

ESI HOSPITAL
SREE MAA ANANDAYEE MARG
OKHLA PHASE I, NEW DELHI-20.

F.NO: 114-W-17/13/2/09-Estate

Date:- Feb,2009

To,

M/s

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Subject:- Tender for Maintenance of Civil, Electrical Installations and Horticulture works of ESI Hospital Complex and residential colony and maintenance and operation of various services.

Sir,

Sealed tenders in two separate envelopes containing technical bid and commercial bid are invited in the name of Medical Superintendent, ESI Hospital, Okhla Phase-I, New Delhi-20 on the enclosed prescribed Performa for a period of one year for providing above mentioned services as per instructions enclosed..

Tender Forms are available in the premises of the hospital after depositing a DD of Rs. 1000/- (Rupees One Thousand only) in favour of ESI Fund A/c No. 1 of ESI Corporation.

Yours faithfully,

(Sunil Taneja)

Joint Director (Admn)

Enclosure:-23 pages +15 pages BOQ



ESI HOSPITAL

SREE MAA ANANDMAYEE MARG

OKHLA PHASE-I, NEW DELHI-110020.

TENDER DOCUMENT

**FOR MAINTENANCE OF CIVIL &
ELECTRICAL WORK**

To

The Medical Superintendent,
ESI Hospital, Sree Maa Anandmayee Marg,
Okhla Phase-I,
New Delhi-20.

Subject:- Declaration

Sir,

I/We _____, M/s _____

Declares that I/WE have perused and understood the tender document issued vide your letter NO. 114-W-17/13/2/2009-Estate dated /2/2009 and accept all the terms and conditions mentioned in the tender document for maintenance of Civil, Electrical and Horticulture works of ESI Hospital Complex, residential colony and maintenance and operation of various services.

(Signature of authorized signatory)

M/s _____

(Office Seal)

Date:- _____

INSTRUCTIONS TO THE TENDERERS

Note:- (In case the tender forms are down loaded from the website www.esic.nic.in, these tender form duly filled in will be accepted alongwith Demand Draft (cost of form) of Rs. 1000/- (Rupees one thousand only) in favour of ESI Fund a/c No. 1 of ESI Corporation payable at New Delhi.

1. Sealed offers under two envelope system in the prescribed forms are invited from eligible tenderers for providing Annual Repair and maintenance services listed under scope of services in this bid document.
2. The amount of earnest money deposit (EMD) shall be Rs. 1,80,000/- (Rupees One lakh eighty thousand only) in the form of DD/Pay Order, drawn in favour of **ESI Fund A/c No. 1** payable at New Delhi.
3. Tender form shall be completed in all respect. Incomplete tenders or tenders without earnest money deposit shall be treated as invalid.
4. Last date of submission tender is 20th March, 2009 upto 1300 Hrs.
5. Date and time of opening of tender is 20th March, 2009 at 1400 Hrs.
6. Each and every page of tender documents should bear the stamp and signature of the authorized representative. Format I, II, and III enclosed shall be filled without exception. The tenderer shall also enclose the latest Income Tax Clearance certificate and proof of VAT/works Contract Tax Registration, ESI & EPF Registration where applicable.
7. The rates for each and every item shall be quoted in figures and words. In case of any discrepancy in rates, the rates written in words shall prevail.
8. The envelop containing tender document shall be sealed and bear the name of work and the name and address of the tenderer.
9. The site for the work is available and can be seen on any working day during office hours by contacting Asstt Director (Administration), ESI Hospital, Okhla, New Delhi-20.
10. The Medical Superintendent reserves the right to accept or reject any tender or all tenders without assigning any reason.
11. Conditional tender are liable to be rejected.
12. The tender for the work shall remain open for acceptance for a period of sixty days (60) from the date of opening of tender.
13. These instructions shall form a part of the contract document.
14. The EMD of unsuccessful tenderers shall be refunded within one month after the award of work to the successful tenderer.
15. Rates quoted shall be firm and fixed and are inclusive of cost of manpower, material, machinery, tools and plant etc, all taxes (including service tax), duties and levies, insurance etc, no escalation of whatsoever nature shall be payable.

16. Eligibility Criteria: The tenderer should have minimum three years experience in work of similar nature. The tenderers should have undertaken/completed the following work in the last 3 years:

a) One similar work of value not less than rupees 90 lakhs per annum (equals to the value of work to be executed) OR

Two similar work of value not less than rupees 45 lakhs per annum. (equals to 50% of the value of work to be executed)

b) The tenderer would be required to establish its office within the site of the work in the space provided by the ESIC.

17. Submission of bids: Sealed – proposals should be submitted in two separate envelopes namely. 'Technical Bid' and 'Financial Bid'. The technical and financial bids duly sealed in separate envelopes must be kept inside a single third envelope and clearly super scribed "Annual Repair and Maintenance of civil, horticulture and electrical works of ESI Hospital, and its residential colony and operation and maintenance of various services of ESI Hospital, Okhla. The envelope should be clearly marked as 'Technical Bid' (Envelope –I) and 'Financial Bid' (Envelope-II). This third envelope shall also contain the EMD.

18. Evaluation of Technical Bids:- Bids received and found valid will be evaluated by the ESIC to ascertain the best-evaluated bid for the complete work/services under the specifications and documents. The tenderer should take care to submit all the information sought by the ESIC in prescribed formats.

a) Firm's relevant experience and strength- profile of agency, registration details, experience of similar works, annual turnover and total manpower employed.

b) Qualification /related experience.

19. Financial Bid: The financial bid of tenderers, whose technical bid is found to be suitable, will be opened in the presence of the tenderers, who choose to attend the opening of financial bid. Minimum two days notice will be given tenderer for the this purpose.

20. Award of work:

i) The selection of the agency will be at the sole discretion of the Competent Authority who reserves its right to accept or reject any or all the proposals without assigning any reason.

ii) The contract for the Annual Repairs and Maintenance shall be awarded to the best qualified responsive tenderer.

iii) Upon evaluation of offers the notification onward of contract will be intimated to the successful tenderer.

21. Duly filled offer document shall be deposited by hand delivery in the office of ESIC at the following address:

Joint Director (Admn)

Room No. 210,

O/O The Medical Superintendent

ESI Hospital, Okhla Phase-I, New Delhi-20.

Brief Description of the Firm

(with an outline of the experience of the firm for similar works during the last three years)

- a) Name of the Firm
- b) Year of registration
- c) Type of firm (individual/proprietary/limited company or any other)
- d) In house facilities available in following fields.

S.No.	Fields	Manpower with more than 10 years experience	Manpower with 5 to 10 years experience	Manpower with lesser than 5 years experience
1	Original/Annual repair works (civil)			
2	Laying/Repair and Repair and Maintenance of water supply, plumbing & sewerages, drainage.			
3	Electrical work			

Note:- Provide documents in support of the details provided in above format, failing which the authenticity of the information may not be accepted.

EXPERIENCE OF CONTRACTOR/COMPANY

(Experience of relevant and similar work of construction, pipe laying/annual Repair and Maintenance completed during last three years preceding March,2008 and on going works). Use separate sheet for each work.

1	Project title & location	
2	Name of the Client and Address	
3	Describe area of participation (Specific work done/services rendered by the applicant)	
4	Period of work done/services rendered for the project	
5	Total cost of work/AMC cost	
6	Date of start of the work and the present status	
7	Any other details	

Note:- Supporting documents like certificates from the client in support of each of the above projects to be furnished.

TOTAL MANPOER DEPLOYMENT SCHEDULE

S.No.	Category	Nos.	Period of Duty	Experience
1	Supervisor	01	Round the clock	All Staff should be well experienced
2	Plumber	01	Round the clock	
3	Electrician	01	Round the clock	
4	Carpenter (on call)	01	8 AM to 4 PM	
5	Sewer Man	01	Round the clock	
6	Mason (on call)	01	8 AM to 4 PM	
7	Generator Operator	01	Round the clock	
8	Pump Operator	01	Round the clock	
9	Mali	02	8 AM to 4 PM	
10	A.C. Plant Operator	01	Round the clock	
11	EPBAX Operator	01	Round the clock	
12	Fire Alarm Operator	01	Round the clock	
13	HT/LT Penal Operator	01	Round the clock	
14	Manifold Operator	01	Round the clock	
15	Helper for Internal Electrification	01	Round the clock	
16	Helper for Fire Alarm/Fighting.	01	Round the clock	
17	Helper for HT/LT Equipment	01	Round the clock	
18	Helper for AC Plant	01	Round the clock	
19	Helper for Medical Gases	01	Round the clock	
20	Fire Fighting Operator	01	Round the clock	-> 2 for hospital premises & 1 for residential premises
21	Sweeper	03	8 AM to 4 PM	
22	Lift Operator	01	Round the clock	

Note:- Only licensed/certified electricians/operators shall be deployed. Preferably the other skilled worker deployed shall also be licensed/certified. License of electricians to be enclosed. Other certificates of technical qualifications also to be enclosed.

All the above staff of the contract shall wear uniform and badges identifying their category and name in English and local language.

FINANCIAL BID (PART-II)

Name of work: Maintenance of Civil and Electrical installation and Horticulture works of ESI Hospital Complex and residential colony and maintenance and operation of various services.

ABSTRACT OF COST.

A .BILL OF QUANTITIES- Measurable and non measurable items of works (as per annexure-'A'- regarding civil maintenance.

S.No.	ITEM OF WORK	UNIT	QTY	RATE	AMOUNT

B. BILL OF QUANTITY- OF ELECTRICAL MAINTENANCE ITEMS (as per annexure-'B')

Note: payment shall be made for actual quantities executed at the contract rate.

The Employer may at his sole discretion extend the time for completion on submission of full justification by the contractor.

It the contractor fails to complete the work in time, liquidated damages @ 1.25 % of the total value of work under measurable items of work above shall be recovered subject to a maximum of 5% of the above total value.

In case of absence of any of the workers mentioned in Format III without providing suitable replacement, an amount of Rs. 300/- p day shall be received as liquidated damages per person per day of absence.

GENERAL CONDITION OF CONTRACT

Definition and Interpretation.

1. Definitions.

a) In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:

i) "Employer" means the Medical Superintendent, ESI Hospital, Okhla, New Delhi on behalf of ESI Corporation.

ii) "Engineer" means the person appointed by ESIC to act as Engineer for the purposes of the Contract.

iii) "Contractor" means an individual or firms (proprietary or partnership) whether incorporated or not, that has entered into contract (with the employer) and shall include his/its heirs, legal representatives, successors and assigns. Changes in the constitution of the firm, if any shall be immediately notified to the employer, in writing and approval obtained for continued performance of the contract.

b) (i) "Contract" means these conditions, the Specification, the bill of Quantities Tender, the letter of acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the letter of Acceptance or Contract Agreement (if completed).

ii) "Specification" means the specification of the Works included in the Contract and any modification thereof.

iii) "Drawings" means all the completion drawings, calculation and technical information of a like nature provided by the Engineer to be Contractor under the Contract and all drawings, calculation, samples, patterns, models, Repair and Maintenance manuals and other technical information of a like nature submitted by the Contractor and approved by the Engineer.

iv) "Bill of Quantities" means the priced and completed bill of quantities forming part of the Tender.

v) "Tender" means the Contractor's priced offer to the Employer for the execution and completion of the Works and the remedying of any defects therein in accordance with the provisions of the Contract, accepted by the letter of Acceptance. The word Tender is synonymous with "Bid" and the words, "Tender Documents" with "Bidding Documents".

vi) "Letter of Acceptance" means the contract agreement (if any) referred to in sub-Clause 9.1.

vii) "Appendix to Tender" means the appendix comprised in the form of Tender annexed to these conditions.

c) i. "Commencement Date" means the date upon which the Contractor receives the notice to commence the works.

ii. "Time for Completion" means the time period for which the contract of Repair and maintenance has been awarded by the employer to the contractor.

d) i. "Contract Price" means the sum stated in the letter of Acceptance as payable to the Contractor for the execution and completion of the Works and the remedying of any defects therein in accordance with the provisions of the Contract.

ii. "Retention Money" means the aggregate of all money retained by the Employer.

f) i. "Works" means the Permanent Works and the Temporary Works or either of them to be executed in accordance with the contract.

ii. "Site" means the places provided by the Employer for Repair and Maintenance of ESI Hospital, Okhla, new Delhi and its residential colony.

iii. "Cost" means all expenditure properly incurred or to be incurred, whether on or off the site, including over head and other charges but does not include any allowance for profit.

ENGINEER

2. Engineers Duties and Authority.

a) The Engineer shall carry out the duties specified in the contract.

3. Custody and Supply of Drawings and Documents.

The drawings shall remain in the sole custody of the Employer/Engineer, but copies as required thereof shall be provided to the Contractor free solely for the purpose of this contract.

4. Sufficiency of Tender.

The Contractor shall be deemed to have based his Tender on the data made available by the Employer and on his own inspection and examination of this site conditions.

5. Contractor's Employees.

The Contractor shall provide on the site qualified and experienced technical staff in connection with the Repair and Maintenance of the Works and the remedying of any defects therein. The minimum staff shall be as per description of work mentioned in BOQ.

6. Engineers at Liberty to Object.

The engineer shall be at liberty to object to an requires the Contractor to remove forthwith from the Works any person provided by the Contactor who, in the opinion of the Engineer, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on site is otherwise considered by the Engineer to be undesirable, and such person shall not be again allowed upon the works without the consent of the Engineer. Any person so removed from the Works shall be replaced as soon as possible.

7. Safety, Security and Protection of the environment.

The Contractor shall, throughout the execution and completion of the works and the remedying of any defects therein:

- i) Have full regard for the safety of all persons entitled to be upon the Site and keep the site (so far as the same is under his control)and the Works (so far as the same are not completed) or occupied by the Employer) in an orderly state appropriate to the avoidance of danger to such persons, and.
- ii) Provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer or by any duly constituted authority for the protection of the Works or for the safety and convenience of the public or others, and
- iii) Take all reasonable steps to protect the environment on and off the Site and to avoid damages or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequences of his methods or Repairs.

8. a) Insurance of work by the Contractor for his liability.

- i) During the Repair and Maintenance period for loss or damages to property and life arising from a cause for which contractor is responsible.
- ii) For loss or damages occasioned by the Contractor in the Course of any Repairs carried out by him for the purposes of complying with his obligations.

It shall be the responsibility of contractor to notify the Insurance Company of any change in the nature and extent of the works and to ensure the adequacy of the Insurance cover at all times during the period of contract.

9.Damages to Persons and Property.

The Contractor shall, except if and so far as the Contract provides otherwise, indemnify the Employer against all losses and claims in respect of:

- a) death of or injury to any person, or
- b) loss or damage to any property (other than the Works).

which may arise out of or in consequence of the Repair and Maintenance of the works and the remedying of any defects therein, and against all claims, proceeding, damages, costs, charges and expenses whatsoever in respect thereof.

10. Accident or injury to workmen.

The Employer shall not be liable for or in respect of any damages or compensation payable to any workman for death or injury resulting from any act or default of the contractor. The Contractor shall indemnify and keep indemnified the Employer against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.

10.1 Evidence and terms of insurance.

The Contractor shall take out appropriate insurance to cover his work and workers and staff employed by him fully. The contractor shall provide evidence to the Engineer/Employer as soon as practicable after the respective insurance have been taken out but in any case prior to the start of work at site that insurance required under the contract have been effected.

10.2 Compliance with status, regulations.

The Contractor shall conform in all respects, including by the giving of all notice and the paying of all fees, with the provision of:

- a) Any National or State Statute, Ordinance or other Law, or any regulation, or bye-law of any local or other duly constituted authority in relation to the execution and completion of the works and remedying of any defects therein, and
- b) The rules and regulations of all public bodies and companies whose property or rights are effected or may be affected in any way by the works, and the contractor shall keep the Employer indemnified against all penalties and liability of every kind for breach of any such provision.
- c) Any changes required for approval due to revision of local laws.

11. Default of contractor in compliance.

In case of default on the Contractor in carrying out such instruction within the time specified therein or, if none, within a reasonable time, the Employer shall be entitled to employ and pay other persons to carry out the same and all cost consequent thereon or incidental thereto shall, be determined by the Engineer and shall be recoverable from the Contractor by the Employer, and may be deducted by the employer from any monies due or to become due to the Contractor and the Engineer shall notify the Contractor accordingly.

12. Time of completion

The Repair and Maintenance work shall be a period of twelve months or as mentioned in the letter of commencement and shall start from the date issue of letter commencement and shall stand terminated and the expiry of twelve months.

13. Extension of Time for Completion.

The Repair and Maintenance contract may be extended on the written mutual consent of both Employer and Contractor for a further period of one year. However, employer reserves its right to terminate the Repairs and Maintenance contract by giving 15 days notice at any time during the currency of the contract if the services of the agency are not satisfactory as per the opinion of employer or its representative.

14. Defect identification and its rectification

Agency shall immediately attend the defects and complaints notices at site. The agency shall provide and develop a system for regular Repair and Maintenance of all the services which include defects identifications and its immediate rectification so, that services are not effected. It shall be the role responsibility of the Repair and Maintenance agency that all the services are kept in functional condition round the clock during the currency of the contract.

Defect Liability period shall be 12 months from the date of completion of work under BOQ measurable works. The contractor shall rectify at his own expenses any defect in the work carried out by him during this period. On failure of the contractor to do so, the same shall be completed by the employer at the risk and cost of the contractor.

15. Penalty for Delay.

If the Contractor fails to attend any complaint or defect in due course of time and if in the opinion of engineer delay is on the part of Repair and Maintenance agency, the employer can impose liquidated damages on the contractor as mentioned at page no. 16 of the tender document.

16. Contractor's failure to carryout instructions.

In case of default on the part of the Contractor in carrying out defect rectification works, the Employer/Engineer shall be entitled to employ and pay other persons to carry out the same and if such work, in the opinion of the Engineer, the Contractor was liable to do at his own cost under the Contract, then all costs consequent thereon or incidental thereto shall be determined by the Engineer and shall be recoverable from the contractor by the Employer, and may be deducted by the Employer from any monies due or to become due to the Contractor.

17. Instruction for variations.

Quantities given in the BOQ are estimated quantities. The quantity of any particular item may vary to any extent. Variation in quantity in particular items or overall cost, does not entitle contractor to claim any extra cost.

MEASUREMENT

18. Works to be measured.

The Engineer shall determine by measurement of the value of actual work done in accordance with the Contract and the Contractor shall be paid proportionately. Part rate shall be made for any part of BOQ items not fully executed. Engineer shall be at liberty to decide the break up of lump sum items and to decide the part rate for any particular item.

In case overtime, working of staff under item no. 1 is required, specific instructions of the authorised officer/engineer is to be obtained. Payment shall be made at applicable overtime rates.

19. Method of measurement.

The works shall be measured net, notwithstanding any general or local custom, except where otherwise provided in the Contract.

CERTIFICATE AND PAYMENTS

20. Monthly statements.

The Contractor shall submit a bill in 3 copies to the Medical superintendent by 7th of each month for the work executed up-to the end of previous month in tabulated form duly verified by the Engineer, showing the amounts to which the Contractor considers himself to be entitled. The bill must be supported with the following document:-

- a) Attendance sheet along with salary certificates, wages sheets of all the workers and staffs deployed against item no. "A".
- b) Certified bill miscellaneous materials purchased under different head against item no. "A".
- c) Details of defects/complaints attended and rectified within time.
- d) Details of complaints attended late.

20.1 Deduction of Income Tax.

The amount to be deducted towards the income tax shall be at the rate applicable.

20.2 Monthly payments.

After submission of monthly bill complete in all respect by the contractor, Engineer shall check the bill with the help of contractor and certify for payment within 15 days of the submission of bill.

20.3 Performance Guarantee.

Within two weeks of award of work, the Contractor shall submit a Performance Security @ 5% of the contract value for proper performance of the Contract in the Format enclosed as Annexure "C".

The performance guarantee shall be valid for the duration of the contract period plus 60 days.

The performance security can be en-cashed by the Employer to recover any amount which is payable by the Contractor to the Employer on any account for a cause arising out of the contract.

20.4 Correction of Certificates.

The Engineer may be any Interim Payment Certificates make any correction or modification in any previous Interim payment Certificates which has been issued by him, and shall have authority, if any work is not being carried out to his satisfaction, to omit or reduce the value of such work in any interim payment certificate.

20.5 Final Certificate.

Within 28 days after receipt of the Final Statement, and the written discharges, the Engineer shall issue to the employer (with a copy to the Contractor) a Final Certificate stating:

- a) The amount which, in the opinion of the Engineer, is finally due under the Contract, and
- b) After giving credit to the Employer for all amounts previously paid by the Employer and for all sums to which the Employer is entitled under the Contract.

21. Default of Contractor.

If the performance of the contract and is not satisfactory and not corrected within 15 days of receiving notice, then employer shall be at liberty to terminate the contract and get the work executed through other means at the risk and cost of the Contractor.

22.1 Amicable settlement of dispute.

The party shall use their best efforts to settle amicably all disputes arising out of or in connection this contract or the interpretation thereof.

22.2 Arbitration.

Any dispute and differences relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship of materials used in the work or as to any other question, claim, right, mater or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof in respect of which:-

Amicable settlement has not been reached.

shall be referred to the Sole Arbitration of the Chief Engineer, ESIC who shall proceed as per the Arbitration Act, 1996.

22.3 the work under the contract shall continue during the Arbitration proceedings.

22.4 The award of the Arbitrator shall be final, conclusive and binding on both the parties.

23. Payment on Termination.

In the event of termination of the contract, employer shall be at liberty to get balance work done at the risk and cost of the contractor and due payment of the contractor, if any shall be released after the completion of whole of the works.

Particular conditions of contract.

- CPWD specifications shall be followed. Where not available, BIS/Engineering practice as directed by the Engineer shall be followed.
- Complaints shall be made in the format (Enclosures-I).
- A complaint register (format at enclosures –II) shall be maintained in the Repair and maintenance Office of the contractor in which all complaints received shall be documented.
- All Repair and Maintenance related complaints shall be attended to within two hour failing which a recovery of Rs. 100 per event pr hour shall be made from the subsequent payment certificate of the contractor.
- The Sewerman shall ensure that all lines are maintained in a clean condition by carrying out preventive cleaning of all lines at least once each month.
- As the work will have to be carried out in building and area in use the contractor shall ensure:-
 1. That the normal functioning of ESIC activity is not affected as far a possible.
 2. That the work is carried out in an orderly manner without noise and obstruction to flow of traffic.
 3. That all rubbish etc is disposed off at the earliest and the place is left clean and orderly at the end of each day work.
 4. The Contractor shall ensure that his Repair and maintenance staff is qualified and licensed for their part of work. He shall be responsible for the their conduct. The staff should behave in a courteous manner. The contractor shall be held responsible for any loss or damage to ESIC Property.
 5. The contractor shall ensure safety of his workers and others at site of work and shall be responsible for any consequences arising out of execution of the Repair and Maintenance work.

6. When instructed to do so, the contractor shall ensure proper record keeping and storing of irreparable/dismantled material.
7. Periodically routine maintenance is to be carried out on all electrical installation/DG Sets and associated panels/AC/Plants/pumping stations/fire control system, two nos. lifts high mast (4 nos) and other switch gears conforming to the relevant BIS/DS/CPWD specification. The report to this effect be submitted to MS for reference and evaluation.
8. Water and electricity shall be made available free of cost at near by source or work. The contractor has to make his own arrangement for use of the same including drawing temporarily lines etc. The responsibility for following relevant rules, regulations and loss in the regard shall be entirely that of the contractor
9. The contractor, to whom the work is warded, will execute the work himself. He will not be allowed to sublet the work to any other agency.
10. The repair and maintenance cost of water supply feeder (CI pipe line) from DJB to ESI Hospital, Okhla. Token/Patient display boards, plants/installation not working for want of pending repairs, AC pipes insulation works, HT/LT cable jointing etc to be included in the tender cost and no extra payment to be made by the ESIC.
11. All the plants/installation to be handed over in working condition on termination of contract, otherwise the cost of defective plant installation to be recovered from contractor at market rate.
12. The cost of diesel/lubricants for running of DG Sets/Fire Engines etc will be borne by the contractor.
13. Periodical testing of drinking water from Govt approved agency after every three month, testing of Electrical installation as per IE Rules/CPWD norms and Cost to be borne by contractor.
14. Cost of Chlorine/water softening material to borne by the contractor.

Following indicative works are covered under cope of ARM

a) Civil Works.

1. Attending to blockage of drain pipe, gully trap, floor trap and manhole.
2. Attending to leakage from tap and valves, sanitary fixture, fixtures for water supply.
3. Cleaning of shafts and keeping the same functional.
4. Attending to rectification of mal-functioning fittings on doors/window etc.
5. Occasional replacement of broken glass panes of doors and windows and their handles.
6. Attending to rectification of wall plaster and floors in patch work (not large in area/quantity w.r.t. the whole thereof).
7. Periodic cleaning and polishing of flooring as distinct from house keeping jobs).
8. Periodic white washing, colour washing, painting etc.
9. Occasional replacement of water supply fittings/sanitary fixtures.
10. Periodical cleaning of over-head, underground tanks etc i.e. date of cleaning to be painted on surface.
11. Changing of fly proof mesh in doors, windows and ventilators.
12. Repairs of expansion joints to limited extent.
13. Clearing of rubbish in and around dustbins/residential colony and hospital premises.
14. In respect of civil works and landscaping/horticulture works e.g. white washing. Colour washing, painting, polishing, sanitary, water supply, drainage including other external/internal services and maintenance of lawn/trees, green space etc relevant CPWD specifications as inforce shall be followed.
15. All rubbish from hospital premises except infected is to be disposed off regularly to MCD dumping area.
16. Cleanliness surrounding of the Hospital including Horticulture will be the responsibility of ARM contractor.
17. Cleanliness of the Residential Premises will be the responsibility of the ARM contractor.

b) Electrical Works.

1. Replacement of fuse (all types), repair/replacement of faulty switches, holders, screws etc.
2. Oiling, greasing of fans (ceiling wall and exhaust) as and when required.
3. Cleaning and spray painting of ceiling fans, main witch boards, tube lights fittings and likes.
4. Occasional re-winding of fans.
5. Repair/Replacement of Tube light, chokes and starters.
6. Rewiring of circuit wiring to a limited extent.
7. Checking of earthling system to make it functional and effective.
8. Operation, Repair and Maintenance of DG Sets, DG Panels, HT Panels/Transformers, LT Panels, Voltage Stabilizer 4 no. high masts, 2 nos lifts (except AMC) and Painting etc.
9. Operation, Repair and Maintenance of water pump sets, pressure tanks, water softening/chlorination/filtration systems bore well and their connected services/systems, and painting etc. Periodical cleaning of water pumps and water tanks etc.
10. Operation, Repair and Maintenance of central AC Plants, Air Washers, Kitchen Cold Storage Cooling Plants and their connected services/systems and painting etc.

11. Operation, Repair and Maintenance of fire alarm system/amplifier system, fire fighting system, fire extinguishers including fire pump engine /fire pumps and their connected services/system and painting etc.
12. Operation, Repair and Maintenance of medical gases system and its connected services/system.
13. Repair and Maintenance of window/split type AC.
14. Operation, Repair and Maintenance of EPBAX System and repair/replacement of defective telephones instruments and its connected services.
15. Repair and Maintenance of internal electrical fittings/systems, token/patient's state display boards, fan etc and its connected services.
16. Repair and Maintenance of neon sign boards, area lights and security lights with connected services and painting etc.

c) Horticulture Works.

1. Edging with bricks for hedging including excavation, refilling, manure and sampling of seasonal of plants to be regularly done.
2. Seasonal plants to be procured and maintained in cement and earthen pots, gardens and other areas as per requirement.
3. Manure to be arranged and put in all green space as per the areas marked in and around residential colony/hospital premises.

Enclosure-II

MAINTENANCE COMPLAINT REGISTER

S.No.	Date & Time	Complainant	Nature of complaint	Complaint attended Date & Time	Remarks	Signature of Contractor

FORM OF PERFORMANCE SECURITY BANK GUARANTEE BOND

1. In consideration of the ESIC having agreed under the terms and conditions of the Agreement _____ dated _____ made between ESIC and Second Party (herein called the said Construction Agency _____ for the work _____ hereinafter called the said agreement) to production of irrevocable bank guarantee for Rs. _____ (Rupees _____ only) as a security /Guarantee from the Construction Agency for compliance of his obligations in accordance with the terms and conditions in the said agreement.

We _____ (hereinafter referred as to "the Bank" hereby) (indicate the name of the bank)

Undertake to pay to the ESIC an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the ESIC.

2. We _____ do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the ESIC Stating that the amount claimed is required to meet the recoveries due or likely to be due from the Second Party. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

3. We, the said bank further undertake to pay to the ESIC any money that is demanded notwithstanding any dispute or disputes raised by the Second Party in any suit or proceeding pending before any court or tribunal relating thereto, a liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of a liability for payment thereunder and the Second party shall have no claim against us making such payment.

4. We _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would taken for the performance of the said agreement and that it shall continue to enforceable till all the dues of the ESIC under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or Medical Superintendent on behalf of the ESIC certified that the terms and conditions of the said agreement have been fully and properly carried out by the said second party and accordingly discharges this guarantee.

5. We _____ (indicate the name of bank) further agree with the ESIC that. The ESIC shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the ESIC against the said Second Party and to bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor or for any forbearance, act of omission on the part of the ESIC or nay indulgence by the ESIC to the said contractors or by any such mater or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of as relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.

7. We _____ lastly undertake not to revoke this guarantee except with the previous consent of the ESIC in writing.

8. This guarantee shall be valid upto _____. Unless extended on demand by ESIC. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to RS. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry of the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ Day _____ of _____ For _____ (indicate the name of bank).

ESI HOSPITAL, OKHLA PHASE-I, NEW DELHI-20.

BILL OF QUANTITIES

ANNEXURE-A

NAME OF WORK:- SCHEDULE FOR REPAIR AND MAINTENANCE OF CIVIL AND HORTICULTURE WORKS

ITEMS FOR THE PERIOD 1.4.2009 TO 31.3.2010.

NOTES: DESCRIPTION OF ITEMS MAY NOT BE EXHAUSTIVE SO THE TENDERER SHOULD MAKE A VISIT TO HOSPITAL AND RESIDENTIAL COMPLEX AND QUOTE HIS RATES AS PER GROUND POSITIONS.

S.NO.	Description of items	Quantity		Unit	Rate per month		Total per Annum	
		Residential	Hospital		In figures	In words	In figures	In words
1.	<p>CIVIL WORKS</p> <p>Building, repair and maintenance of civil works including water supply, sanitary, plumbing, storm water drainage and sewerage disposal works also includes:-</p> <p>a) Cleaning of overhead & underground tanks of Hospital building and residential complex including sumps.</p> <p>b) Cleaning of manholes/gully/inspection chambers and flushing of building sewers.</p> <p>c) Collection of water samples for physical chemical and bacteriological tests.</p>	Twice	Four times					
		Fortnightly	Fortnightly	One job				
		Twice	Twice					

2.	a) Grinding and polishing of kota/marble stone/marble chips in flooring and dados.	1000sqm	2500sqm	Sqm				
	b) Removing dry/oil bound distemper/water proofing cement paint (snowcem) and the like by scrapping, sand papering including repair to scratches/holes/uneven surfaces etc complete.	2500 sqm	5000sqm	Sqm				
3.	i) White wash/colour wash.	12000sqm	4000sqm	Sqm				
	ii) Dry distemper/oil bound distemper.	1200sqm	3000sqm	Sqm				
	iii)Paint (Enamel/Acrylic)	2000sqm	6000sqm	Sqm				
	iv) W.P. cement paint/snowcem.	2500sqm	---	Sqm				
4.	Disposal of malba/sewage malba/rubbish/cuttings of grass/tree leaves in and around residential colony and hospital complex premises including loading, unloading and its disposal at authorized dumping ground of MCD.	Fortnightly (12 trips)	Fortnightly (12 trips)	Trip				

5.	<p>Horticulture and landscaping works.</p> <p>Maintenance of open lawns/trees/green space etc.</p> <p>a) Hospital area= 0.65 acres. b) Maintenance of plants and trees= 3000nos. c) Hedge cutting= 2000 metres. d) Casual labour for seasonal operations including supply of manure khad & and fertilizer etc. e) Material to be supplied:- i) Earthen pots 10'&12'=50 Nos each ii) Cement pots 18'=50 nos. iii)Seasonal plants=300 nos.</p> <p>iv)PVC Pipe=250 mtrs. v)Lawn mover big=1 no. vi)Painting (synthetic/enamel) paint=150 sqm</p>			One job				
6.	<p>Edging with FPS bricks laid length wise having 0.5m to 0.75 m width including excavation, refilling, consolidation/hand packing and spreading and disposal of extra earth as directed by Engineer Incharge.</p>	300 mtr	300 mtrs	Mtr				

7.	Supply and plantation of following plants(including providing, khad, urea etc as per requirement):-							
	a)Money plants=15 nos			Each				
	b) Iscodium plants=15nos			Each				
	c) Haruketia plants=15 nos			Each				
	d) Aarimam plants= 10 nos.			Each				
	e) Gulab ped=15 nos.			Each				
	f) Rubber plant=15 nos.			Each				

ELECTRICAL WORKS

ANNEXURE-‘B’

OPERATION, REPAIR AND MAINTENANCE OF ELCTRICAL EQUIPMENT/SYSTEM/INSTALLATIION AND ELECTRICAL FITTINGS/FIXTURES INCLUSIVE OF SUPPLY AND FIXING OF MATERAIALS TOWARDS REPAIR/REPLACEMENT OF PARTS ETC, COMPLETE.

FOR THE PERIOD FROM 1.4.2009 TO 31.3.2010 (12 MONTHS)

(List of the Machinery electrical items mentioned below under this heading may not be exhaustive. The tenderer should make a visit of the Hospital/residential colony premises and quote their rates as per ground position.)

A) DG SETS, HT/LT PANELS, TRANSFORMERS (SUB STN BLG)

Repair and maintenance and operation of following equipments with materials and labours:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
	<u>Electrical works</u>						
1.	DG Sets 140 KVA (Make Commins) with two nos DC BATTERY 12 v, 25 PLATES, Auto by pass panel and change over with contracts/indicator, components etc.	2 sets					
2.	HT panels (make GEC) 11 KVA with DCB & controls/indicator components etc.	4 nos					
3.	HT Transformers 1000KVA (Make GEC) complete with indicator/controls components etc.	2 nos					
4.	LT panels (make tricolite) with ACBs and change over complete with indicators/control components etc.	2 nos	One job				
5.	Capacitor panels complete with indicators/control components etc.	2 sets					
6.	Emergency panel complete with ACBs, indicators/control components etc.	1 nos					
7..	500 KVA voltage stabilizer (make Sai Elect) complete with controls/ indicators etc.	1 nos					
8	100 KVA voltage stabilizer (make venitee) complete with controls/indicators in X-Ray deptt.	1 no					
9	LT panels (make tricolite) sub main/sub-sub main in hospital buildings	38 nos					

B) CENTRAL AIR CONDITIONING PLANT AND AIR WASHERS.

Repair and maintenance and operation of following equipments with materials and labours:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
1.	80 TR compressors with 100 HP motors complete with controls/gauges, indicators system etc (make utility/voltas).	4 sets	One job				
2.	Condensers/chiller pumps with 20 HP motors with control etc.	8 sets					
3.	120 TR cooling tower with 7.5 HP motors complete with controls etc.	3 sets					
4.	Air handling Unit with motors (15 HP to 3 HP) and controls and main control board with indicators etc.	17 sets					
5.	Electric panel with ACBs, starters, controls/indicators etc.	1 nos					
6.	Air washer unit with pumps and motors, cooling tower and starter etc. (motors 10 HP to 5 HP)	2 sets					
7.	Fan coil unit 1.5 TR/2.00 TR complete.	3 sets					
8.	Kitchen cold storage plant with condenser, compressor 5 TR, cooling tower with two nos pumps and motors 5 HP and with controls etc.	1 set					

C) WATER SUPPLY PUMP HOUSE

Repair and maintenance and operation of following equipments with materials and labours:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
1.	Pump (make wasp/kirloskar) with 12.5 HP motors and connected controls etc.	6 sets	One job				
2.	Pressure tanks with controls/valves/indicators etc.	3 nos					
3.	Wasp pump with 3 HP/2HP motors for chlorination system complete with controls etc.	2 sets					
4.	Beacon pump with 7.5 HP/ 3HP motors for water softening plant and connected controls etc.	2 sets					
5.	Beacon pump with 7.5 HP motors for filtration plant with connected control etc.	3 sets					
6.	Electric panel with starters/controls and indicators etc.	1 nos					
7.	Beacon pump with 5 HP motors for de-watering at (-) minus level.	2 sets					
8	Bore wells with submersible pumps and motors complete.	2 nos					

D) FIRE ALARM AND PA SYSTEM

Repair and maintenance and operation of following equipments with materials and labours:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
1.	Main fire control panel with controls/indicators etc.	1 nos	One job				
2.	Sub main fire control panels with indicators etc.	11 nos					
3.	Smoke and heat detectors .	350 nos					
4.	RI/Hooters/Manual call bell etc.	267nos					
5.	Amplifier (make Ahuja) SSA-250M with components etc.	01 nos					

E) FIRE FIGHTING SYSTEM

Repair and maintenance and operation of following equipments with materials and labours:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
1.	Fire diesel engine 75 HP with pump and control valves /NRVs, and with two nos DC Battery 25 plates, 12 V etc.	1 set	One job				
2.	Pump with 75 HP motor (make BB Motors) with control valves/NRVs etc.	1 set					
3.	Jockey pump with 15 HP motor and control valves/NRVs etc.	1 set					
4.	Water drainage pump with 5 HP motors and control valves/NRVs etc.	2 sets					
5.	Fire hydrants complete with control valves, hosepipes and cabinets etc.	29 nos					
6.	Fire extinguishers:- a) ABC-5 Kgs type- 38 nos. b) BC- 10 kgs type-02 nos. c) BC-4.5 kgs type-64 nos. d) BC-3.5 kgs type-31 nos. Total 135 nos	135nos					

F) MEDICAL GASES AND VACCUM SYSTEM

Operation charges for medical gases plant and vaccum plant:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
1.	Operation charges for medical gases plant and vaccum plant round the clock services. (gases to be supplied by ESIC)	1 job	1 job				

G) WINDOWS/SPLIT TYPE AIR CONDITIONERS

Repair and maintenance of following equipments with materials and labours:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
1.	Window/split type one ton/1.5 ton capacity ACs.	26 nos	One job				

H) EPBAX SYSTEM

Repair and maintenance and operation of following equipments with materials and labours:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
1.	EPBAX system board with 12 V, 13 plates DC battery (4 nos) etc.	1 set	One job				
2.	Repair/replacement of defective telephones, one +one telephone plan two sets etc.	132 nos					

J) INTERNAL LIGHTS AND FITTINGS/FIXTURES

Repair and maintenance of internal lights and fittings/fixtures/controls of following with materials and labours:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
1.	Point wiring for internal fittings and light/power plugs etc for hospital building.	3200 nos	One job				
2.	Point wiring for internal fittings and light/power plugs etc for residential colony.	1802 nos					
3	Point wiring for telephone instruments for hospital building.	370 nos					
4	Repairs, maintenance and rewinding etc of ceiling/wall/exhaust/table fans for hospital building.	460 nos					
5	Repairs, maintenance and rewinding etc of ceiling fans for residential colony.	202 nos					
6	Tube light fittings with single/twin rods in hospital buildings.	1250 nos					
7	Tube light fittings with single tube in residential colony.	100 nos					
8	Incandescent bulbs in residential colony.	637 nos					
9	Repairs, maintenance and operation of sub main/sub –sub main panels in residential colony.	23 nos					

K) EXTERNAL LIGHTS AND CONTROLS

Repair and maintenance and operation of external lights and fittings/fixtures/controls of following with materials and labours:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
1.	Pole lights 70 W and 125 W with HPSVlamps and pillar boxes etc.	88 nos	One job				
2.	Feeder control panels.	05 nos					
3	Security lights with halogen lamps 125 W and 250 Watt etc.	18 nos					
4	Neon sign boards (3 nos) and normal boards (5 nos).	8 nos					
5	High mast pole lights each with 08 MH lamps , 04 chokes, gear operated with one pillar box and twin doom aviation light etc (to be maintained w.e.f. 22/9/2009 onwards).	4 nos					

L) OPERATION SYSTEM FOR TWO LIFTS

Operation and maintenance of the following with materials and labour of two lifts:-

S.NO.	ITEM	QTY	UNIT	RATE PER JOB PER MONTH		TOTAL PER ANNUM	
				In figures	In words	In figures	In words
1.	Repair and maintenance of defective TPN switches/MCBs, HRC fuses, repair/rewinding of 450 mm exhaust fans and changing of tube rods/bulbs in lift cabins with M & L.	2 nos lifts	One job				
2.	Cleaning and painting of two lifts with two coats of enamel/berger points including in machine room, cabins, shafts etc M &L.	2 nos lifts					
3	Operation charges for one number lift round the clock services (one lift to be operated at a time).	1 no. lift					