
- p. Preparing and arranging dressing materials like gauze pieces, cotton swabs & eye pads etc during procedure.
- q. Shifting cardiac & serious patients on trolley in ICCU according to Doctor's instructions.
- r. Transporting material to and from CSSD (sterilization department)
- s. Getting pharmacy indent & stationery items, checking with the help of nurse on duty and arranging it in proper place.
- t. Cleaning of bed ridden patients after defecations.
- u. Unforeseen manual jobs related to patient care from time to time.

SECTION- VI

6. PERSONNEL, EPF CONDITIONS/SUPERVISION/CONDUCT

6.1 Personnel:

a. The Agency shall deploy such number of personnel of various categories like sanitary workers, sanitary supervisors as are required to execute the entire scope of work defined in this Section. The deployment should be designed for 3 shifts i.e., (i) from 8 am to 2 pm; (ii) from 2 pm to 8 pm (iii) 8 am to 8 pm and General Shift 9 am to 5 pm.

The agency shall engage the workers in the age group between 18-45 years.

The contractor shall not continue any worker who attained the age of 60 years.

b. The Agency shall ensure that the entire staff deployed by it should be highly disciplined, maintain punctuality and refrain from any arguments or disputes with the employees, patients or their attendants. The staff/ workers of the agency are prohibited from using and / or possessing alcohol or un- prescribed drugs while on duty. They are also prohibited from smoking.

c. The personnel employed shall be clean and wear a clean uniform at all times when on duty. Finger nails shall be clean and free of dirt, and hair is neatly combed.

d. It shall be the responsibility of the Agency to comply with the various statutory requirements and labor laws in relation to payment of minimum wages, effecting statutory recoveries and filing of the statutory returns.

e. Uniform shall be provided for different categories of the personnel deployed by the Agency at its own cost. The Agency shall supply the two(2) pairs of uniforms annually. Failure to wear the uniform by any member of staff on duty shall be treated as a violation by the Agency. I.D. card bearing the name of the employee with code number and a photo ID card and uniform shall also be supplied to all of the employees by the Agency at its cost. The uniform should be color-coded as indicated below.

Key Personnel	Colour of Over Coat Uniform	Protective Gears
Supervisor	"Olive green"	Wear Cap, Mask, Glove and Shoe during visit to wards and risk areas
Un-Skilled Worker	Navy Blue	Cap, mask and other items as per requirement

Semi-Skilled	Sky Blue	
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- f. The Agency should maintain one Supervisor in charge during each shift who can be contacted in case finding deficiency in the areas of service.
- g. The staff shall be deployed on 24x7 basis with proportionate deployment in each shift, keeping in view the variation of work load in the 1st, 2nd and 3rd shifts and General Shift.
- h. It shall be the responsibility of the Agency to ensure that the staff deployed in the hospital is adequately immunized at the cost of agency against communicable diseases and occupational diseases and to undertake health check-ups for all the staff at least once in 6 months i.e by agency as its own cost.
- i. The Agency shall be liable to pay any compensation for any illness or injury occurring, to any of the staff member deployed by it in the performance of their duties. The contractor shall alone held responsible and pay compensation to the workers under workmen compensation Act.
- j. It shall be the responsibility of the Agency to comply with the various statutory requirements and labor laws in relation to payment of minimum wages, effecting statutory recoveries and filing of the statutory returns. The contractor should pay EPF, Service Tax payments regularly and submit the same to the Medical Superintendent every month before due-date for claiming wages. On production of such proof only subsequent payments will be paid by the concerned authority if the contractor failed to pay the statutory payments, the NIMS will deduct the same from his bills and pay to the concerned department.

6.2. EPF Conditions:

- a . It shall be the sole responsibility of the contractor to abide by all statutory rules & regulations (EPF, etc.) as applicable from time to time and no separate claims for the same shall be entertained by the organization.
- b. The agency shall mandatorily furnish proof of payment of all the legal entitlements to the workers besides wages on a monthly basis in the following formats.

Salary slip:		
1	Name	
2	Designation	
3	EPF Code & IP No	
4	Weekly Off	
5	Net Due	
6	Total Days (Duties)	
7	Total No. of Days (Duties)	
8	P.F Employer Share	
9	P.F Employee Share	
10	ESI Employer Share	

11	ESI Employee Share	
12	Total Net Payable/Paid with Bank Account No	

c. The agency shall submit a certificate along with each bill to the effect that the payment has been made to the personnel as per acquaintance roll and all labour laws actions have been complied with including payment of overtime allowance in order to conform to the correctness of payment accounts to appropriate. The contractor has to submit adequate documentary proof of depositing of EPF contributions in concerned authorities.

6.3. Other conditions:

- a. The Agency should ensure that Semi Skilled workers will not be deployed on Sunday / Public Holidays at the instructions of the Medical Superintendent / Director can deploy man power as a special case.
- b. No Diversion of Staff: No diversion of staff for other duties should take Place.
- c. **Training:** The agency should provide training and to see that all staff must receive adequate training to be able to safely perform the role asked from them.
- d. **Health and Welfare measures of contract labour:** The successful Tenderer shall take care of the health and welfare measures of contract Labour as per rules.
- e. **Agitations and strikes:** The contractor shall ensure that the workers are not involved in any agitations/ strikes / dharnas in the premises of NIMS , which hampers the smooth functioning of the hospital. The contractors have to amicably resolve the issues with the workers. If necessary, alternate arrangements should be made by the Contractor.

6.3.1. Penalties: The institute reserve the right to impose the penalties on the following. The quantum of penalty shall be ranging from Rs. 10,000/- to Rs, 1,00,000/- depending on the gravity of offence at the discretion of the Director, which is binding on the Contractor for the following.

1. Late reporting on of workers to the areas earmarked.

2. Absence of workers from the place of posting
3. Damages/ loss to the property by the contract workers.
4. Breach of terms and conditions of the Contract by the contractor.
5. Failure of supervision by the Supervisors.
6. Non-wearing of prescribed uniform and identity card by the workers.
7. Non-providing of workers as per instructions.
8. Any indiscipline and indecent activities of workers.
9. Intoxications/ smoking in the hospital premises by the workers.
10. Gathering in groups and causing dislocation of work.
11. Any other incidence that causes inconvenience to patient care services.
12. Non remittance of statutory payments within the time and short payments.
13. Non payment of wages as per the attendance etc.,
14. In subordination of workers and supervisors.

6.3.2. Supervision:

- a. The agency should establish one front office at a place suggested by the NIMS authority. One responsible person should be always available i.e., round the clock in the front office. The intercom facility will be provided by the Hospital authorities.
- b. The Agency shall deploy, at its cost, adequate number of qualified and experienced supervisory staff, in any case, not less than 1 supervisor for every 50 sanitation workers deployed in each shift.
- c. The quality of sanitation in all the areas and facilities specified in Annexure-2 shall be inspected by the Supervisory staff of the Hospital nominated by the Medical Superintendent of the Hospital, consisting of Health Inspector, Faculty (HA) RMO's and Assistant Managers.

- d. The performance of the Agency shall be evaluated by the NIMS authorities at the end of each week based on the aggregation of all the reports of supervisors. A notice to the agency shall be issued frequently / regularly by the NIMS Authority duly notifying the deficiencies in the performance of the agencies.
- e. The performance of the Agency shall be evaluated by the NIMS authorities at the end of each week based on the aggregation of all the reports of supervisors in the week, with an e-mail communication to the concerned Head of the Department.

6.3.3. Consequences of the agency's failure to perform required services:

The following aspects will also be considered.

- a. Discrepancies in work which affect the safety, health or comfort of the patients and cannot wait till the next scheduled performance will be recorded by unscheduled inspections which will be done more frequently in the specialized areas than the general and administrative areas.
- b. Validated customer complaints.
- c. Maximum allowable discrepancies will be fixed by the Medical Superintendent to enable an action to be initiated if the critical level is crossed and decision of Medical Superintendent in the regard will be final and binding.

SECTION- VII

7. GENERAL CONDITIONS OF CONTRACT AND RELATED ISSUES

7.1. General Conditions:-

- a. The Successful bidder shall enter an agreement with the NIMS on Rs. 100/- Non-Judicial stamp paper.

- b. Within 10 days after the Agency's receipt of notification of award of the Contract, the Agency shall furnish performance security to the tender inviting authority to the tune **10% of contract value for one year.**
- c. Compensation for any loss resulting from the Agency's default in discharge of its obligations under the Contract, specified in terms of the contract, shall be recovered from the performance security / EMD.
- d. A Bank guarantee issued by a Nationalized Bank and in the form provided in the bidding documents in lieu of performance Security shall be accepted.
- e. The performance security will be discharged by the Institute authority and returned to the Agency not later than 30 days following the date of completion of the Agency's performance obligations under the contract subject to deductions if any.
- f. The Agency's request(s) for payment of bills shall be made to the institute in writing, accompanied by an invoice describing, as appropriate, the Services delivered or performed and upon fulfillment of other obligations stipulated in the contract after certified by the authorized officials of NIMS.
- g. No interest shall be paid to the Contractor either on EMD or on Security Deposit.
- h. Experience certificate should include EPF, ST clearance certificate from previous institute where worked as agency.
- i. Technical Bid to be opened in presence of bidder and proforma to be signed by bidder.

7.2. Wages:

- a. Agency should pay the wages on 1st of every month and bill to be submitted for reimbursement within a week.
- b. The Institute shall pay the Semi-Skilled and Unskilled workers wages to the contractor as per the Minimum wages as fixed by the Labour department, Government of Telangana in G.O. Ms.No. 68, date. 08/12/2011 and follow the revisions from time to time in addition to statutory payments like EPF and Service tax. The tenderer shall quote his percentage of commission on the Basic wage + VDA only.
- c. No commission will be paid on the amount paid towards EPF, Service Tax etc., on extra duty wages.
- d. The agencies and its personals (Individuals either partners or Directors or Proprietary) shall liable to pay all statutory payments. The said liability is co extensive and no limitation to the individuals.

7.3. Leaves:

- a. The successful Contractor shall allow a labour to avail (9) days of public holidays and 18 days of EL per year with wages. The worker is eligible Earned Leave at one day for every 20 working days excluding weekly off.
- b. Only supernumery wages (basic wages) will be paid for extra duty hours. No commission will be paid to the contractor on the wages of extra hours of the contract worker.
- c. All the payment to the workers to be made by the agency /contractor through bank transaction only. Cash payment to the workers is strictly prohibited.
- d. All statutory contributions should be deposited to the respective departments by the due date. Delays in payments result in penalty as per regulations.
- e. Separate cheques shall be issued for statutory payments. i.e EPF, Service Tax, etc.,
- f. The contractor has to produce proof of remittance of EPF, Service Tax, etc of preceding month to the wage bill of a month to enable the NIMS to release the wages. Acquittances, PF schedules. Attendance certificate and bank statement showing disbursement of wages both in hard and soft copies to be furnished along with the claim.
- g. The contractor shall maintain Register of persons employed , muster role Register,waged Register, Register of fines, register of reduction for a damage and loss / Register of EPF, ELS, public holidays and any other registers specified by the labour laws / labour department. The Registers should be submitted for verification as and when asked by the institute or labour department and finally handover to the Institute after expiry of the contract period.

7.4. Attendance:

- a. The contractor shall take the attendance of the workers supplied to the institute on shift wise. The attendance should be on biometric/ Iris technology. The required Biometric attendance machine shall be supplied by the contractor on his own cost.

- b. If any change in the scope of work causes an increase or decrease in the cost of, or the time required for, the Agency's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Agency for adjustment under this clause must be asserted within thirty (30) days from the date of instructions of Head of the Department.
- c. Any change in the scope and contract price shall be effected only on approval from AUTHORITY NIMS Institute will issue amendment orders to the agency.
- d. **Contract Amendments:** No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties i.e. agency and implementing authority.
- e. **Prohibition of Sub-contracting / Assignment of work :** The Agency shall not Sub Contract or assign, in whole or in part, to any other party, its obligations to perform under the contract.
- f. The Contract shall be interpreted in accordance with the laws of India.
- g. Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by facsimile and confirmed in writing to the other Party's address. Notice shall be effective when delivered or on the notice's effective date, whichever is later.

7.5. Supply of electricity: The cost of electricity to be used by the Agency shall be payable to NIMS.

7.6. Termination of contract by the implementing authority :

- a. The contract shall be terminated even before expiry by giving three months notice to the contractor in case of any breach of terms and conditions or unsatisfactory services. The performance security and EMD will be forfeited. Further such agencies shall not be eligible to participate in the future tenders invited by the NIMS up to next three years.

- b. The Director NIMS reserves the right to accept/ cancel/recall the Tender or all the Tenders without assigning any reasons thereof. The decision of the Director, NIMS in this regard will be final.

7.6.1 Jurisdiction: The court of Hyderabad shall have the Jurisdiction to entertain any disputes arising out of implementation of tender conditions.

7.6.2. Termination for Insolvency: The implementing authority may at any time terminate the Contract by giving written notice to the Agency, if the Agency becomes bankrupt or otherwise insolvent. In such an event, termination will be without compensation to the Agency, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the implementing authority.

7.6.3. Force Majeure

a. For purposes of this Clause "Force Majeure" means an event beyond the control of the Agency and not attributable to the Agency's fault or negligence and not foreseeable. Such events may include, but not limited to, acts of the implementing authority either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

b. If, Force Majeure situation arises, the Agency shall promptly notify the implementing authority in writing of such conditions and the cause thereof. Unless otherwise directed by the implementing authority in writing, the Agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

7.7. INDEMNITIES :

The Contractor shall at all times hold the NIMS harmless and indemnify from against all actions, suits, proceedings, works, cost, damages, charges, claims and demands of every nature and description brought or procured against the NIMS,

its officers, and officials and forthwith upon demand and without protest or demur to pay to the Department any and all losses and damages and cost (inclusive between attorney and client) and all costs incurred in endorsing this or any other indemnity or security which the NIMS may now or at any time have relative to the work or the Contractor's obligations or in protecting or endorsing its right in any suit or other legal proceedings, charges and expenses and liabilities resulting from or incidental or in connection with injury, disease or disablement to or death of any person(s), including employees of the Contractor or damage to property resulting from or arising out of or in any way connected with or incidental to the operations caused by the contract documents.

In addition the Contractor shall reimburse the NIMS or pay to the NIMS forthwith on demand without protest or demur all costs, charges and expenses and losses and damages otherwise incurred by it in consequence of any claims, demands and actions which may be brought against the NIMS arising out of or incidental to or in connection with the operation covered by the contract. The Contractor shall at his own cost at the NIMS request defend any suit or other proceeding asserting a claim covered by this indemnity, but shall not settle, compound or compromise such suit or other finding without first consulting the NIMS.

Whenever any claim, against the Contractor for the payment of a sum or money arises out of or under the contract, Competent NIMS shall be entitled to recover such sum by appropriating in part or whole, the security deposit of the Contractor. In the event of the security being insufficient the balance or the total sum recoverable as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contract with NIMS. Should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to Competent NIMS on demand the balance remaining due.

SECTION-VIII

8. BID OPENING AND EVALUATION PROCEDURE:

Bids would be evaluated for entire Schedule. Any bidders shall offer the prices if a vendor has any comment to offer about the procedural aspects of this tender, it should be intimated to NIMS during the pre-bid meeting. In case, the schedule or procedure of tender processing is revised, the same shall be made available online and revised schedule or procedure shall be binding on all.

8.1 Opening Of Bids:

Soon after the closing time, the Technical bids will be opened. After evaluation of technical bids, the financial bids of only those bidders who qualify in technical evaluation will be opened.

8.2 . The decision taken by the committee in evaluation of bids is final and binding on all parties.

- a.** The Director has every right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liabilities to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tender Inviting Authority's action. The evaluation committee during the process of evaluation bids shall take in to account the past performance of the bidder under earlier policy of this organization and its performance with other public policy along with other parameters for technical qualification.
- b.** No suit, prosecution or any legal proceedings shall lie against any person for anything, which is done in good faith or intended to be done in pursuance of bid. After opening of bids on the scheduled date, time and venue, the committee shall examine the contents of the tenders received along with all prescribed mandatory documents. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation and comparison of the bids and qualification of the bidders the NIMS may at its discretion, ask any bidder for a clarification of its bid if the authorities deem necessary. Hence, during the technical evaluation

stage, bidder/authorized representative must be available at NIMS premises for clarifications, if any, are required.

8.3. **Financial Bid Evaluation**

a. Financial bids of those bidders who qualify in technical bid evaluation will only be opened. All other financial bids will be ignored. However, Bidders may note that there will not be any post tender financial negotiations.

8.4. **Criteria for Technical Evaluation**

The Technical evaluation will be done based on the following parameters. The bidder who secures minimum score of 60 in the technical evaluation shall be considered eligible for opening financial bids . Evaluation of technical Bids financial bid shall be done is the ration of 70:30 respectively based on the weighted average and the lowest tenders shall be decided based on the maximum score secured in the technical and financial evaluation of bids.

- a. No of years of work experience.
- b. Average Turnover related.
- c. Certificates issued by ISO.
- d. Capacity to supply Man Power/ Manpower Supplied capacity etc.,

The following criteria are considered for technical evaluation:

Sl.No	Technical Criteria	Score
1	No.of years of work Experience	Max. 20
a.	Minimum 3 years	05
b.	Between 3 - 5 years	10
c.	More than 5 years	20
2.	Average Turnover for the last 3 years	Max.20
a.	Minimum 10 to 15 crores	10
b.	Between 15 to 20 crores	15
c.	More than 20 crores	20
3.	Bed Strength (Patient care services)	Max.20
a.	Minimum 100 to 500 beds	10
b.	Between 500 to 1000 beds	15
c.	More than 1000 beds	20

4.	Man Power Supplied / Unskilled/ Semi Skilled	Max.25
a.	Minimum 300 to 500	10
b.	Between 500 to 700	15
c.	More than 700	25
5.	Quality Related - (ISO Certificate)	Max. 15
	ISO - 9001/ 14001/ 18001	
a.	Minimum 1 year	04
b.	Between 1 to 2 years	07
c.	More than 2 years	15

The total marks obtained by a Bidder in the technical bid shall be allocated 70% of technical weightage and the financial bids shall be allocated 30% of the financial weightage, and thereby making a total of 100% weightage for the complete bidding.

SECTION - IX

9. Technical Bid:

The Bidder shall fill the Technical Bid in the formats furnished in the bidding documents, indicating for all the Services to be provided a brief description of the Service, quantity, methods and techniques proposed to be used and the standards that will be followed. The bid language is in English. The bids of those who have not enclosed the requisite documents along with the Technical Bid shall be rejected.

9.1. Bid Prices:

The Bidder shall quote the percentage of the commission in the Financial Bid Format for Un skilled and Semi skilled separately .

9.1. The EMD of unsuccessful bidders shall be refunded after finalization of the tender or 60 days whichever is earlier.

9.2. The bid EMD in these cases shall be forfeited :

- a. If a bidder withdraws his bid before the expiry of due date.
- b. In case of a successful bidder,if the bidder fails to sign the contract within the prescribed time.
- c. Fail to furnish the specified performance security.

9.3. Bid validity

- Bids shall remain valid for 180 days from the date of bid opening i.e. Tender validity period is 180 days.

SECTION – X

10. BID FORMATS

10.1. UNDER TAKING

Date:.....2017

**To
The Director
NIMS.**

Sir,

Having examined the Bidding Documents including Addenda Nos..... the receipt of which is hereby duly acknowledged, we, the undersigned, offer the services and perform in conformity with the said Bidding Documents.

We undertake, if our bid is accepted, to deliver the Services in accordance with the scope of work specified in the Section V of the Bidding Documents.

If our bid is accepted we will obtain the Bank guarantee for a sum equivalent to the performance Security.

We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this day of2017

Signature :

(in the Capacity of) :

Duly authorized to sign bid for and on behalf of

.....

Contract No.....

10.2. Technical Bid Format.

PART I – Basic information of Bidder

1.	Name of the Bidder	:	
2.	Legal Entity (Company, Firm, Society, others)	:	
3.	Year of establishment	:	
4.	Address of Registered Office	:	
5.	Name of Contact Person	:	
	Phone	:	
	Mobile	:	
6.	Name of person authorized to sign the bidding documents (along with proof of authorization.)		
7.	Aadhar Card		

Part II - Qualification information.

- Details of Past Experience :

S. No	Name and address of the Client	Period in which services provided		Description of services	Area of service provided	Total value of contract
		From	To			

Attach the certificate issued by the client for component of HFMS.

- Any other information of technical nature :

Part III – Financial/ Commercial Bid Format

We offer to provide the HFMS specified in the bidding documents conforming to the specified quality standards and service levels at the following prices on a fixed price basis during the period of contract.

Name of the Bidder :

Value of Bid security submitted :

S.No	Item of work			% of commission quoted	
				In figures	In words
A	a) Un-Skilled	Commission Offered on basic wages plus VDA	a)Un-Skilled		
	b) Semi-Skilled				

If there is any variation in the quoted percentage of commission in words and figures, the words shall be taken into consideration.

Signature of Bidder Authorized representative of bidder & with seal.

10.3. PERFORMANCE SECURITY FORM

To : _____(Name of implementing authority)

WHERE AS..... (Name of the Agency) herein called "the Agency" has undertaken, in pursuance of Contract No dated.....to supply.....(Description of Services and Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Agency shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Agency's, performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Agency a Guarantee

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Agency, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Agency to be in default under the Contract and without cavil or argument, any sum or sums within the limit of(Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of 2017

Signature and Seal of Guarantors

.....
.....
.....

Date2017

Address

.....
.....

Annexure- 1 (Declaration form)
(On Non-Judicial Stamp paper of Rs. 100)

I, _____ Son / Daughter / Wife of
Shri _____ resident of _____ Proprietor/Director
authorized signatory of the agency/Firm (M/s _____), do hereby solemnly
affirm and declare as follows:

- I am authorized signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
- I have carefully read and understood whole tender document including all the terms and conditions of the tender and undertake to abide by them;
- The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor /Partner / Director or the Company (Agency).
- I/We further undertake that none of the Proprietor/Partners/Directors of the Agency (even on another name) was or is Proprietor or Partner or Director of the Agency (even on another name) with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Managing Director, NIMS immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.
- I / We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded any where in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract

criteria, this may lead to termination of contract and / or any other action deemed fit by the Institute.

(Signature of the Bidder)

Date:
Place:
Seal of the Agency

Name:
Designation
Address:

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent

Annexure – 2: Frequency of cleaning Hospitals :






S.No	Nature of facility	Frequency of cleaning (minimum)	Primary monitoring	Secondary monitoring
1	Emergency / Casualty	Continuous (minimum 6 times per day)	Nurse	Doctor incharge
3	Observations rooms	Continuous(minimum 4 times per day)	Nurse	Doctor incharge
4	Operation Theaters	Continuous	Nurse	Doctor incharge
5	ICUs	Continuous(minimum 6 times per day)	Nurse	Doctor incharge
6	Post operative wards	Continuous(minimum 6 times per day)	Nurse	Doctor incharge
7	Wards, corridors & waiting areas inclusive of skirting	4 times / day	Nurse	Doctor incharge
8	OP rooms, corridors & waiting areas inclusive of skirting	2 times / day	Nurse	RMO
9	CSSD	3 times / day	Nurse	RMO
10	Blood Bank	Twice a day	Nurse	BBMO
11	Diagnostic labs	Twice a day	Technician	HOD

11	Pharmacy	Twice a day	Pharmacist	RMO
12	Nursing stations	Twice a day	Nurse	Doctor incharge
13	Patients Cots, Bed side lockers, IV stands and other furniture	Once in three days	Nurse	Doctor incharge
14	Administrative area	Twice a day	RMO	RMO
15	Stairs, lifts & ramps including the banisters	Twice a day	RMO	RMO
16	Chajjas & ducts	Once a day	RMO	RMO
17	Registration areas	Twice a day	Nurse	RMO
18	Parking lots & open premises	Twice a day	RMO	RMO
19	Doors & windows both interior and exterior	Once a week	As defined in respective areas	
20	Fixtures including light switches & fans	Once a week	As defined in respective areas	
21	Walls and ceiling	Fortnightly	As defined in respective areas	
22	Toilets & bathrooms	Continuous(minimum 6 times per day)	As defined in respective areas	
23	Water tanks & sumps	Fortnightly.	RMO	RMO
24	Mortuary	Continuous (minimum 3 times per day)	JA / SA	Forensic Professor
25	Drainage lines and sewerage's	As and when required	RMO	RMO
26	Roof slab	Once in a month	RMO	RMO
27	Laundry / dhobi ghat	Once a day	RMO	RMO

28	Lecture hall / Conference hall	Once a day	As defined in respective areas
29	Department office & faculty rooms	Once a day	As defined in respective areas

Apart from the frequency given in the Annexure, cleaning should be done as and when required as it is mandatory that the overall area has to be kept clean at any point of time.

g). Labeling of Health Care Waste categories

Category	Labeling	International Symbols
B1	<< Danger ! Anatomical waste, to be incinerated or deeply buried >>	
B2	<< Danger ! Contaminated sharps, do not open >>	
B4,B5,C1	<< Danger ! Hazardous infectious waste>>	
C2	<< Danger ! Highly infectious waste, to be pre-treated >>	
B32, B33, D	<< Danger ! To be discarded by authorized staff only >>	

E	<< Danger ! Radioactive waste >>	
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Annexure – 3

Area Wise Posting details of Un-Skilled workers and Semi Skilled Employees
Oncology Block, OLD OPD Block & Administrative Offices:

Area No: 01

1	Nuclear Medicine Department	02
2	Radiation Oncology Ward	11
3	Radiation Oncology LA Room	02
4	Radiation Oncology Planning Room	01
5	Radiation Oncology Department	01
6	Medical Oncology Ward	07
7	Medical Oncology Department	01
8	Medical Oncology OPD	01
9	Chemo therapy	01
10	Orthopedics Plaster Room	03
11	General Medicine OPD	01
12	General Medicine writing post	01
13	Nephrology OPD	02
14	OUT Patient OT	01
15	OP X-ray Counter writing post	02
16	OP X-ray	11
17	Plastic Surgery OPD & Dressing Room	02
18	OUT Patient Ultrasound	01
19	Endocrinology	01

20	Gynecology OPD	01
21	OP Counter (Main)	01
22	OP Computer(Main) Writing post	05
23	OP Lab Requisition	01
24	Orthopedic OP	03
25	Hematology OP	01
26	OPD (main) Wheel Chair & Trally)	04
27	OPD (main) Toilets	03
28	OPD (main) Lab Sample collection	03
29	Telephone exchange	01
30	DSA Lab	02
31	Learning Center	01
32	Medical Superintendent Office	03
33	Hospital Administration (Control Room)	03
34	Director's Peshi	04
35	Dy.Medical Superintendent	01
36	Credit Collection Unit	02
37	Sponsor Research Cell (Ethics)	01
38	Dean Office	01
39	Executive Registrar Office	02
40	Academic Section -1	01
41	Academic Section 2 & 3	02
42	Planning section 1 & 2	02
43	Human Resources Department-1	01
44	Human Resources Department-2	01
45	Claims Section	01
46	Finance & Audit Section	02
47	Finance Adviser	01
48	Local Fund Audit	01
49	Barbers	04
50	Bibinagar Security	07
51	Gas Line Operators	06
52	Bio-medical Department	01
53	Surgical Stores	01

54	Nursing Stores	01
55	General Stores	01
56	Lab Stores	01
57	Laundry	11
58	Nurses Hostel	03
59	PG Hostel	03
60	Civil Engineering Department	13
61	Garbage lifters	04
62	Malies	03
63	Central Sterile Department	03
	Total	169

Area No: 01 Semi-Skilled

1	Civil Engineering Department	09
2	CSSD	02
3	Gas Line Operators	08
4	Telephone Exchange	09
5	Radiology & Imageology	07
6	OP X-ray Technicians	04
7	Driver Ambulance	01
8	Directors Driver	01
9	Sanitation Assistants	03
10	Information Center	02
11	Nuclear medicine	01
12	Nuclear medicine Technician	01
13	Plastic Surgery Department	01
14	Transplant OPD	01
15	Tele Medicine	01
16	CT Office	01
17	OT Sub Stores	01
18	Barber	01
19	Electricians	10
20	AC Operators	04
21	HRD-1	01
22	Planning Section 1 & 2	02
23	SRC	01
	Total	72

Area No: 02**Core Block :**

1	Acute Renal Care Unit	06
2	Plastic Surgery Operation Theater	09
3	Cardiothoracic Office	01
4	Respiratory Intensive Care Unit	09
5	Ward-9 (Ortho Post operative ward)	08
6	O. T Sub stores	02
7	Ward-6 (Cardiothoracic Ward)	06
8	Anesthesia Department	01
9	Cardiothoracic Intensive care unit	09
10	Temporary Recovery Room (TRR)	04
11	Main O.T (Ortho)	11
12	Orthopedic Department	01
13	Computer Division	01
14	Ward-3 (ortho)	07
15	Ward-7 (Ortho)	07
16	Nephrology Unit -1	07
17	Nephrology Depart	01
18	Nephrology Dialysis	11
19	Bio-carob (Nephrology)	01
20	Ward-11 (General Medicine)	08
21	Nephrology-2	08
22	CPMR Lab	04
23	Ward-4 (Ortho female)	06
24	General Medicine Department	01
25	Plastic surgery ward	09
26	Plastic surgery Department	01
27	Aarogyasri Ward	06
28	Aarogyasri Office	01
29	College and School of Nursing	03
30	Acute Medical Care Unit	12
31	Mettu Ranga Reddy Paying Rooms (MRPR)	06
32	Matron Office	01
33	MRI	03
34	CT Scan	04
35	Colour Doppler	01
36	Radiology Department	02
37	Main Cash Counter	02
38	Cardiothoracic ward	07
39	Steps and Floor cleaning	02
40	Core Block Sample Collection	01
	Total	190

Area No: 02 Semi-Skilled

1	Lab Stores	03
2	College and School of Nursing	02
3	Surgical Stores	01
4	CPMR	01
5	Dialysis Technicians (Singarene Collieries)	03
6	Sanitation Assistants	03
7	Main OT	01
8	MRD	01
9	Laundry	01
10	Matron Office	01
11	Physiotherapy	01
12	Aarogyasri department	34
13	Academic Programme	01
14	Academic Section -3	01
15	Dean Office	01
16	Employee Health Scheme	02
17	Credit Collection Unit	05
18	Room Allotment	01
19	Med. Superintendent Office	01
20	Executive Registrar office	01
21	General Medicine Dept	01
22	Director's Peshi	01
23	Medical Oncology Dept	01
	Total	68

Area No:03

Millennium Block , Extra Mural Area & All Labs:

1	Biochemistry Lab	06
2	Microbiology Lab	07
3	Geastroentrology Lab	01
4	Pathology Lab & Department	10
5	Neurology Wards	29
6	Rheumatology Ward	07
7	Rheumatology Department	01
8	Millennium Block 3 rd Floor A & B	16
9	Millennium Block 2 nd Floor A & B	08
10	Millennium Block 1 st Floor A & B	10
11	Indepence Day (ID OT)	09
12	Millennium Block X-ray	01
13	Neurology ENMG	02
14	Rheumatology OPD	02
15	Millennium Block Lab	01
16	Neurology OPD	03
17	Neurosurgery OPD	01
18	Millennium Block Wheel Chair	01
19	Millennium Block Floor Cleaning	01
20	Lift Operators	19
21	Electrical Engg Dept (including Electrical Helpers)	03
22	Baby Care	03
23	Dispatch Section	01
24	Medical Records Department	02
25	Physiotherapy Department	03
26	Sweepers	18
27	Medical Stores	07
	Total	172

Area No: 03 Semi-Skilled

1	ABG Technician	05
2	Bio-Chemistry Lab	16
3	Medical Stores	22
4	Micro Biology Department	05
5	Millennium Block Ultra sound	01
6	Neurology Dept	01
7	Neurology ENMG	01
8	Pathology Lab	09
9	Rheumatology OPD	01
10	Sanitation Assistants	03
11	Library	06
	Total	70

Area No: 4 Speciality Block & Trauma Block

1	Cardiology OPD	03
2	Cardiothoracic OPD	01
3	Speciality Wheel Chair & Trolley	04
4	Speciality Sample Collection	02
5	Speciality Sample Collection Writing Post	01
6	Speciality Toilets	02
7	Speciality Echo room	01
8	Speciality enquiry and Reception	01
9	Speciality Master Health Checkup	01
10	Jeevandhan	01
11	Surgical Oncology ICCU	06
12	Cardiology Wards (A & ,D, Block, Ward-1,)	19
13	Cath Ward	06
14	Cardiology ICCU	19
15	Surgical Gastroenterology ward	07

16	Surgical Gastroenterology SCCU	09
17	Speciality Block OT (UL, SGE & SOG)	27
18	Urology Post operative ward	07
19	Endoscopy Room	02
20	Cath Lab	10
21	Surgical Oncology Ward	08
22	Surgical Oncology Department	01
23	Surgical Oncology OPD	02
24	Surgical Oncology OP OT	01
25	Chest OP	02
26	Pulmonology Function Test	01
27	Genetic OPD	01
28	Kidney Transplant Unit	04
29	Speciality 5 th Floor Urology Ward	06
30	Speciality 6 th Floor Urology Ward	07
31	Vascular Department	01
32	SGE Department	01
33	Neurosurgery Department	01
34	MGE OPD	01
35	Vascular OPD	01
36	SGE OPD	01
37	Urology OPD & Ur o-dinamic Lab	02
38	Urology Department	01
39	Library	02
40	Trauma EMD Ward	34
41	EMD Sample collection	03
42	EMD Dressing Room	03
43	EMD X-ray Room	03
44	Trauma Operation Theater	08

45	Trauma Ultrasound	01
46	Trauma & Spl Campus	04
47	Trauma 1 st floor	16
48	Trauma 1 st Floor Lab (ABG)	03
49	Blood Bank	07
50	Neurosurgery OT	16
51	Neurosurgery ICU	10
52	Spinal Card ICU	09
53	Ward-10 (Neurosurgery)	13
54	Vascular Surgery Ward	06
55	Medical Gastroentrology Ward	06
	Total	315

Area No: 04 Semi-Skilled

1	Finance Adviser	01
2	Finance & Audit	03
3	Blood Bank	06
4	Nuero surgery Department	01
5	Chest OPD	02
6	Pulmonalogy Function Test	01
7	Trauma OT	01
8	MGE Endoscopy	01
9	SGE OPD	01
10	Cardiology Department & ECG	10
11	Jeevandhan	01
12	Sanitation Assistants	04
13	SPL lab Reception	02
14	OP Billing	16
15	IP Billing	13
16	EMD Reception	03
17	SOG Department	01
	Total	67

Annexure – 4

CHECK LIST OF DOCUMENTS TO BE SUBMITTED AS PART OF THE BID.

Please remember to number the documents as per the check list below

S. No.	Documents Description	Page No. or range of pages
1	Processing fee	
2	EMD / Demand Draft for Rs. 20.00 lakhs	
3	Organization's Permanent Account Number (PAN).	
4	Document in support of good financial track record.	
5	Annual turnover certificates for 3 years	
6	Solvency certificate	
7	Valid registration/license with the Labour Department.	
8	EPF, ESI & Service Tax registration	
9	Latest three months, EPF, ESI and / or Service Tax Challans. During technical evaluation, NIMS reserves right to seek and examine these documents of other time periods to verify their bidder's experience in relevant components of HFMS. Failure to submit the relevant documents in support of their experience will entail rejection of the tender.	
10	Firm's registration certificate.	
11	Work experience certificate in the areas of HFMS for 3 years being latest 2015-16.	
12	The agency should have executed patient care services in Hospitals covering at least > 500 beds in 3 years.	
13	Declaration form	

14	Bid form	
15	Bid security form	
16	Technical bid format.	
17	Whether all the pages are stamped and signed and properly tagged with all documents	
18	Attach Notarized Affidavit towards sole proprietorship of firm / Self Attested Partnership deed or Incorporation certificate of Company / Article of Association / Memorandum of Association as applicable)	
19	Self attested copy of latest Income Tax Return	
20	Self attested copy of Service Tax Certificate	
21	Self attested copy of PAN Card	
22	Self attested copy of EPF certificate	
23	Self attested copy of ESI certificate	
24	Declaration towards non tampering of tender document.	
25	Technical Bid to be opened in presence of bidder and proforma to be signed by bidder.	

End of document