

RAO TULA RAM MEMORIAL HOSPITAL, JAFFARPUR, NEW DELHI-110073

Govt. of National Capital Territory of Delhi
Rao Tula Ram Memorial Hospital
Jaffarpur, New Delhi – 110073.

NOTICE INVITING TENDER

For lifting Non-infectious, Non-hazardous General Hospital waste like Card Board, News Paper, Shredded Paper, Waste Paper, Black Bags, used X-ray film, used X-ray Fixer etc.

Tender Ref. No. RTRMH/V/29/BMW mgmt/2/12-13

Tender Forms Available at: CT Branch, Rao Tula Ram Memorial Hospital (RTRMH), Jaffarpur, New Delhi-110073

Website: http://delhi.gov.in/wps/wcm/connect/DoIT_RTRMH/doit_rtrmh/home/Tenders/

Tender document sale starts on: 28/09/2018 from 2:00 PM

Pre Bid Meeting: 10/10/2018 at 02:30 PM

Bid Submission Start Date: 15/10/2018 at 2:00 PM

Tender document sale closes on: 23/10/2018 at 11:00 AM

Last date of Bid Submission: 23/10/2018 up to 02:00 PM

Date of Opening of Prequalification cum Technical bid: 23/10/2018 at 02:30 PM

Date of Opening of Financial bid: to be notified later by email/fax/telephone/sms

Note: In case the last day of bid submission/opening happens to fall on a holiday, the date and time for physical submission/opening will extend to the next 1st working day at the same time.

Cost of Bid Document: Rs. 200/- (Non-refundable)

Earnest Money: Rs. 2000/- (Rupees Two Thousands Only)

Rao Tula Ram Memorial Hospital, Jaffarpur is a 100 bedded secondary level multispecialty hospital with an average footfall of 3000 people per day. Its bed occupancy is about 98% and it has a state of art autoclave facility to treat and sterilize its bio-medical waste that is rendered non-hazardous as prescribed method and norms.

The waste contains General Hospital waste (non-hazardous) like **Card Board, News Paper, Shredded Paper, Waste Paper, Black Bags, used X-ray film, used X-ray Fixer etc.**

Sealed tenders under Two bid system i.e “ Pre-qualification cum Technical Bid” & “Financial (Price) Bid” are invited from reputed & financially sound dealers/firms for lifting General Hospital waste (non-hazardous) **Card Board, News Paper, Shredded Paper, Waste Paper, Black Bags, used X-ray film, used X-ray Fixer etc.** from this hospital as mentioned in Annexure III.

Corrigendum in respect of this tender, if any, shall be uploaded only on the RTRMH website i.e http://delhi.gov.in/wps/wcm/connect/DoIT_RTRMH/doit_rtrmh/home/Tenders/. All the prospective bidders are advised to keep themselves updated for such corrigendum.

Contract Period:- One year from the contract of award & extendable for further one year on the basis of satisfactory performance and mutual consent at the discretion of the Medical Superintendent being Head of Department, RTRMH.

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Format

The Pre-qualification cum Technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. Bidder shall have to deposit Bid Security (EMD) of Rs. 2000/- (Rs. Two Thousands only) in the form of FDR (Fixed Deposit Receipt)/Bank guarantee (Annexure V) of any Nationalized/Commercial Bank at Delhi/New Delhi in favour of the “Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073” valid for 165 days from last date of bid submission.

However, firms which are registered with Central Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Ministry or Department are exempted from depositing the Earnest Money on production of the said registration. Registration proof should also be submitted along with prequalification cum technical documents.

Intending eligible bidders may obtain a copy of bid document from the CT Branch, RTRMH, Jaffarpur, New Delhi-110073 on payment of Rs. 200/- (Rs. Two Hundred) in the form of cash /crossed Demand Draft/Banker’s cheque from any Nationalized Bank/Commercial Bank in Delhi/New Delhi drawn in favour of the “Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073”.

In case the firm has downloaded the Tender documents from the website RTRMH website(http://delhi.gov.in/wps/wcm/connect/doi_rtrmh/DoIT_RTRMH/Home/Tenders/), they must ensure that the requisite tender fee/cost (Rs. 200) in the form of cash/DD/Bankers Cheque from any Nationalized Bank/Commercial Bank in Delhi/New Delhi drawn in favour of the “Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073” is enclosed with their tender, (the cash is to be deposited with the cashier of the hospital & photocopy of the receipt of tender fee is to be enclosed with the tender) failing which the tender will be treated as incomplete and will be ignored/rejected.

Medical Superintendent
RTRMH

INSTRUCTION TO BIDDERS

PREPARATION OF BIDS

The bids prepared by the bidder shall comprise of (1) The Pre-qualification cum Technical Bid and (2) Financial (Price) Bid:

PRE-QUALIFICATION CUM TECHNICAL BID

The Pre-qualification cum Technical Bid should be sealed in a separate cover and super scribed:
Pre-qualification cum Technical Bid for lifting General Waste material
Tender Ref. No: RTRMH/V/29/BMW mgmt/2/12-13

The Pre-qualification cum Technical Bid shall contain the following documents -

1. EMD (Bid Security) in the form of FDR/bank Guarantee amounting to Rs. 2000/- or Self attested valid exemption certificate for EMD
2. Undertaking duly signed with stamp and name of firm (Annexure I) on Non-Judicial Stamp Paper of Rs. 10/-.
3. An Under taking on Non-Judicial Stamp Paper of Rs. 10/- for No Criminal Liability of bidder and his personnel/manufacturer duly attested and stamped by Notary Public on prescribed Performa (Annexure-II)
4. In case of partnership, the self attested copy of authorization to sign the tender document should be submitted by the other partner/partners.
5. In case of partnership, self attested partnership deed.
6. Authorization from proprietor / owner to sign the tender documents in case the owner/proprietor is not signing the tender document.
7. Residential proof i.e Photocopy of Election Card/PAN Card/Passport/Driving license etc.
8. Cost of Tender document in the form of cash (TR-5)/Demand draft/Banker's cheques in favour of the "Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073" in case tender document is downloaded from the internet.

OR

Photocopy of receipt (TR-5) as proof of the cost of tender document received from RTRMH or demand draft/bankers cheque in favour of the "Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073".

9. Annexure IV (Personal Bio Data of the bidder/contractor).
10. Supporting document of authorization for General Waste Disposal as per norms.
11. Certificate of GST Registration

FINANCIAL BID

The Financial Bid shall contain:

- (a) Price Bid Form [as per Annexure III]

The Price Bid should be sealed in a separate cover and super scribed:

Price Bid for lifting General Waste material

Tender Ref. No: RTRMH/V/29/BMW mgmt/2/12-13

Note: The bidder shall seal the Pre-qualification cum Technical Bid & Financial bid in separate envelope and keep them in a bigger sealed envelope. The sealed envelope addressed to the "Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073" and super scribed:

Tender for lifting General Waste material

Tender Ref. No: RTRMH/V/29/BMW mgmt/2/12-13

All the documents submitted (Whether original or photocopy) in the bid must be legible & self attested, otherwise the bid is likely to be rejected. The Bid is to be submitted physically and dropped in the tender box kept in the CT Branch, RTRMH, Jaffarpur before the last date and time as mentioned in the tender notice. A Pre-Bid Meeting, in which the bidders or his/her authorised representative may attend, is scheduled prior to opening of the Pre-qualification cum Technical Bid for discussion /clarification of any matter related to the Bid. A maximum of one representative of the bidder shall be authorized and permitted to attend the opening of Pre-Qualification cum Technical Bid prior to the Financial bid opening.

Terms & Conditions

The following terms & conditions shall come into force for lifting General Hospital waste (non-hazardous) **Card Board, News Paper, Shredded Paper, Waste Paper, Black Bags, used X-ray film, used X-ray Fixer etc.** from Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073 for a period of one year.

1. The contract will be for one year from the date of award of contract in Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073 and the contract can be extended for further one year on the basis of mutual consent and satisfactory performance of the agency.
2. The contractor shall attach FDR/bank Guarantee amounting of Rs. 2000/- as Earnest Money Deposit (EMD) valid for 165 days from last date of bid submission along with the tender document in favour of the "Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073".
3. **Performance Security:** The successful bidder is required to submit the Performance Security to the hospital as mentioned here: (i) Group "A": Rs 1500/- (ii) Group "B": Rs 2000/- (iii) Group "C": Rs 4000/- in the form of Fixed Deposit Receipt (FDR)/Bank Guarantee (Annexure VI) in favour of the "Medical Superintendent, Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-110073" valid for 14 months from the acceptance of contract and no interest shall be payable on it by the hospital. In case,

the contract has to be extended for a further one year, the validation period of the same Performance security would be extended for a further one year or as decided by the Medical Superintendent.

4. **Selection:** Every bidder has to quote for each item of a group to avoid disqualification. The contract will be awarded on the basis of group wise Highest Bid of all items in a group offered in the Price Bid form in Annexure III.
5. The Medical Superintendent reserves the right to cancel the contract agreement or to withhold the payment in the event of non commencement or unsatisfactory performance of the work contract prior to expiry of the contract period. The decision of the Medical Superintendent in this regard will be final and binding on the contractor. In such an eventuality, the Medical Superintendent further reserves the right to get the work done from the open market or through some other agencies. The contractor will be black listed in the department for a period of four years from participating in such type of tender & his / her earnest money/performance security deposit may also be forfeited if so warranted.

The Medical Superintendent reserves the right to cancel the tender process at any point of time without assigning any reason.
6. The material will be collected after proper weighing/measurement in the presence of the In-Charge caretaking Branch/Authorized representative, RTRMH. The successful contractor will have to deposit the cost of the material according to contract in price bid (Annexure III) in advance after weighing/measurement of the concerned items and working out the cost of material in cash with the cashier of RTRMH.
7. A gate pass/permit has to be obtained from In-Charge caretaking Branch/Authorized representative each time the material is lifted and taken out from the hospital. The gate pass and receipt of payment of the material must be shown to the security guard at the main gate.
8. The successful bidder shall start the work of lifting/collection of general waste material within seven days of acceptance of the Offer Letter, failing which the security deposit/EMD may be forfeited at the discretion of the Medical Superintendent.
9. The contract may be terminated at any time if services rendered by the contractor are found unsatisfactory.
10. The contract can be cancelled by the Medical Superintendent/HOD prior to the expiry of the contract period.
11. The contractor has to lift the waste material from time to time at least once in a week or as directed by the Medical Superintendent or authorized representative of the Medical Superintendent.
12. The labour for lifting and transport will be arranged by the tenderer/contractor.
13. The responsibility of recycling the waste material, after lifting the waste from hospital premises would be of the contractor/tenderer.
14. All the pages of the tender must be signed by the firm/dealer and submitted/enclosed with the pre-qualification cum technical bid.
15. The Medical Superintendent or the authorized officer will have the right to review the working of the contract from time to time. If at any time, it is found that the contractor has failed to fulfill any of the conditions of this contract or that his working is unsatisfactory, the Medical Superintendent may terminate the contract after giving the contractor one month's notice. No such notice will be necessary if the contract is terminated on the ground of misconduct or any other act the Medical Superintendent may deem fit.
16. On violation of any terms & conditions of the contract, the contract shall be terminated and the Performance security will be forfeited. If the contractor withdraws/terminates

- his contract in the middle of the contract period or before the expiry of the contract, the performance security deposit of the contractor shall stand forfeited.
17. The EMD (Earnest Money Deposit) of unsuccessful bidders shall be returned within 30 days after finalization of the rate contract/tender process, EMD of the successful bidder shall only be returned after submission of Performance security and no interest shall be payable. The EMD will be forfeited if the successful bidder fails to abide by the terms & condition in toto.
 18. In case of any dispute arising between the contractor and Medical Superintendent or his authorized representative, the decision of the Medical Superintendent shall be final and binding on the contractor.
 19. The contractor shall execute the work himself/herself and shall not sublet the contract to any other individual or party. In such a case, the Medical Superintendent has the right to cancel the contract and the Performance security would stand forfeited.
 20. The Contractor will have to arrange his own vehicles.
 21. The Contractor must not employ any child as labourer.
 22. The Government/ Medical Superintendent, Rao Tula Ram Memorial Hospital Jaffarpur, New Delhi-110073 shall in no case be responsible for any accident, loss or damage to the staff employed or articles equipment etc. used by the contractor.
 23. The contractor will pay minimum wages as per minimum wages act 1948 revised from time by Govt. of NCT of Delhi, vide their orders in terms or category of the workforce employed by him.
 24. If any certificate/permission is required from the Health Department/MCD/any other statutory body in respect of this scope of work, it is the duty of the contractor to obtain such a document and if any penalty is imposed in this regard, it shall be borne by the contractor.
 25. The contractor shall note down that use of Pan Masala, Tobacco products, Liquor, drugs etc. are banned in the hospital premises.
 26. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.
 27. The vendor shall fulfill all statutory obligations under this contract and shall be solely responsible for its compliances under various Acts & Rules of the Government.
 28. The committee constituted by MS, RTRMH, for the evaluation of different aspects of the tender, can request the tenderer for additional information/ documents, for clarification of a document already submitted, at its discretion.

Medical Superintendent
RTRMH

UNDERTAKING

(to be submitted in non judicial stamp paper of Rs 10/-)

All the Terms and Conditions mentioned at Sr. No. 01 to 27 in the tender document are accepted by me/us. Earnest Money Deposit(EMD) amounting to Rs. 2,000/- (Rupees Two Thousands Only) bearing FDR/Bank Guarantee No. _____ dated _____ issued by _____ Bank in favour of Medical Superintendent, Rao Tula Ram Memorial Hospital Jaffarpur, New Delhi is enclosed with the pre-qualification cum technical bid. Further, it is also certified that neither I nor any of my family members are employee/s in Rao Tula Ram Memorial Hospital, Jaffarpur, New Delhi-73

Date:

Place:

Signature of the Bidder
(Name of Bidder)

Rubber Stamp of Bidder

Annexure-II

NO CRIMINAL LIABILITY UNDERTAKING ON RS. 10/- AFFIDAVIT

I/We.....D/o,S/o.....Resident of
(Address)..... do solemnly pledge and affirm
:-

1 That I am the manufacturer/proprietor/partner/authorised signatory of

M/s

.....

.....

2. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against the firm/me/manufacture.

Date:

Place:

Signature of the Bidder
(Name of Bidder)

Rubber Stamp of Bidder

Annexure III

Financial Bid

(Rates to be quoted in Indian Currency only)

PRICE BID-FORM

Group "A"

S.No.	Name of Item	Rate in words (Per Kg)	Rates in Figures (Per Kg)
1.	Card Board		
2.	News paper/Shredded paper/Waste paper		
3.	Black bags containing General waste		
	TOTAL		

Group "B"

S.No.	Name of Item	Rate in words (Per Kg)	Rates in Figures (Per Kg)
1.	X-Ray Film		

Group "C"

S.No.	Name of Item	Rate in words (Per Kg)	Rates in Figures (Per Kg)
1.	X-Ray Fixer		

Note-

- Any cutting in the rates/over writing should be attested by the authority signing the bid. Bids received with cuttings/over-writing without attestation will not be considered.
- The columns shall be clearly filled in ink legibly or typed.
- The quoted rate shall be firm and final and no revision shall be allowed during the contract period on any grounds.
- No Column should be left blanks which would be otherwise made the tender liable for rejection.
- Price bid should not be submitted with pre-qualification cum technical bid documents otherwise made the tender liable for rejection. It should be submitted with price bid only.
- The bidder quoting for Group B also compulsorily has to quote for group C; similarly the bidder quoting for Group C also compulsorily has to quote for group B, otherwise the bid would be rejected.**
- The tender will be awarded on the basis of the group wise highest bid (H1) of all items in a group.**
- In cases where H1 is more than one, finalization of the contract will be decided on the basis of lots.

9. The quotations in words will prevail upon quotation in numbers if discrepancy is found between the two columns.

Signature of the Tenderer

Name of the Tenderer

Address

Telephone No.

Personal Bio-Data of the Bidder/Contractor

Annexure IV

Photo of the
bidder

1. Name, Address of Firm/Agency :
2. Telephone numbers :
3. Registration No. of the Firm/
Agency if any
4. Name, Designation, Address :
(attach the residence proof),
Name & Telephone No. of
Authorized person of the Firm/
Agency to deal with
5. Whether Tenderer is the sole proprietor of the firm/
Partnership firm -
Name & Address and
Telephone No. of
Directors/partners should :
Be specified.
6. PAN No. issued by :
Income Tax Department, if any
7. Details of Bid Security (EMD) :
deposited
 - a. Amount :
 - b. FDR/Bank Guarantee No :
 - c. Date of Issue :
 - d. Name of issuing authority :
/Bank

8. Declaration by the bidder:

This is to certify that I/We have read and fully understood all the terms and conditions of the tender contained herein and undertake myself/ourselves to abide by them and the information provided by me in this reference is true. If at any stage, any information given by me is proved to be false, the Medical Superintendent/HOD has the right to forfeit the

RAO TULA RAM MEMORIAL HOSPITAL, JAFFARPUR, NEW DELHI-110073

EMD/Performance Security deposited in this regard and the Medical Superintendent/HOD has the right to blacklist my firm/company/agency for 4 years.

Date :

Place:

(Signature of the Bidder)

Name and Address

Seal of Firm

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas (hereinafter called the “tenderer”) has submitted their offer dated.....for the lifting of Biomedical and General Waste (hereinafter called the “tender”) against the purchaser’s tender enquiry No. KNOW ALL MEN by these presents that WE of having our registered office at..... are bound unto (hereinafter called the “Purchaser) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto six months from last date of bid opening and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the authorized officer of the Bank)

.....
.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The President of India

WHEREAS (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to lifting of General Waste (herein after called "the contract").

AND

WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND

WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, 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 supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits 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. We hereby waive the necessity of your demanding the said debt from the supplier before resenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch