

### Bid Document

Bid Details	
<b>Bid End Date/Time</b>	12-09-2022 16:00:00
<b>Bid Opening Date/Time</b>	12-09-2022 16:30:00
<b>Bid Offer Validity (From End Date)</b>	180 (Days)
<b>Ministry/State Name</b>	Ministry Of Science And Technology
<b>Department Name</b>	Department Of Science And Technology (dst)
<b>Organisation Name</b>	Sree Chitra Tirunal Institute For Medical Sciences And Technology (sctimst)
<b>Office Name</b>	Thiruvananthapuram
<b>Item Category</b>	Cleaning, Sanitation and Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, dusting); Indoor , Cleaning, Sanitation and Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, dusting); Outdoor
<b>Contract Period</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	45 Lakh (s)
<b>Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Turnover</b>	Yes
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Estimated Bid Value</b>	5967170
<b>Evaluation Method</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required</b>	Yes

**EMD Detail**

Advisory Bank	State Bank of India
EMD Percentage(%)	2.50
EMD Amount	149179

#### ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### Beneficiary:

Director, SCTIMST,  
Thiruvananthapuram, Department of Science and Technology (DST), Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST), Ministry of Science and Technology  
(Dr.sanjay Behari)

#### Splitting

Bid splitting not applied.

#### MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order

quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

**Additional Qualification/Data Required**

**Geographical presence: Registered Office or one of the Branch Offices at X locations:**The Registered Office of the Service Provider should be in Thiruvananthapuram (Dist), Kerala (State)

**The service provider should have satisfactorily provided Cleaning and sanitation /housekeeping services for X no. of Contract of minimum Y Sq.ft of area per contract Period:**The details of work is attached as annexure along with the Scope of Work, uploaded. The service provider should provide minimum 25 Nos. of employees to do the cleaning and sanitation work in the given area to meet the prescribed cleaning frequencies

**Scope of Work for the Service:**[1661511835.pdf](#)

**Cleaning, Sanitation And Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, Dusting); Indoor ( 15482 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Space	Healthcare
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Indoor
Area Inclusions	High Intensive Area of the Hospital
Floor Type	Normal Stone/Ceramic tile/Cemented Floor
Type of Cycle	Daily
<b>Addon(s)</b>	
Consumables to be provided by Service Provider	No
High End Machinery & Equipment to be provided by Service Provider	No

**Additional Specification Documents**

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**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
1	Priya P	695011,Sree Chitra Tirunal Institute For Medical Science and Technology,Medical College PO, Trivandrum, Thiruvananthapuram, 695011	15482	<ul style="list-style-type: none"> <li>• Frequency in each cycle : 4</li> <li>• Number of working days in a month : 30</li> <li>• Number of cycles during Contract Period : 360</li> </ul>

**Cleaning, Sanitation And Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, Dusting); Indoor ( 8290 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Space	Healthcare
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Indoor
Area Inclusions	Hospital indoor area
Floor Type	Normal Stone/Ceramic tile/Cemented Floor
Type of Cycle	Daily
<b>Addon(s)</b>	
Consumables to be provided by Service Provider	No
High End Machinery & Equipment to be provided by Service Provider	No

**Additional Specification Documents**

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**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
1	Priya P	695011,Sree Chitra Tirunal Institute For Medical Science and Technology,Medical College PO, Trivandrum, Thiruvananthapuram, 695011	8290	<ul style="list-style-type: none"> <li>• Frequency in each cycle : 3</li> <li>• Number of working days in a month : 30</li> <li>• Number of cycles during Contract Period : 360</li> </ul>

**Cleaning, Sanitation And Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, Dusting); Indoor ( 44355 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Space	Healthcare
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Indoor
Area Inclusions	Indoor area of the hospital
Floor Type	Normal Stone/Ceramic tile/Cemented Floor
Type of Cycle	Daily
<b>Addon(s)</b>	
Consumables to be provided by Service Provider	No
High End Machinery & Equipment to be provided by Service Provider	No

**Additional Specification Documents**

**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
1	Priya P	695011,Sree Chitra Tirunal Institute For Medical Science and Technology,Medical College PO, Trivandrum, Thiruvananthapuram, 695011	44355	<ul style="list-style-type: none"> <li>• Frequency in each cycle : 2</li> <li>• Number of working days in a month : 30</li> <li>• Number of cycles during Contract Period : 360</li> </ul>

**Cleaning, Sanitation And Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, Dusting); Indoor ( 52575 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Space	Healthcare
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Indoor
Area Inclusions	Hospital Indoor area
Floor Type	Normal Stone/Ceramic tile/Cemented Floor
Type of Cycle	Daily
<b>Addon(s)</b>	
Consumables to be provided by Service Provider	No
High End Machinery & Equipment to be provided by Service Provider	No

**Additional Specification Documents**

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**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
1	Priya P	695011,Sree Chitra Tirunal Institute For Medical Science and Technology,Medical College PO, Trivandrum, Thiruvananthapuram, 695011	52575	<ul style="list-style-type: none"> <li>• Frequency in each cycle : 1</li> <li>• Number of working days in a month : 30</li> <li>• Number of cycles during Contract Period : 360</li> </ul>

**Cleaning, Sanitation And Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, Dusting); Outdoor ( 20388 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Space	Healthcare
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Outdoor
Area Inclusions	Building exterior
Floor Type	Not Applicable
Type of Cycle	Monthly
<b>Addon(s)</b>	
Consumables to be provided by Service Provider	No
High End Machinery & Equipment to be provided by Service Provider	No

**Additional Specification Documents**

**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
1	Priya P	695011,Sree Chitra Tirunal Institute For Medical Science and Technology,Medical College PO, Trivandrum, Thiruvananthapuram, 695011	20388	<ul style="list-style-type: none"> <li>• Frequency in each cycle : 1</li> <li>• Number of working days in a month : 1</li> <li>• Number of cycles during Contract Period : 12</li> </ul>

**Cleaning, Sanitation And Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, Dusting); Outdoor ( 27915 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Space	Healthcare
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Outdoor
Area Inclusions	Hospital surroundings
Floor Type	Not Applicable
Type of Cycle	Daily
<b>Addon(s)</b>	
Consumables to be provided by Service Provider	No
High End Machinery & Equipment to be provided by Service Provider	No

**Additional Specification Documents**

**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
1	Priya P	695011,Sree Chitra Tirunal Institute For Medical Science and Technology,Medical College PO, Trivandrum, Thiruvananthapuram, 695011	27915	<ul style="list-style-type: none"> <li>• Frequency in each cycle : 1</li> <li>• Number of working days in a month : 30</li> <li>• Number of cycles during Contract Period : 360</li> </ul>

**Cleaning, Sanitation And Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, Dusting); Indoor ( 5610 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Space	Healthcare



Specification	Values
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Indoor
Area Inclusions	hospital indoor area
Floor Type	Normal Stone/Ceramic tile/Cemented Floor
Type of Cycle	Monthly
<b>Addon(s)</b>	
Consumables to be provided by Service Provider	No
High End Machinery & Equipment to be provided by Service Provider	No

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
1	Priya P	695011,Sree Chitra Tirunal Institute For Medical Science and Technology,Medical College PO, Trivandrum, Thiruvananthapuram, 695011	5610	<ul style="list-style-type: none"> <li>• Frequency in each cycle : 1</li> <li>• Number of working days in a month : 1</li> <li>• Number of cycles during Contract Period : 12</li> </ul>

#### Cleaning, Sanitation And Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, Dusting); Outdoor ( 600 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Type of Space	Healthcare
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Outdoor
Area Inclusions	patient waiting area
Floor Type	ceramic tiled
Type of Cycle	Daily
<b>Addon(s)</b>	

Specification	Values
Consumables to be provided by Service Provider	No
High End Machinery & Equipment to be provided by Service Provider	No

#### Additional Specification Documents

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#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
1	Priya P	695011,Sree Chitra Tirunal Institute For Medical Science and Technology,Medical College PO, Trivandrum, Thiruvananthapuram, 695011	600	<ul style="list-style-type: none"> <li>• Frequency in each cycle : 2</li> <li>• Number of working days in a month : 30</li> <li>• Number of cycles during Contract Period : 360</li> </ul>

#### Cleaning, Sanitation And Disinfection Service - Outcome Based - Healthcare; General Cleaning (Sweeping, Mopping, Dusting); Indoor ( 290 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Type of Space	Healthcare
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Indoor
Area Inclusions	hospital indoor area
Floor Type	ceramic tiles
Type of Cycle	Fortnightly
<b>Addon(s)</b>	
Consumables to be provided by Service Provider	No
High End Machinery & Equipment to be provided by Service Provider	No

#### Additional Specification Documents

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## Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Area in Sq. ft.	Additional Requirement
1	Priya P	695011,Sree Chitra Tirunal Institute For Medical Science and Technology,Medical College PO, Trivandrum, Thiruvananthapuram, 695011	290	<ul style="list-style-type: none"><li>• Frequency in each cycle : 1</li><li>• Number of working days in a month : 2</li><li>• Number of cycles during Contract Period : 24</li></ul>

## Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of The Director, SCTIMST payable at Thiruvananthapuram. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 3. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

### 4. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1.The Service Provider should have a Registered Office at **Thiruvananthapuram (Dist)**, Kerala (State) and documentary proof of the same should be attached.

2.SCTIMST reserves the right to ask for a site visit after giving reasonable time to the service provider at their registered office at Thiruvananthapuram/Institutions where the service provider have similar contract

for evaluating the technical compatibility, professionalism and quality of work of the service provider for technically qualifying for opening the price bid. SCTIMST reserves the right to accept /reject the bid based on the site evaluation as stated above

3.The details of previous and current experience in the similar service to be attached.

4.The service provider should deploy a minimum of 25 contract staff to clean the notified area as per the scheduled frequency. Uniform to the employees under deployment is the responsibility of the service provider.

5.The service provider should deploy enough supervisors as per shiftwise requirements under their own expenses.

7.Any default in the delivery of service as per the schedule of work of the contract shall invite penalties, as decided by the buyer.

#### 7. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.

2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.

3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

#### 8. **Generic**

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

#### 9. **Generic**

Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:

i) The Seller fails to comply with any material term of the Contract.

ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.

iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.

iv) The Seller becomes bankrupt or goes into liquidation.

v) The Seller makes a general assignment for the benefit of creditors.

vi) A receiver is appointed for any substantial property owned by the Seller.

vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

#### 10. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of Director, SCTIMST A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

## **Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent

Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**